

## ATTACHMENT A

### RESOLUTION NO. 2024-49

#### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEWPORT BEACH, CALIFORNIA, AMENDING CERTAIN SECTIONS OF THE RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN RECORDS ACCORDINGLY

**WHEREAS**, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Newport Beach ("City");

**WHEREAS**, California Government Code Section 34090 *et seq.* provides a procedure whereby any City record that has served its purpose and is no longer required may be destroyed;

**WHEREAS**, the State of California has adopted guidelines for retention periods for various government records;

**WHEREAS**, on August 12, 2003, the City Council adopted Resolution No. 2003-39, approving the initial records retention schedule ("First Records Retention Schedule");

**WHEREAS**, on December 12, 2006, the City Council adopted Resolution No. 2006-104, amending the First Records Retention Schedule;

**WHEREAS**, on February 8, 2011, the City Council adopted Resolution No. 2011-18, adopting a new records retention schedule and rescinding Resolutions Nos. 2003-39 and 2006-104 ("Second Records Retention Schedule");

**WHEREAS**, on May 13, 2014, the City Council adopted Resolution No. 2014-35, adopting a new records retention schedule and rescinding Resolution No. 2011-18 ("Third Records Retention Schedule");

**WHEREAS**, the City Council has adopted Resolution Nos. 2016-48, 2018-18, 2019-24, 2021-75, and 2023-17 amending the Third Records Retention Schedule ("Records Retention Schedule"); and

**WHEREAS**, the City is continuing to improve its Records Management program, including updating the City's Records Retention Schedule to incorporate new laws and business practices.

**NOW, THEREFORE**, the City Council of the City of Newport Beach resolves as follows:

**Section 1:** The term “records” as used herein shall include any written or electronic documents, instructions, books, microforms, electronic files, magnetic tape, optical media, papers, or other items as defined by the California Public Records Act (“CPRA”) under California Government Code Section 7920.545.

**Section 2:** The Records Retention Schedule is hereby amended, in part, as set forth in Exhibit 1, with said amendments incorporated into the Records Retention Schedule as set forth in Exhibit 2, both of which are attached hereto and incorporated herein by this reference.

**Section 3:** All other parts of the Records Retention Schedule that are not modified by the adoption of this resolution, shall remain unchanged and in effect.

**Section 4:** The records of the City of Newport Beach, as set forth in the Records Retention Schedule, as amended, are hereby authorized to be destroyed in accordance with California Government Code Section 34090 *et. seq.* and the applicable timeline set forth in the Records Retention Schedule, as amended, upon the request of the Department Directors and with the written consent of the City Attorney, without further action by the City Council of the City of Newport Beach.

**Section 5:** With the consent of the City Clerk, City Manager, and City Attorney, the following amendments are hereby authorized to be made to the Records Retention Schedule, as amended, without further action by the City Council: (1) minor clarifications or improvements of records descriptions, (2) changes of Office of Record/re-naming of departments or divisions, and (3) new records series being added; as long as those additions or amendments do not reduce the retention timeline or eliminate any portion of the Records Retention Schedule, as amended. Although these items do not require City Council approval, a summary of all changes shall be made available to the City Council for review.

**Section 6:** The City Council finds the adoption of this resolution is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**Section 7:** The recitals provided in this resolution are true and correct and are incorporated into the operative part of this resolution.

**Section 8:** If any section, subsection, sentence, clause or phrase of this resolution is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this resolution. The City Council hereby declares that it would have passed this resolution, and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

**Section 9:** This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting the resolution.

**ADOPTED** this 23<sup>rd</sup> day of July, 2024.

\_\_\_\_\_  
Will O'Neill  
Mayor

**ATTEST:**

\_\_\_\_\_  
Leilani I. Brown  
City Clerk

**APPROVED AS TO FORM:**  
CITY ATTORNEY'S OFFICE

  
\_\_\_\_\_  
Aaron C. Harp  
City Attorney

Attachment(s):

Exhibit 1 – 2024 Records Retention Schedule Update – Individual Proposed Changes  
Exhibit 2 – 2024 Records Retention Schedule – Redline Draft

**Exhibit 1**

**2024 Records Retention Schedule Update –  
Individual Proposed Changes**

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AM = Add New	A	D	AN	City Wide (CW)					Indicates AmendedText
A	X			Lead Dept.	Lead Dept.	CW-010	Agreements & Contracts - NON-INFRASTRUCTURE All Change orders, Contracts/Agreements, RFPs - Originals NOT sent to City Clerk (examples of Non-Infrastructure: Consultants, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.)	Removed <del>Statewide guidelines propose termination +5 years</del> from comments	Indicates New Code
A	X			Lead Dept.	Lead Dept.	CW-011	Agreements & Contracts: ADMINISTRATIVE FILES - NOT funded by a grant (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Removed <del>Statewide guidelines propose termination +5 years</del> from comments	
A	X			Lead Dept.	Lead Dept.	CW-012	Agreements & Contracts: ADMINISTRATIVE FILES - WITH grant funding (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Removed <del>Statewide guidelines propose termination +5 years</del> from comments	
A	X			Lead Dept.	Lead Dept.	CW-080	Complaints / Service Request Database	Added <a href="#">Minimum 2 Years</a> to Indefinite Retention	
A	X			Dept. that Authors Document or Receives the City's Original Document	Dept. that Authors Document or Receives the City's Original Document	CW-032	Correspondence - ROUTINE (Content <del>relates in a SUBSTANTIVE way to the conduct of the public's business of the correspondence needs to be retained because it is substantive to conducting or is an important record of City</del> )(e.g. Administrative, Chronological, e-mail, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Reading, Working Files, etc.)	Added if the content is substantive or is an important record of City business, then the correspondence should be retained for the same period of time applicable to the content of the correspondence, or if no other retention period applies, then the minimum is 2 years, to Comments/Reference; Added <a href="#">Minimum 2 years</a> (see notes) to Retention Period	
A	X			Dept. that Authors Document or Receives the City's Original Document	Dept. that Authors Document or Receives the City's Original Document	CW-033	TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference	Added <a href="#">§7920.530, 7920.545</a> ; removed <del>§6252</del> from Comments/Reference	
A	X			Lead Dept.	Lead Dept.	CW-034	Drafts & Notes: Drafts that are revised (retain final version)	Added <a href="#">§7927.500</a> , removed <del>6252, 6254(a)</del> from Comments/Reference	
A	X			Lead Dept.	Lead Dept.	CW-035	Grants / CDBG / FEMA Claims / OES Claims / Reimbursable Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)	Removed <del>Statewide guidelines propose 4 years</del> from Comments/Reference	
A	X			Lead Dept.	Lead Dept.	CW-074	Real Estate Appraisal Reports: Property NOT purchased or sold	Removed <del>Statewide Guidelines show 2 years</del> , added <a href="#">7928.705</a> , and removed <del>6254(h)</del> from Comments/Reference	
A	X			Lead Dept.	Lead Dept.	CW-056	Reference Materials: Administrative Procedures or Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by YOUR Department	Removed <del>Statewide guidelines propose superseded +2 or 5 years</del> from Comments/Reference	
A	X			Lead Dept.	Lead Dept.	CW-059	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	Removed <del>statewide guidelines propose 2 years; if historically significant; retain permanently</del> from Comments/Reference	
A	X			Lead Dept.	Lead Dept.	CW-068	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics Training, Harassment Prevention Training, Safety Training & Tailgate Training Meetings)	Removed <del>Statewide guidelines propose 7 years</del> , added <a href="#">4</a> , and removed <del>2-3</del> from Comments/Reference	

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Building (BL)					Indicates Amended Text
A	X			Building (BL)	BL	BL-018	Complaints, Investigations	Removed <del>When No Longer Required</del> from Minimum 2 Years Retention	Indicates New Code
A	X			Building (BL)	BL	BL-004	Certificates of Occupancy	Removed <del>Statewide guidelines propose life of building</del> from Comments/Reference	
A	X			Building (BL)	BL	BL-008	PERMITS: Building Permits & Building Permit Applications (except cancelled permits where no work was started)	Removed <del>Statewide guidelines propose permanent</del> from Comments/Reference	
A	X			Building (BL)	BL	BL-012	PLANS: Approved Construction Documents and Plans - ALL (COMMERCIAL & RESIDENTIAL) (includes soils reports, energy calculations, commercial structural plans, commercial structural calculations, Private NPDES permits, Hazardous Materials Questionnaire, applications, Flame Retardancy Certificates, Floor Plan Drawings, fire lanes, fuel modification, business for occupancy load, etc.)	Removed <del>Statewide guidelines propose 2 years for blueprints &amp; specifications</del> from Comments/Reference	

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	City Attorney					Indicates Amended Text
A	X			City Attorney (CAO)	CAO	CA-005	Legislative Advocacies, Amicus Briefs, Miscellaneous, etc.	Removed <del>When No Longer Required</del> from Minimum 2 Years Retention	Indicates New Code
A	X			City Attorney (CAO)	CAO	CA-008	Subject / Project Files (Cable TV, etc.)	Removed <del>When No Longer Required</del> from Minimum 2 Years Retention	

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	City Clerk's Office (CCO)					Indicates AmendedText
A	X			City Clerk's Office (CCO)	CCO	CC-015	Claims Log / Database	Indefinite - added <b>Minimum 2 Years</b>	Indicates New Code
AN			X	City Clerk's Office (CCO)	CCO	CC-041.5	Lobbyist Registration Forms (City's forms)	Retention: <b>7 Year; NBMC Chapter 1.28</b>	
A	X			City Clerk's Office (CCO)	CCO	CC-027	Candidate File: Nomination Papers, Candidate Statements, etc. - SUCCESSFUL CANDIDATES	Removed <del>Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful</del> from Comments/References	
A	X			City Clerk's Office (CCO)	CCO	CC-028	Candidate File: Nomination Papers, Candidate Statements, etc. - UNSUCCESSFUL CANDIDATES	Removed <del>Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful</del> from Comments/References	
A	X			City Clerk's Office (CCO)	CCO	CC-010	City Council Correspondence	Code changed from <del>CC-062</del> to <b>CC-010</b>	



Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	City Manager					Indicates Deleted Code
A	X			City Manager (CMO)	CMO	CM-016	Business Improvement Districts (BIDs) Project Files	Removed <del>Statewide guidelines propose termination + 5 years</del> from Comments/Reference	Indicates Amended Text
A	X			City Manager (CMO)	CMO	CM-015	Economic Incentives / Business Development (Auto Dealer Sales Tax Incentives, etc.)	Removed <del>When No Longer Required</del> from Minimum 2 Years Retention	Indicates New Code
A	X			City Manager (CMO)	CMO	CM-005	Media Releases / Mailers	Removed <del>When No Longer Required</del> from Minimum 2 Years Retention	
A	X			City Manager (CMO)	CMO	CM-007	Projects & Issues	Removed <del>When No Longer Required</del> from Minimum 2 Years Retention	
A	X			City Manager (CMO)	CMO	CM-017	Prospects / Business Retention / Recruitment Files that do not result in a project (Issues and/or projects will vary over time - e.g. Hotels, etc.)	Removed <del>When No Longer Required</del> from Minimum 2 Years Retention	
A	X			City Manager (CMO)	CMO	CM-009	Video Recordings - Government Programming (e.g. City Scenes, POG, etc.)	Removed <del>When No Longer Required</del> from Minimum 2 Years Retention	
A	X			City Manager (CMO)	CMO	CM-010	Video Recordings - Not Historic / Special Events (Historically Significant, see LS-001)	Removed <del>When No Longer Required</del> from Minimum 2 Years Retention	

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Code Enforcement					Indicates Amended Text
A	X			Code Enforcement (CE)	CE	CE-001	Code Enforcement Case Files: Violations / Warnings / CodeEnforcement / Citations	Added <b>After QC &amp; OID</b> to Destroy Paper after Imaged & QC'd; removed <del>1-Year</del>	Indicates New Code
A	X			Code Enforcement (CE)	CE	CE-002	Code Enforcement Case Files - Illegal Units or Liens	Added <b>After QC &amp; OID</b> to Destroy Paper after Imaged & QC'd; removed <del>1-Year</del>	

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Finance (FIN)					Indicates AmendedText
D		X		Finance (FIN)	FIN	FIN-015	<del>General Ledger: Final year-end Includes Balance Sheets, Revenue Ledger and Expenditure Ledger</del>	Removed to remain consistent with Finance practices in other Cities	Indicates New Code
AN			X	Finance (FIN)	FIN	FIN-048.5	Reports, Finance Reports created from Database Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Budget Adjustments (ANNUAL, MONTHLY OR PERIODIC)	Retention: When No Longer Required	

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Fire (FR)					Indicates Amended Text
A	X			Fire (FR)	Fire	FR-006	Daily Logs - Lifeguards (CAD database effective January 1, 2015)	Added <b>Minimum 2 Years</b> to Indefinite Retention	Indicates New Code
A	X			Fire (FR)	Fire	FR-012	Daily Logs – Lifeguards (CAD Database)	Added <b>Minimum 2 Years</b> to Indefinite Retention	
A	X			Fire (FR)	Fire	FR-047	Daily Roster (Tele staff Database)	Added <b>Minimum 2 Years</b> to Indefinite Retention	
D		X		Fire (FR)	Fire	FR-038	<del>Employee Training (Includes Certificates, Certifications, EMS, EMT, and Paramedic Training documentation)</del>	Combined with FR-056	
A	X			Fire (FR)	Fire	FR-008	Incident Database ALL includes incident reports; cause and origin reports; property releases; inspection reports; violation notices; vehicle checks; etc.	Added <b>Arson is Permanent; Inspections are Life of the Structure or Activity</b> to Indefinite Retention	
A	X			Fire (FR)	Fire	FR-056	<del>Incident Database</del> - Employee Training Database & Certificates Operations Includes Certificates; Certifications EMS, EMT, and Paramedic Training documentation	Added description from FR-038	
A	X			Fire (FR)	Fire	FR-037	Report of Suspected Dependent Adult / Elder / Child Abuse (attached to ePCR – ImageTrend/Elite database )	Added <b>Minimum 20 Years</b> to Indefinite Retention	
A	X			Fire (FR)	Fire	FR-015	Standard Operating Procedures / Fire Department Policy Manual	Added <b>Minimum 2 Years</b> to Indefinite Retention	

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Harbor Dept (HBR)					Indicates Amended Text
A	X			Harbor Dept (HBR)	HBR	HBR-019	Harbor Databases (Mooring Management, Reservations, Incidents)	Added <b>Minimum 2 Years</b> to Indefinite Retention	Indicates New Code
A	X			Harbor Dept (HBR)	HBR	HBR-015	Marina Park Slip Agreements - Records held by Marina Park	Added <b>Minimum 2 Years</b> to Indefinite Retention	

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Human Resources					Indicates Amended Text
A	X			Human Resources (HR)	HR	HR-003	Civil Service Hearings (including audio recordings) <b>With the Exception of employee records related to Police administrative / personnel investigations and/or disciplinary matters</b>	Added <b>With the Exception of employee records related to Police administrative / personnel investigations and/or disciplinary matters</b> to description as requested by departments	Indicates New Code
A	X			Human Resources (HR)	HR	HR-008	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims that are resolved administratively	Added <b>California Civil Rights Department (CRD)</b> to description	
D		X		Human Resources (HR)	HR	<del>HR-061</del>	<del>COVID-19 Notifications to Employees</del>	Removed; no longer legally required	
A	X			Human Resources (HR)	HR	HR-041	Employee Investigations <b>With the Exception of employee records related to Police administrative / personnel investigations and/or disciplinary matters</b>	Added <b>With the Exception of employee records related to Police administrative / personnel investigations and/or disciplinary matters</b> to description as requested by departments	
A	X			Human Resources (HR)	HR	HR-016	Job Specifications	Retention increased to <b>4 Years after Superseded</b> per state law	
A	X			Human Resources (HR)	HR	HR-020	Negotiations: Employee Associations (notes, drafts, proposals, tentative agreements)	Removed <del>Statewide guidelines propose permanent</del> from Comments/Reference	
A	X			Human Resources (HR)	HR	HR-026	Program Evaluations (participant's feedback for classes, etc.)	Removed <del>When No Longer Required</del> from Minimum 3 Years Retention	
AN			X	Human Resources (HR)	HR	<b>HR-026.5</b>	<b>Public Official Bonds</b>	Retention: <b>Permanent</b> to match Personnel Files	
A	X			Human Resources (HR)	HR	HR-005	Studies / Classification / Compensation & Salary Studies / Reorganization Studies (for employee classifications and department structures)	Removed <del>When No Longer Required</del> from Minimum 3 Years Retention	
A	X			Human Resources (HR)	HR	HR-031	Verifications of Employment, Child Support	Retention reduced to <b>When No Longer Required</b>	
A	X			Human Resources (HR)	HR	HR-034	Accident / Incident / Injury Reports: PUBLIC ADULTS (medical and non-medical.)	Removed <del>Statewide guidelines propose 3-years</del> from Comments/Reference	
A	X			Human Resources (HR)	HR	HR-035	Accident / Incident / Injury Reports: PUBLIC JUVENILES (medical and non-medical.)	Removed <del>Statewide guidelines propose 3-years</del> from Comments/Reference	
AN				Human Resources (HR)	HR	<b>HR-026.5</b>	<b>Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, Training, etc.</b>	Retention: <b>5 Years</b>	

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Information Technology (IT)					Indicates Amended Text
A	X			Information Technology (IT)	IT	IT-001	Backups ( <del>ALL Disaster Recovery Computer Backups</del> ) <del>DAILY—Network, All Files on Shared Drives, Applications (Enterprise-wide)</del>	Added ( <del>ALL Disaster Recovery Computer Backups</del> ); removed <del>DAILY—Network, All Files on Shared Drives, Applications (Enterprise-wide)</del>	Indicates New Code
D		X		Information Technology (IT)	IT	IT-002	<del>Backups—WEEKLY Disaster Recovery Copy—Network, All Files on Shared Drives, Applications (Enterprise-wide)</del>	Combined with IT-001	
D		X		Information Technology (IT)	IT	IT-004	<del>Backups—MONTHLY—Network, All Files on Shared Drives, Applications (Enterprise-wide)</del>	Combined with IT-001	

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Library Services (LS)					Indicates Deleted Code
	X			Library Services (LS)	LS	LS-012	Grant Program (Grants to Others)	Removed <del>statewide guidelines propose 4 years</del>	Indicates Amended Text
	X			Library Services (LS)	LS	LS-024	Library Management Database / Other than Listed	Added <b>Minimum 2 years</b> to Indefinite Retention	Indicates New Code



Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Planning (PL)					Indicates Amended Text
A	X			Planning (PL)	PL	PL-001	Affordable Housing In-Lieu Funds	Removed <del>statewide guidelines propose 4 years</del> from Comments/Reference	Indicates New Code

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Police (PD)					Indicates Amended Text
A	X			Police (PD)	PD	PD-002	Chief's Subject Files	Removed <del>When No Longer Required</del> from Minimum 2 Years retention	Indicates New Code
A	X			Police (PD)	PD	PD-097	Report provided to the State Commission on Peace Officer Standards and Training (POST Commission) of peace officer employment, compliant, finding, disposition, or judgment pursuant to PC 13510.9. Report of data regarding the number, type, or disposition of complaints made against its officers.	Added Report of data regarding the number, type, or disposition of complaints made against its officers to description	
A	X			Police (PD)	PD	PD-012	Accounting Records: Investigative Expense Funds (Confidential)	Removed <del>municipal governments; Statewide guidelines propose audit +4 years</del> from Comments/Reference	
A	X			Police (PD)	PD	PD-071	Asset Forfeiture Files	Removed <del>When No Longer Required</del> from Minimum 5 Years retention	
A	X			Police (PD)	PD	PD-077	Informant Files	Removed <del>When No Longer Required</del> from Minimum 2 Years retention	
AN			X	Police (PD)	PD	PD-019.5	Drone (Unmanned Aerial Vehicle) Recordings that are not evidence of criminal activity, not relevant to or part of a criminal investigation, and not needed to be kept for any department purpose	Retention: When No Longer Required; Added Does not record regular and ongoing operations; GC §34090.6 et seq.; GC §§7920.530; Drone recordings that are part of a criminal investigation or that need to be kept for department purposes are subject to the retention schedule that would apply depending on the nature of the criminal investigation or the reason the recordings need to be kept to Comments/Reference	
A	X			Police (PD)	PD	PD-030	Audio Recordings - Recordings of Telephone & Radio Communications Dispatch Recordings	Removed <del>Statewide guidelines propose 180 days</del> from Comments/Reference	
A	X			Police (PD)	PD	PD-033	Checking Account Records: DARE, Property/Evidence Account, Station Fund and Police Explorer Account	Removed <del>Statewide guidelines propose audit + 4 years</del> from Comments/Reference	
A	X			Police (PD)	PD	PD-048	Incident Reports (DR#) - ALLExcept those other specifically mentioned in this retention schedule (October 1, 1999 to Current)	Added Minimum 2 Years to indefinite retention	
AN			X	Police (PD)	PD	PD-055.5	Gang Registrations: Adults	Retention: Minimum 5 Years	
AN			X	Police (PD)	PD	PD-055.6	Gang Registrations: Juveniles	Retention: Sealing Date + 5 Years	
AN			X	Police (PD)	PD	PD-019.3	Automated License Plate Reader (ALPR) data that are not evidence of criminal activity, not relevant to or part of a criminal investigation, and not needed to be kept for any department purpose	Retention: 30 Days; Added ALPR data that are part of a criminal investigation or that need to be kept for department purposes are subject to the retention schedule that would apply depending on the nature of the criminal investigation or the reason the data needs to be kept. Data is overwritten automatically after 30 days per department preference. CC §1798.90.53(b)(2)(G) to Comments/Reference	

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Public Works (PW)					Indicates Amended Text
A	X			Public Works (PW)	PW	PW-006	Preliminary Studies / Project Assessments (Not Acquired)	Removed <del>When No Longer Required</del> from Minimum 2 Years retention	Indicates New Code
A	X			Public Works (PW)	PW	PW-007	Project Files: City Infrastructure and Facilities Projects - Administration File:Project Administration, Project Schedules, Invoices, Logs, Work Reports (Inspector Reports), etc	Removed <del>Statewide guidelines propose Permanent for Infrastructure plans</del> from Comments/Reference	
A	X			Public Works (PW)	PW	PW-008	Project Files: City Infrastructure and Facilities Projects - Permanent File:Plans, Specifications, Materials Testing Reports, Project Study Reports (PSRs), Record Drawings ("As Builts"), Regulatory Agency Approvals, Soils Reports, Structural Calculations, Surveys, etc.	Removed <del>Statewide guidelines propose Permanent for Infrastructure plans</del> from Comments/Reference	
A	X			Public Works (PW)	PW	PW-012	Sewer and Storm Drain Video Inspection Reports / Video or Digital Recordings - Regular Inspections	Removed <del>When No Longer Required</del> from Minimum 2 Years retention	
A	X			Public Works (PW)	PW	PW-018	Encroachment Permits: ALL	Removed <del>Statewide guidelines propose Permanent</del> from Comments/Reference	
A	X			Public Works (PW)	PW	PW-048	Work Request Database / Work History	Added <b>Minimum 5 Years</b> to Indefinite retention	
A	X			Public Works (PW)	PW	PW-053	Fire Apparatus & Equipment Maintenance Records (excludes Ladder Certifications)	Removed <del>Statewide guidelines propose 2 years</del> from Comments/Reference	
A	X			Public Works (PW)	PW	PW-061	Sidewalk Repair Database (Quest)	Added <b>Minimum 5 Years</b> to Indefinite retention	

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Recreation & Senior Services (RS)					Indicates Amended Text
A	X			Recreation & Senior Services (RS)	RS	RS-009	Recreation Database	Added <b>Minimum 2 years</b> to Indefinite Retention	Indicates New Code

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Utilities (UT)					Indicates Amended Text
A	X			Utilities (UT)	UT	UT-004	Subjects / Resource / Miscellaneous Files / Files Not Covered Under Other Utilities Retention Codes (subjects and resources will vary over time)	Removed <del>When No Longer Required</del> from Minimum 2 year Retention	Indicates New Code
A	X			Utilities (UT)	PW or UT	UT-008	Project Files: Administration Files (CIP and Maintenance projects): Project Administration, Certified Payrolls, Invoices, Relocation Assistance, etc.	Removed <del>Statewide guidelines propose termination + 5 years</del> from Comments/Reference	
A	X			Utilities (UT)	UT	UT-010	Work Request Database (Quest)	Added <b>Minimum 5 Years</b> to Indefinite retention	
A	X			Utilities (UT)	PW or UT	UT-027	Project Files: Administration Files (CIP and Maintenance projects): Project Administration, Project Schedules, Meeting Minutes, Certified Payrolls, Invoices, Relocation Assistance, etc.	Removed <del>Statewide guidelines propose termination + 5 years</del> from Comments/Reference	
A	X			Utilities (UT)	UT	UT-028	Project Files: Utilities Maintenance Projects	Removed <del>Statewide guidelines propose termination + 5 years</del> from Comments/Reference	
A	X			Utilities (UT)	PW or UT	UT-036	Project Files: Administration Files (CIP and Maintenance projects): Project Administration, C69 Certified Payrolls, Invoices, Relocation Assistance, etc.	Removed <del>Statewide guidelines propose termination + 5 years</del> from Comments/Reference	
A	X			Utilities (UT)	UT	UT-037	Project Files: Utilities Maintenance Projects	Removed <del>Statewide guidelines propose termination + 5 years</del> from Comments/Reference	
A	X			Utilities (UT)	UT	UT-098	Sewer System Management Plan (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Retention increased to <b>Superseded + 6 Years</b>	
A	X			Utilities (UT)	UT	UT-047	Annual Water Quality Report (Consumer Confidence Report) / Public Water System Statistics	Gov Code <b>64483(g)</b> added to Comments/Reference	
A	X			Utilities (UT)	UT	UT-064	Permits: Natural Gas, Propane, etc	Removed <del>Statewide guidelines propose permanent</del> from Comments/Reference	
A	X			Utilities (UT)	PW or UT	UT-066	Project Files: Administration Files (CIP and Maintenance projects): Project Administration, Project Schedules, Meeting Minutes, Certified Payrolls, Invoices, Relocation Assistance, etc.	Removed <del>Statewide guidelines propose termination + 5 years</del> from Comments/Reference	
A	X			Utilities (UT)	UT	UT-067	Project Files: Utilities Maintenance Projects	Removed <del>Statewide guidelines propose termination + 5 years</del> from Comments/Reference	
A	X			Utilities (UT)	UT	UT-069	Service Request Database	Added <b>Minimum 5 Years</b> to Indefinite retention	
A	X			Utilities (UT)	UT	UT-072	Valve Turning Data	Added <b>Minimum 5 Years</b> to Indefinite retention	

**Exhibit 2**

**2024 Records Retention Schedule – Redline Draft**

Available separately due to bulk at:

[https://www.newportbeachca.gov/home/  
showpublisheddocument/74907/6385622509933027  
07](https://www.newportbeachca.gov/home/showpublisheddocument/74907/638562250993302707)