

Exhibit A
City of Temecula
Records Retention Destruction Schedule WORKING DRAFT
Adopted by City Council Resolution No. 2024- , January, 2024

RECORD SERIES FILE NUMBER	RECORD CATEGORY	OFFICE OF RECORD	RETENTION & LEGAL CITATION	RECORDS LOCATION	DOCUMENT/RECORD TYPE(S)	RETENTION & APPROVED DESTRUCTION DATES OF RECORDS (Updated each January)
100	GENERAL ADMINISTRATIVE FILES					
100-01	Mission Statement	ALL	US GC 34090	Hard Copy Hard Drives	Declaration of City's purpose	Until Superseded
100-02	City Wide Policies and Administrative Guidelines	HR	US GC 34090	Hard Copy HR Drive	Policies, procedures, manuals developed by the City to govern it's internal functions	Until Superseded
101	CORRESPONDENCE CONTROL FILES					
101-01	Chronological and General Correspondence Files	ALL	C + 2 GC 34090	Hard Copy Office 365	Incoming/outgoing correspondence - letters, email, memorandums, requests, notices, etc.	2021 and prior unless part of ongoing project, within CEQA statute of limitations
101-06	Calendars, Appointment Books, Scheduling, Call Logs and Visitor Logs	ALL	C + 2 GC 34090	Hard Copy Office 365 Outlook	General correspondence, logs, books	2020 and prior
200	PLANNING, BUDGET & PROGRAMMING FILES					
201	EMERGENCY PLANNING & DISASTER REPORTING FILES					
201-01	Emergency Planning Files	EM	US + 2 GC 34090	Hard Copy EM/ RM Drive	Notices, lists, reference papers, general correspondence and supporting documents	Until Superseded + 2
201-02	Emergency Reporting Files	EM	P GC 34090 AD	Hard Copy EM/ RM Drive	Declarations of Local Emergency, Receipt of Funds Certification, reports documenting actions and operations - incident reports, reports of resolution	Permanent
201-04	Disaster Reporting Files	CC	P GC 34090 AD	Hard Copy	Reports documenting actions and operations - incident reports, reports of resolution	Permanent
201-06	Emergency Communications Files	EM	P GC 34090 AD	Hard Copy EM/ RM Drive	Reports documenting actions and operations - incident reports, reports of resolution	Permanent
201-08	Emergency Management Training	EM	US + 2 GC 34090	Neogov EM/ RM -Drive	Attendance logs, certificates, etc.	Until Superseded + 2
201-09	Local Hazard Mitigation Plan (LHMP)	EM	US 44 CFR 201.6 Disaster Mitigation Act 2000, Sec. 322	Hard Copy EM/ RM Drive	Hazard Mitigation Planning	Until Superseded

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201-10	Emergency Operations Plan (EOP)	EM	US GC 8550	Hard Copy EM/ RM Drive	Emergency plan	Until Superseded
201-11	Grant Files	EM	US 2 CFR 200 GC 8550	Hard Copy EM/RM Drive	State and Emergency Management grants	10 yrs

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202	ORGANIZATION PLANNING FILES		322			
202-01	Workforce Planning	HR	US GC 34090	HR Drive	Organization charts, lists, reports, etc.	Until Superseded
203	CITY PLANNING FILES					
203-01	Tentative Map Files/Tentative Tract Maps	CD, PW	P GC 34090 AD; H & S 19850; GC 4003; GC 4004	Hard Copy EnerGov PW Drive X Drive Laserfiche	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-02	Tentative Parcel Map Files	CD, PW	P GC 34090 AD; H & S 19850; GC 4003; GC 4004	Hard Copy EnerGov PW Drive X Drive Laserfiche	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-03	Zone Change Files	CD	P GC 34090 AD; H & S 19850; GC 4003; GC 4004	EnerGov X Drive Laserfiche	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-04	Variance Files	CD	P GC 34090 AD; H & S 19850; GC 4003; GC 4004	EnerGov X Drive Laserfiche	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent

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203-07	Minor Temporary Use Permit	CSD, CD	C + 2 GC 34090	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc. (Refer to Series 203-48 for Master and Major TUP's)	2021 and prior
203-08	Conditional Use Permit Files	CD	P GC 34090 AD; H & S 19850; GC 4003; GC 4004	Hard Copy EnerGov X Drive Laserfiche	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-10	Modifications (includes minor, major, review)	CD	P GC 34090 AD; H & S 19850; GC 4003; GC 4004	EnerGov X Drive Laserfiche	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-11	General Plan/Development Code and Amendments	CD, CM	P GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-12	Lot Line Adjustment	CC, CD, PW	P GC 34090 AD	Hard Copy Laserfiche EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-13	Environmental Initial Study, Environmental Impact Report and Environmental Assessments	CD	P GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-15	Comprehensive Sign Program	CD	P GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent

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203-16	Temporary Signs	CD	US + 2 GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Until Superseded + 2
203-17	Sign Permit	CD	P GC 34090 AD	EnerGov Laserfiche X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-19	Parcel Merger	CC, CD, PW	P GC 34090 AD	Hard Copy PW Drive EnerGov Laserfiche X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-20	Home Occupation Permit	CD	P GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-21	Specific Plans/Specific Plan Amendments	CD, CM	P GC 34090 AD	Hard Copy EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-22	Certificate of Compliance	CC, CD, PW	P GC 34090 AD	Hard Copy PW Drive EnerGov Laserfiche X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-23	Waivers of Final Map	CD	P GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-24	Development Plans	CD, CM, PW	P GC 34090 AD	Hard Copy PW Drive EnerGov Laserfiche X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-25	Second Dwelling Unit Permit	CC, CD	P GC 34090 AD	EnerGov X Drive Hard Copy	Covenants & Agreements, Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent

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203-28	Development Agreements	CD, CM	P GC 34090 AD	Hard Copy EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-31	Landscape Agreements/Bonds/Plans	CD	P GC 34090 AD	Hard Copy EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-32	Appeals	CD	P GC 34090	Hard Copy EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-34	Massage License Supplemental	CD	2 Years GC 34090	Hard Copy	License application supplemental documents, passport, drivers licese, etc	2021 and prior
203-35	Massage License/Application	CD	P GC 34090 AD	EnerGov X Drive	Application, license certicate in Energov, correspondence	Permanent
203-36	Findings of Public Convenience or Necessity	CD	P GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-37	Development Impact Fee Reduction	CD	P GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-38	Extension of Time	CD	P GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-39	Habitat Acquisition Negotiations Strategy (HANS)	CD	P GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-40	Minor Exception	CD	P GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-41	Model Home Complex	CD	P GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-42	Pre-Application Review	CD	P GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent

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203-43	Residential Tract Product Review	CD	P GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-44	Vendors License	CD	P GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-45	Wireless Antenna Facility	CD	P GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-46	Long Range Planning Projects	CD	P GC 34090 AD	EnerGov X Drive	Noticing documents, project correspondence, invoices, receipts, exhibits, EIR documents, required forms	Permanent
203-47	Certificate of Historical Appropriateness	CD	P GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-48	Master/ Major Temporary Use Permits and Special Events	CD	P GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-49	Special Studies	CD	P GC 34090 AD	EnerGov X Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
203-50	Zoning Letter	CD	P GC 34090	Hard Copy EnerGov Planning Drive	Zoning letters and relevant information	Permanent
204	INFORMATION TECHNOLOGY COMPUTER APPLICATIONS, AUDIO/VIDEO & DIRECTORIES					
204-06	Public Meeting Media	CC, ITSS	P GC 34090.7 AD	P Drive	Audio, visual recordings	Permanent
204-07	Meeting Audio Recordings (Boards & Commissions, Directors Hearing, etc.)	ITSS	C + 2 GC 34090	P Drive	Audio recordings	2021 and prior
204-08	Security Video Recordings (Routine Video Recording, including street intersections)	ITSS	1 Year GC 34090.6	Video Management System	Regular and ongoing operations	2022 and prior

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204-09	Video used in traffic studies	ITSS	2 Years GC 34090	Video Management System	Traffic and road condition surveys	2021 and prior
204-10	Electronic Mail	ITSS	3 Years GC 34090	Outlook	Public Record Emails - Retain land use and PW project emails until the project is approved and the CEQA statute of limitations period expires without litigation.	2021 and prior unless part of ongoing project, within CEQA statute of limitations or subject to other statutory protection
204-11	Proximity Card Log/List	ITSS	P GC 34090 AD	Access Control	Tracking Log	Permanent
204-12	Help Desk Tickets	ITSS	C + 3 GC 34090	IT Ticket System	Employee service requests	2020 and prior
205	BUDGET FILES					
205-01	Budget Working Paper Files	FIN	C + 2 GC 34090	Hard Copy Finance Drive	Annual Operating Budget back up documents	2021 and prior
205-02	Proposed Budget	FIN	C + 2 GC 34090	Hard Copy Questica Finance Drive	Annual Operating Budget (City Council Workshop/Report)	2021 and prior
205-03	Final Adopted City Budget & Mid-year Budget	FIN	P GC 34090 AD, 40802 and 53901	Hard Copy Laserfiche Questica Finance Drive	Adopted-Final Annual Operating Budget documents and Midyear Budget documents	Permanent
205-04	Budget Adjustments	FIN	4 AA GC 34090	Hard Copy Tyler Eden/Munis Finance Drive	Journals, budget adjustment requests	FY 18/19 and prior
205-09	Capital Improvement Program Budget	FIN	P GC 34090 AD	Hard Copy Questica Finance Drive	Adopted - Annual Capital Improvement Program Budget	Permanent
205-13	State Budget Information	FIN	C + 2 GC 34090	Finance Drive	State of California yearly budget information with population	2021 and prior

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206	REPORTING FILES					
206-02	Comprehensive Annual Financial Reports (CAFR/Annual Financial Statements)	FIN	P GC 34090 AD	Hard Copy Tyler Eden/Munis Finance Drive	Final CAFR	Permanent
206-04	State Controller's Report	FIN	P GC 34090 AD	Hard Copy Finance Drive	Final State Controllers Report submitted to State of California	Permanent
206-05	Street Report	FIN	P GC 34090 AD	Hard Copy Finance Drive	Final Street Report submitted to the State of California	Permanent
206-06	Statement of Indebtedness (RDA)	FIN	P GC 34090 AD	Hard Copy Finance Drive	Final RDA Financial Statements (SOI) submitted to the State of California	Permanent
207	COST ANALYSIS STUDIES					
207-01	Cost Analysis Studies Files	FIN	P GC 34090 AD	Hard Copy Finance Drive	Final Fee Studies (City Council Report)	Permanent
208	REDEVELOPMENT (RDA) & SUCCESSOR AGENCY THE REDEVELOPMENT AGENCY (SARDA)					
208-01	Redevelopment Plan	CD	P GC 34090 AD	Hard Copy RDA Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
208-02	Redevelopment Projects	CD	P GC 34090 AD	Hard Copy RDA Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
208-03	Redevelopment Programs	CD	P GC 34090 AD	Hard Copy RDA Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
208-04	Housing Programs	CD	P GC 34090 AD	Hard Copy RDA Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent

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208-05	Affordable Housing Compliance	CD	C + 2 GC 34090	Hard Copy RDA Drive Compliance Software	Operating Budget, Unit Status Report, Statement of Monthly Income	Permanent
208-06	Owner Participation Rules	CD	US GC 34090	Hard Copy RDA Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Until Superseded
208-07	Relocation Assistance, Rules & Guidelines	CD	US GC 34090	Hard Copy RDA Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Until Superseded
208-08	Special Studies - RDA/SARDA	CD	P GC 34090 AD	Hard Copy RDA Drive	Project files, applications, notices, correspondence related to project, exhibits, environmental documents, etc.	Permanent
209	FUNDING PROGRAMS					
209-01	Community Services Funding Program	CM	T + 4 GC 34090	Hard Copy Hard Drive	Applications, supporting documents	2019 and prior if terminated
209-02	CDBG Public Service Admin Files	CD, CM	3 Office + 5 GC 34090;	Hard Copy Planning Drive	Project files, contracts, proposals, statements, reports, environmental review, grant documents, applications, inventory, plans, regulations (see also 409-18)	2016 and prior
209-03	CDBG Planning Documents	CD	P GC 34090 AD	Hard Copy Planning Drive	Electronic – Includes Consolidate Plan, Annual Action Plans, Analysis of Impediments, Assessment of Fair Housing, Consolidated Action and Performance Evaluation Report (CAPER), Amendments (i.e. notices, actual substantial amendments, agreements, etc.)	Permanent

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209-04	CDBG Funding Applications	CD	2 + 3 GC 34090	Hard Copy Planning Drive	Project files, contracts, proposals, statements, reports, environmental review, grant documents, selected applications, inventory, plans, regulations	2018 and prior
209-05	CDBG Policy Manuals	CD	US GC 34090	Hard Copy Planning Drive	Procedures and policies	Until Superseded
300	MANAGEMENT FILES					
301	DEPARTMENTAL MANAGEMENT FILES					
301-02	Conference and Meetings	ALL	US GC 34090	Hard Copy Hard Drive	Agendas, outlines, lists, notes, etc.	Until Superseded
301-03	Departmental Procedures	ALL	US GC 34090	Hard Copy Hard Drive	Procedures	Until Superseded
301-04	Signature Authority & Notices of Appointment	CC	US GG 34090	Hard Copy	Delegation of signature authority	Until Superseded
302	REPORTS MANAGEMENT FILES					
303	FORMS MANAGEMENT FILES					
303-01	Forms (Masters)	ALL	US GC 34090	Hard Drive Laserfiche	Shell forms	Until Superseded
304	RECORDS MANAGEMENT FILES					
304-01	Filing Systems & Procedures (Includes TUFFS)	CC	US GC 34090	Hard Drive	Lists	Until Superseded
304-02	Department Inventories and Worksheets	CC	P GC 34090 AD	CC Drive Hard copy	Yearly inventory sheets, worksheets	Permanent
304-03	Records Destruction Authorization Files and Certificates	CC	P GC 34090 AD	Hard Drive	Certificates of Destruction	Permanent

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304-06	Department Transfer Lists	CC	P GC 34090 AD	Hard Copy Laserfiche	Listings of documents transferred to Records	Permanent
304-07	Retention Schedules	CC	P GC 34090 AD	CC Drive	Retention schedule (City Council Report)	Permanent
305	RISK MANAGEMENT					
305-01	Insurance Policies	ALL	P GC 34090 AD	Hard Copy Laserfiche EM/RM Drive	City Owned Policies	Permanent
305-02	Claims Filed by the City	HR	3 AS GC 34090	Hard Copy EM/RM Drive	Refer to Series 704-13 for Claims Against the City	2020 and prior years after settled
305-03	Accident Reports – City Assets	HR	CL + 7 GC 34090	Hard Copy EM/RM Drive	Accident/Incident Reports	2016 and prior closed
305-04	Risk Management Reports – Loss Analysis, Safety, etc.	HR	CL + 7 GC 34090	EM/RM Drive	Accident/Incident Reports	2016 and prior closed
305-05	Self-Insured Documentation	HR	AS + 3 GC 34090	EM/RM Drive	Insurance Policies; Certificate of Consent	2020 and prior after settled
305-06	Incident Reports (Non-employee)	HR	CL + 3 GC 34090	EM/RM Drive	Accident/Incident Reports	2020 and prior closed
400	ACCOUNTING, PAYROLL & RETIREMENT					
401	ACCOUNTING & REVENUE FILES				Also see Section 409	
401-03	General Ledger File/AJE/BJE	FIN	4 AA GC 34090 CCP337	Hard Copy Tyler Eden/Munis Finance Drive	Journal and budget adjustments	FY 18/19 and prior
401-06	Accounts Payable	FIN	4 AA GC 34090	Hard Copy Tyler Eden/Munis Finance Drive	Vendor invoices with check copies, draw files	FY 18/19 and prior

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401-07	Accounts Receivable	FIN	4 AA GC 34090	Hard Copy Finance Drive Tyler Eden/Munis	Billing invoices with backup documents	FY 18/19 and prior
401-10	Demands & Warrants (checks)	FIN	4 AA GC 34090	Hard Copy Tyler Eden/Munis Finance Drive	Copies of A/P checks	FY 18/19 and prior
401-13	List of Demands	FIN	4 AA GC 34090	Laserfiche	Check listing issued monthly (City Council Report)	FY 18/19 and prior
401-14	Petty Cash Files	FIN	4 AA GC 34090	Hard Copy	Petty cash receipts with backup documents	FY 18/19 and prior
401-16	Sales Tax (Also see 409-11)	FIN	4 AA GC 34090	Hard Copy Finance Drive	Sales tax backup documents	FY 18/19 and prior
401-19	Quarterly Financial Statements	FIN	4 AA GC 34090 & CCP 337	Hard Copy Laserfiche Finance Drive	Reports of quarterly financials (City Council Report)	FY 18/19 and prior
401-20	State Revenues	FIN	4 AA GC 34090	Hard Copy Finance Drive	State of California revenue information	FY 18/19 and prior
401-21	Fiscal Analysis	FIN	4 AA GC 34090	Hard Copy Questica Finance Drive	Income, balance, cash flow statements	FY 18/19 and prior
401-25	Vouchers and Voucher Register (Cash Disbursement Journal)	FIN	4 AA CCP 337 GC 34090	Hard Copy Tyler Cashiering Finance Drive	Daily cash receipt backup documents	FY 18/19 and prior
401-35	Internal Service Funds	FIN	4 AA GC 34090	Hard Copy Finance Drive	Tracking of services and goods	FY 18/19 and prior

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401-37	Asset Management Inventory	FIN	4 AA GC 34090	Hard Copy Tyler Eden/Munis Finance Drive	Fixed assets inventory	FY 18/19 and prior
402	RECEIPTS & BILLING FILES					
402-02	Daily Cash Receipts	FIN	4 AA GC 34090	Hard Copy Tyler Cashiering Finance Drive	Daily cash backup documents	FY 18/19 and prior
402-05	Permits and Permit Fees	FIN	4 AA GC 34090	Hard Copy EnerGov Finance Drive	Listing of permit fees	FY 18/19 and prior
402-06	Business Licenses	FIN	P GC 34090	Hard Copy EnerGov Finance Drive	Business license applications, changes and renewals	Permanent
403	CITY BANKING FILES					
403-01	Bank Deposit Files	FIN	4 AA GC 34090	Hard Copy Finance Drive	Copies of Bank Deposits, checks, deposit slips, direct deposits	FY 18/19 and prior
403-02	Bank Statements	FIN	4 AA GC 34090	Hard Copy Finance Drive	Copies of Bank Statements	FY 18/19 and prior
403-03	Check Stubs, Cancelled/Voided Checks	FIN	4 AA GC 34090	Hard Copy Finance Drive	Copies of A/P checks and voids	FY 18/19 and prior
403-05	Banking Service Files	FIN	3 AT GC 34090	Hard Copy	Bank fees file	2021 and prior after termination
403-06	Bank Reconciliation	FIN	4 AA GC 34090	Finance Drive	Monthly bank reconciliation documents	FY 18/19 and prior
403-08	A/P Checks (Numerical Listing)	FIN	4 AA GC 34090	Hard Copy	A/P checks	FY 18/19 and prior

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404	PAYROLL FILES					
404-01	IRS Forms (W2's, W-4's, EDD, 941, 1099, etc.)	FIN	C + 4 GC 34090 CFR 1627.3	Hard Copy Finance Drive	Copies of W-2, W-4, payroll reports, 941 reports sent to IRS	2019 and prior
404-02	Payroll Deductions/Benefit Reports	FIN	C + 4 GC 34090 P29 CFR 1627.3	Hard Copy Tyler Eden/Munis	Payroll reports	2019 and prior
404-03	Payroll System Reports	FIN	4 AA GC 34090	Tyler Eden/Munis	Payroll reports	FY 18/19 and prior
404-04	Time Sheets	FIN	4 AA GC 34090	Tyler Eden/Munis	Payroll timesheets, Time Off Requests	FY 18/19 and prior
404-06	Vacation & Sick Leave	FIN	4 AA GC 34090	Hard Copy Finance Drive Tyler Eden/Munis	Payroll leave report	FY 18/19 and prior
404-09	Unemployment Compensation Files	FIN	4 AA GC 34090	Tyler Eden/Munis	Payroll unemployment forms	FY 18/19 and prior
404-14	PERS – Payroll Deduction Reports	FIN	P 29 CFR 1627.3	Tyler Eden/Munis	Payroll pension reports sent to CalPers	Permanent
404-16	Workers Compensation	FIN	4 AA GC 34090	Tyler Eden/Munis	Workers Compensation yearly audit files	FY 18/19 and prior

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RECORD SERIES FILE NUMBER	RECORD CATEGORY	OFFICE OF RECORD	RETENTION & LEGAL CITATION	RECORDS LOCATION	DOCUMENT/RECORD TYPE(S)	RETENTION & APPROVED DESTRUCTION DATES OF RECORDS (Updated each January)
405	BOND FILES					
405-01	Bond Issue Maintenance Files	CC, PW	M + 10 53921 & CCP 337.5	Hard Copy	Certificates of participation, distribution lists, agreements, amendments, maps	M + 10
405-09	Bonds, Development and Performance	CC, PW	P 53921 & CCP 337.5	Hard Copy	Bonds, correspondence, tracking lists	Permanent
405-16	Bonds Other	CC	M + 10 53921 & CCP337.5	Hard Copy	Bonds, correspondence, tracking lists	M + 10
406	AUDIT FILES					
406-07	City Annual Audit	FIN	P GC 34090 AD	Hard Copy Finance Drive	City Annual Financial Reports Audited	Permanent
406-08	Single Audit	FIN	P GC 34090 AD	Hard Copy Finance Drive	City Annual Financial Reports Audited	Permanent
406-09	Redevelopment Agency Audit	FIN	P GC 34090 AD	Hard Copy Finance Drive	RDA Annual Financial Report Audited	Permanent
406-10	Riverside County Transportation Commission/Measure A Audit	FIN	P GC 34090 AD	Finance Drive	Measure A Annual Audit	Permanent
406-11	Other Audits	FIN	P GC 34090 AD	Finance Drive	Annual Financial Reports Audited	Permanent

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407	RETIREMENT FILES					
407-01	Individual Vested Interest Records	FIN	4 AA GC 34090	Hard Copy Laserfiche Sempro Finance Drive	City investment portfolio records	FY 18/19 and prior
407-02	Deferred Compensation Plans	HR	P GC 34090	Hard Copy HR Drive	457 Plan Documents	Permanent
407-04	Retirement Correspondence and Information (PERS)	HR	P GC 34090 AD	Hard Copy HR Drive	Retirement contract, amendments	Permanent
408	INVESTMENTS FILES					
408-04	Investments	FIN	FY Purchase + 6 GC 34090 AD	Hard Copy	Investments, CD deposit information, bonds	FY 15/16 and Prior
408-06	Monthly Treasurer's Report	FIN	4AA GC 34090	Hard Copy Laserfiche Sempro Finance Drive	City monthly bank reconciliation	FY 18/19 and prior
408-07	Administration	FIN	4AA GC 34090	Hard Copy Sempro	Investment administration	FY 18/19 and prior
408-10	State of California Local Agency Investment Fund (LAIF)	FIN	4 AA GC 34090	Hard Copy Sempro Finance Drive	Investment information	FY 18/19 and prior

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409	REVENUE & TAXATION (Also refer to Section 401)					
409-01	Administration	FIN	4 AA GC 34090	Hard Copy Finance Drive Tyler Eden/Munis Tyler Cashiering	City revenue administration	FY 18/19 and prior
409-04	User Fee Studies	FIN	P GC 34090 AD	Hard Copy Finance Drive Tyler Eden/Munis Tyler Cashiering	City User Fee studies	Permanent
409-05	Development Impact Fees (DIF)	FIN	P GC 34090 AD	Hard Copy Finance Drive Tyler Eden/Munis Tyler Cashiering	City Impact Fee studies	Permanent
409-06	Franchise Fees	FIN	4 AA GC 34090	Hard Copy Finance Drive Tyler Eden/Munis Tyler Cashiering	City Franchise Fees information	FY 18/19 and prior
409-07	Fee Schedules	FIN	P GC 34090 AD	Hard Copy Finance Drive	City Fees Schedule	Permanent
409-10	Property Tax	FIN	4 AA GC 34090	Hard Copy Tyler Eden/Munis Tyler Cashiering Finance Drive	City property tax information	FY 18/19 and prior

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409-11	Sales Tax (Also refer to series 401-16)	FIN	P GC 34090 AD	Hard Copy Finance Drive	City sales tax information, HDL Reports	Permanent
409-12	Transient Occupancy Tax (TOT)	FIN	4 AA GC 34090	Hard Copy Tyler Cashiering Finance Drive	City TOT information	FY 18/19 and prior
409-15	TCSD Fees	FIN	P GC 34090 AD	Hard Copy Tyler Eden/Munis Rec 1 Finance Drive	TCSD Fees	Permanent
409-16	Documentary Transfer Tax	FIN	4 AA GC 34090	Hard Copy Tyler Eden/Munis Finance Drive	City tax information	FY 18/19 and prior
409-17	Temecula Public Financing Corporation (TPFA)	FIN	P GC 34090 AD	Hard Copy Laserfiche Finance Drive	TPFA (City Council Report)	Permanent
409-18	Grants	ALL	P - Successful C + 2 Unsuccessful GC 34090 AD	Hard Copy Finance Drive	Grants information, applications, project proposals, notification of grant, objectives, reports, exhibits (see also 209-02)	Permanent - Successful Unsuccessful - 2021 and prior
409-23	Gas Tax	FIN	4 AA GC 34090	Hard Copy Tyler Eden/Munis Finance Drive	Gas tax revenues	FY 18/19 and prior
409-24	Vehicle Impound Fee	FIN	4 AA GC 34090	Hard Copy Tyler Eden/Munis Finance Drive	Vehicle fee information	FY 18/19 and prior

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409-25	Development Agreement Fees	FIN	P GC 34090 AD	Hard Copy Tyler Eden/Munis Finance Drive	Development Agreement	Permanent

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409-27	Jarvis Prop 218	FIN	P GC 34090 AD	Hard Copy	Prop 218 information	Permanent
409-28	County Revenues, Other	FIN	4 AA GC 34090	Hard Copy Tyler Eden/Munis Finance Drive	County revenue information	FY 18/19 and prior
409-29	State Revenues, Other	FIN	4 AA GC 34090	Hard Copy Tyler Eden/Munis Finance Drive	State Revenues information	FY 18/19 and prior
409-31	Parking Legal Citations	FIN	4 AC GC 34090	Data Ticket Tyler Eden/Munis Finance Drive	Parking citations information	2019 and prior after closed
410	ECONOMIC DEVELOPMENT					
410-01	Loans & Incentives	ED	P GC 34090 AD	Hard Copy	Loan information	Permanent
410-02	Studies/Research/Demographics & Census	ED	P GC 34090 AD	ED Drive	Claritas reports, QLMP	Permanent
410-03	Meetings/Seminars/Conferences/ Showcases	ED	C + 2 GC 34090	ED Drive	Agendas, notices, CALED, ICSC, PIO Lunch, Broker's Breakfast, Temecula Trekkers	2021 and prior
410-05	Temecula Businesses	ED	US GC 34090	ED Drive	Creative Spaces Project, correspondence	Until Superseded
410-06	Business Development/Projects	ED	US GC 34090	ED Drive	Business information	Until Superseded
410-07	Sponsorship & Funding Requests	ED	US GC 34090	Hard Copy ED Drive	Application guidelines, applications, funding charts, final sponsorship binder	Until Superseded

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410-08	State of the City Address	CM, ED	P GC 34090 AD	CM Drive Video	Script, event information, audio/visual recordings, photos, PowerPoint Presentation	Permanent
410-09	Film Permits	CM, ED	C + 2 GC 34090	CM Drive Hard Copy	Film permits received from vendor	2021 and prior
500	PERSONNEL, SALARY & BENEFITS, CLASSIFICATION, RECRUITMENT, TESTING, TRAINING, MEDICAL, COMPLIANCE, SAFETY, INCENTIVES & AWARDS					
501	PERSONNEL RECORDS					
501-01	Individual Personnel File	HR	S + 50 GC 34090, 12946	Hard Copy HR Drive	Pre-employment and new hire documentation, personnel actions, performance evaluations, training documents, general employment correspondence, benefits, confidential information (medical information, leave of absence documentation), grievances, administrative complaints, investigations	Separation + 50
501-02	Personnel Policy File	HR	US GC 34090	Hard Copy HR Drive	Personnel policy	Until Superseded
502	SALARY & BENEFITS					
502-01	Employee Benefit Plans	HR	P GC 34090 AD	HR Drive	Cafeteria Plan documents	Permanent
502-02	Salary Studies	HR	US GC 34090	HR Drive	Salary Studies	Until Superseded
502-04	Salary Schedules	HR	P GC 34090 AD	HR Drive	Salary Schedules	Permanent
502-07	Management Compensation Plan	HR	P GC 34090 AD	HR Drive	Management Compensation Plan (City Council Report)	Permanent
502-08	Council Compensation Plan	HR	P GC 34090 AD	HR Drive	City Council Compensation Plan (City Council Report)	Permanent

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503	PERSONNEL CLASSIFICATION FILES					
503-01	Classification Specifications	HR	P GC 34090 AD	NeoGov HR Drive	Class Specifications	Permanent
503-02	Classification Studies	HR	US GC 34090	HR Drive	Classification Study results	Until Superseded
505	RECRUITMENT					
505-01	Recruitment File (including job application)	HR	AC + 3 GC 34090	NeoGov	Job applications, position announcements, interview ratings, eligibility list	2021 and prior after closed
507	TRAINING FILES					
507-03	Employee Career Development Training Rosters	HR	T + 2 GC 34090	HR Drive	Training Participant Rosters	2021 and prior after termination
507-04	Safety Training Rosters	HR	T + 2 GC 34090	NeoGov HR Drive	Training Participant Rosters	2021 and prior after termination
507-05	Mandated Training Rosters	HR	T + 2 GC 34090	NeoGov HR Drive	Training Participant Rosters	2021 and prior after termination
508	WORKERS COMP					
508-02	Employee Workers Compensation Claims	HR	AT + 50 CCR 14311; 15400.2; CA LC 110-139.6	Hard Copy HR Drive	Individual Workers' Compensation file (Work Status Reports, DWC-1 Form and Acknowledgement)	50 Years After Termination

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509	COMPLIANCE FILES					
509-05	Compliance Reports (EED, SCO, OSHA, etc.)	HR, PW	P GC 34090 AD	Hard Copy HR Drive PW Drive	OSIP Report; Section 111 Reporting, CHP Inspection (DOT), Material Safety Data Sheets (MDS)	Permanent
510	SAFETY FILES					
510-01	Safety Committee Meeting/Minutes	HR	P GC 34090 AD	EM/RM Drive	Agenda, meeting minutes	Permanent
510-02	Accident/Safety Investigation Files (OSHA, etc.)	HR	P GC 34090 AD	EM/RM Drive	Accident/Incident Reports	Permanent
510-03	Safety Manual	HR	P GC 34090 AD	EM/RM Drive	Safety Manuals	Permanent
510-05	Department of Transportation DOT Program	HR	P GC 34090 AD	Hard Copy EM/RM Drive	Individual DOT Driver File (Test results, DMV Reports, Pull Program Authorization, Medical Card)	Permanent
511	INCENTIVE AND SERVICE AWARDS					
511-01	Employee Recognition	HR	P GC 34090 AD	HR Drive	Service award tracking	Permanent
511-02	City Sponsored Employee Activities (Team PACE)	HR	C + 2 GC 34090	HR Drive	Team PACE event plans, meeting minutes	2021 and prior

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600	PURCHASING, CONTRACTING, EQUIPMENT AND SERVICE FILES					
601	PURCHASING FILES					
601-01	Purchase Orders	FIN	4 AA GC 34090	SQL Reports Tyler Eden/Munis M Drive	Purchase orders, purchase order reports, backup documents	FY 17/18 and prior
601-03	Bid Files	ALL	P Successful 4 Unsuccessful CCP 337.5	Hard Copy Hard Drive Planet Bids Finance Drive	Notice of Inviting Bid (NIB) and unsuccessful bid bonds (CC retains paper)	Successful Permanent; Unsuccessful 2019 and prior (Successful bid bond filed with contract)
601-04	Authorization to Purchase other than Bid	FIN	US GC 6254	Tyler Eden/Munis	Bid authorization	Until Superseded
601-05	Department Requisition File	FIN	3 AA GC 34090	Tyler Eden/Munis	Requisition file, backup documents	FY 19/20 and prior
601-06	Purchasing Policy and Procedures	FIN	US GC 6254	Finance Drive	Purchasing policies and procedures	Until Superseded
601-08	Vendors Lists	FIN	3 AA GC 34090	Tyler Eden/Munis	Listing of vendors	FY 18/19 and prior
601-13	Credit Applications	FIN	3 AA GC 34090	Finance Drive	Credit application	FY 18/19 and prior
601-15	RFQs, RFPs and RFI's	ALL	Successful: AA +5 2 Unsuccessful GC 34090	Hard Copy Hard Drive Planet Bids	Quotes, proposals, exhibits, correspondence	Successful: 2018 and prior if closed; Unsuccessful: 2021

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602	CONTRACTS & AGREEMENTS					
602-00	Contracts , Agreements, Amendments, Contract Change Orders and Leases	CC, PW	P GC 34090 AD	Hard Copy Finance Drive Laserfiche	Agreements, contracts, amendments and contract change orders	Permanent
602-01	Franchises	CC	P GC 34090 AD	Hard Copy Finance Drive Laserfiche	Agreements, Contracts, Amendments	Permanent
602-02	Contracts and Agreements General Correspondence	CC	C + 2 GC 34090	Hard Copy Finance Drive	General Correspondence	2021 and prior
602-05	Vendor Certificates of Insurance	ALL	US + 4 GC 34090	Hard Copy Tyler Eden/Munis Offsite Vendor	Certificates of Insurance (Departments maintain copies for their records)	Until Superseded + 4
603	INVENTORY SUPPLY FILES & FIXED ASSETS					
603-01	Master Inventory of Equipment	FIN, ITSS	US + 2 GC 34090	Hard Drive	Listing of inventory	Until Superseded
603-02	Fuel Records File (Gasoline, Oil, etc.)	FIN	C + 2 GC 34090	Hard Copy	City revenue administration	2021 and prior
603-03	Vehicle Registration Records	CC, FIN	L + 4 GC 34090 VC 9900	Hard Copy	City vehicle title records, registrations, sales contract and release correspondence	Life/Sale of Vehicle +4
603-05	Vehicle Maintenance Policy	PW	US GC 34090	Hard Copy PW Drive	Vehicle maintenance policy	Until Superseded
603-06	Fleet/Vehicle Maintenance Records	PW	L	Hard Copy Lucy	All Fleet/Vehicle maintenance records	Life/Sale of Vehicle Permanent - Database info in Lucy

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603-07	Zero Emission Fleet Vehicles	PW, FIN	5 CCR 2013.3	Hard Copy PW Drive Tyler Munis	CARB reporting (VIN, Make and Model, license plate number, GVWR, body type, fule and powertrain type, date of purchase, odomoter, engine family and engoine model), purchase lease agreements, sales information, transer of liability forms, out of state registration form, DMV filing	2029

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604	SALVAGE AND SURPLUS SALES					
604-01	Salvage and Surplus Sales	FIN, PW	C + 2 After Disposal GC 34090	Tyler Eden Finance Drive PW Drive	Asset surplus	2021 and prior after disposal
605	PUBLICATION AND PRINTING FILES					
605-01	Proof of Publication	CC	C + 2 GC 34090	Hard Copy	Publication Approval, Proof of Publication	2021 and prior
606	EQUIPMENT LOG, SERVICE RECORDS and WORK ORDERS					
606-01	Equipment Instruction, Information and Warranties	ALL	C + 2 After Disposal GC 34090	Hard Drive	Equipment information pamphlets, books, manuals	2021 and prior after disposal
606-03	Equipment Service Records & Equipment Maintenance	ALL	C + 2 After Disposal GC 34090	Lucy	Service/Maintenance documentation, logs	2021 and prior after disposal Permanent - Database info in Lucy
606-04	Work Orders and Service Requests	PW	C + 2 GC 34090	Hard Copy Lucy PW Drive	Citizen Requests, Service Order Requests	2021 and Prior - Hard Copies Permanent - Database info in Lucy
607	SERVICES CONTRACTED					
607-02	Misc. Mechanics Lien & Stop Notices	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Preliminary Notices, Stop Notices	Permanent
700	LEGISLATIVE, ELECTIONS & LEGAL FILES					
701	LEGISLATIVE FILES					
701-02	City Council, Agency, Board, Commission & Committee Agendas	CC	P GC 34090 AD	Hard Copy Laserfiche	Agendas, staff reports, exhibits, departmental reports	Permanent

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701-03	Request to Speak Forms	CC	P C + 2	Hard Copy Electronic	Speaker Slips, Emails submitted for the record	Permanent - Read into Record C + 2 - Not read into the record (Public Comment)
701-04	City Council Ordinances	CC	P GC 34090(e)	Hard Copy Laserfiche	Ordinances, exhibits, logs	Permanent - Originals may not be destroyed
701-05	City Council, Agency, Board, Commission & Committee Resolutions	CC	P GC 34090(e)	Hard Copy Laserfiche	Resolutions, exhibits, logs	Permanent - Originals may not be destroyed
701-10	City Council, Agency, Board, Commission and Committee Minutes	CC	P GC 34090(e)	Hard Copy Laserfiche	Minutes	Permanent - Originals may not be destroyed
701-11	City Council, Board, Committee, Commission & Agency Reference Papers, Applications, Appointments & Resignations	CC	Selected: T + 4 Not Selected: C + 2 GC 34090	Hard Copy	Applications, correspondence	Selected: Termination +4 Not Selected: 2021 and prior
701-12	Federal & State Legislative Information & Correspondence	CC	P GC 34090 AD	Hard Copy	Correspondence	Permanent
701-14	Municipal Code	CC	P GC 34090(e) AD	Hard Copy Website	Municipal Code, updates	Replace superseded pages; Code and Insertion Guides Permanent
701-15	Signed Meeting Cancellation Notices	CC	P GC 34090 AD	Hard Copy Laserfiche	Notices	Permanent
701-16	Public Hearing Notices	CC	C + 4 GC 34090	Hard Copy	Notices	2019 and prior
701-18	City Seal/Logo	CC	P GC 34090 AD	Hard Copy	Committee documents, seal, correspondence	Permanent
701-19	City of Temecula Articles of Incorporation	CC	P GC 34090 AD	Hard Copy	LAFCO documents, county resolution, studies, exhibits	Permanent

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701-22	History of Elected/Appointed Officials	CC	P GC 34090 AD	CC Drive	List of elected/appointed officials	Permanent

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702	ELECTION FILES					
702-02	Election Historical/Operational Files	CC	P GC 34090 AD	Hard Copy CC Drive	Primary/General election correspondence, publications, resolutions, results, etc.	Permanent
702-04	Miscellaneous Election Ballots	CC	P GC 34090 AD	Hard Copy	Proposition 218	Permanent
702-06	Nomination Files	CC	Successful: T + 4 Unsuccessful: E + 2	Hard Copy	Nomination Papers	Successful: Term + 4 Unsuccessful: Election + 2
702-08	Campaign Statements FPPC Form 400 Series & 501	CC	P/E + 5/E+7 GC 81009 (b) GC 81009 (c)	Hard Copy Laserfiche Net File	FPPC documents	Elected Mayor, City Council members and supporting committees: Permanent Non-Elected (Election + 5) - 2018 and prior Misc. Individuals/Committees (E + 7) – 2016 and prior (Must Retain in Paper Form for 2 Years)
702-09	Campaign Disclosure Log	CC	P GC 34090 AD	CC Drive	Log	Permanent
702-10	Annexation, Consolidation & Boundary Files	CC	P GC 34090(a) AD	Hard Copy	LAFCO documents, reports, recorded maps, notice of intent, correspondence	Permanent
702-11	Initiatives, Referendums and Recalls	CC	C + 8 months C + 2	Hard Copy	Petition, correspondence, ballot turn in, ballot title, notice of intent	For petition: 8 months after certification of election if on ballot or after final

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702-12	Misc. Petitions	CC	C + 2 GC 34090	Hard Copy	Neighborhood petitions	2021 and prior
702-13	AB 1234 Ethics Training & AB 1661 Harassment Prevention Training	CC	5 ATR GC 53235.2 - Ethics GC 12950.1, 53237, 53237.5 HP	Hard Copy	Certificate of Proof, Proof of Participation List	2018 and prior
703	LEGAL		GC 12950.1, 53237 and 53237.5 - HP			
703-01	Public Records Act Requests (PRA's)	CC	CL + 2 GC 34090	Web QA	PRA Requests, correspondence, documents produced	2021 and prior after closed
703-02	Requests for Copies of Building Plans/Structural Drawings	CC	CL + 2 GC 34090	Hard Copy Web QA	Request, Architect Consent Correspondence, Owner Declaration, Postal Cards, Proof of Receipt and B & S Letter via CC Dept.	2021 and prior
703-03	Litigation Against City	CC, HR	P GC 34090	Hard Copy EM/RM Drive	Individual Working Files (Claim, Litigation Notices, Depositions, Case Status Reports)	Permanent - Final documents transferred to City Clerk and retained with litigation file
703-06	Bankruptcy Filings/Foreclosure Notices	CC	C + 4 GC 34090	Hard Copy Laserfiche	Notices related to contracts	2019 and prior
703-08	Subpoenas	CC	C + 2 GC 34090	Hard Copy Web QA Portal	Subpoena, correspondence, log	2021 and prior
703-09	Litigation by City	CC, HR	P GC 34090 AD	Hard Copy EM/RM Drive	Individual Working Files (Claim, Litigation Notices, Depositions, Case Status Reports)	Permanent - Final documents transferred to City Clerk and retained with litigation file
704	LEGAL AFFAIRS FILES					
704-04	Affidavits Files	CC	CL + 5 GC 34090	Hard Copy	Mailings & Postings	2018 and prior

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704-05	Judgment Files	CC	P GC 34090 AD	Hard Copy	Legal documents, correspondence	Permanent
704-07	Statements of Economic Interest FPPC Form 700	CC	C + 7 GC 81009(e)(f)(g) GC 87200	Laserfiche	FPPC documents	2016 and prior (Must Retain in Paper Form for 2 Years)
704-08	Conflict of Interest Code	CC	P	Hard Copy		Permanent
704-09	Wage Garnishment & Levies	FIN	P GC 34090 AD	Hard Copy	Payroll employee garnishment information	Permanent
704-10	Code Enforcement Case Files	CE	CL + 2 GC 34090 (d) AD	Hard Copy B & S Drive Energov	Citations, complaints, officer comments/notes, photos, notices, violation lists/reports, nuisance/vehicle/weed abatement records, warrants, demand for payment, invoices and related records	Permanent - Database Info in Energov 2021 and prior closed for non energov records
704-11	Code Enforcement Liens	CC, CE	P GC 34090 (a) AD	Hard Copy EnerGov Laserfiche B & S Drive	Code cases, reports, correspondence, invoices, photos, liens, warrants, demand payment letters resolutions and noticing	Permanent
704-12	City Attorney Correspondence (General) /Closed Session Materials	ALL	C + 2 GC 34090	Hard Copy Office 365 Hard Drives	Correspondence, exhibits, reports	2021 and prior

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704-13	Claims Against the City	CC	3 AS GC 34090	Hard Copy	Claim, exhibits, general correspondence (Refer to 305-02 for claims filed by the City)	2020 and prior after settled
704-15	Notary Public	CC	P GC 34090 (d) GC 8209	Hard Copy	Notary Bond, Errors & Omissions Policy	Permanent
704-19	Miscellaneous Petitions/Protests (See 702-12 for election petitions)	CC	C + 2 GC 34090, 50115	Hard Copy	Petitions	2021 and prior
704-22	FPPC Form 800 Series	CC	C + 7 GC 34090, GC 81009	Hard Copy Laserfiche	FPPC documents, backup documents	2016 and prior - Must retain paper form for 2 years
705	ASSESSMENT/SPECIAL DISTRICTS					
705-01	Assessment/Special Districts	CC	P C + 2 Ballots GC 34090 GC 53753 (e) (2)	Hard Copy	Reports, correspondence, ballots	Permanent Ballots - C + 2
705-05	Temecula Community Services District	FIN	P GC 34090 AD	Hard Copy Finance Drive Tyler Eden/Munis	TCSD Levy	Permanent
705-12	Industrial Development Authority (IDA)	FIN	P GC 34090 AD	Hard Copy Finance Drive Tyler Eden/Munis	IDA Levy	Permanent
800	ENGINEERING, CONSTRUCTION, BUILDING AND CAPITAL PROJECTS					
801	GENERAL ENGINEERING					
801-03	Improvement Plans – Storm Drain	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Plans, reports, studies, bonds, agreements, easements, legal descriptions	Permanent

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801-04	Improvement Plans – Street (All Weather Access)	PW	P GC 34090 AD	Hard Copy PW Drive Laserfiche	Plans, reports, studies, bonds, agreements, easements, legal descriptions	Permanent
801-05	Grading Plans	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Plans, reports, studies, bonds, agreements, easements, legal descriptions	Permanent
802	ENGINEERING AND CONSTRUCTION PERMITS					
802-02	Grading Permits	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Plans, reports, studies, bonds, agreements, easements, legal descriptions	Permanent
802-05	Encroachment Permits	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Plans, reports, studies, bonds, agreements, easements, legal descriptions	Permanent
802-07	Right of Entry	CD, PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Document files, court filings, noticing, correspondence	Permanent
802-08	Flood Plain Development Permits	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Plans, reports, studies, bonds, agreements, easements, legal descriptions	Permanent
803	MAP FILES					
803-01	Final Tract Maps	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Plans, reports, studies, bonds, agreements, easements, legal descriptions	Permanent
803-02	Final Parcel Maps	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Plans, reports, studies, bonds, agreements, easements, legal descriptions	Permanent

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805	BUILDING PLANS, PERMITS AND SPECIFICATIONS					
805-01	Sewer Specifications	CD	P GC 34090 AD	EnerGov Permits Plus	Procedures and policies	Permanent
805-03	Landscape Specifications	CD, PW	P GC 34090 AD	EnerGov Permits Plus Hard Copy PW Drive	Procedures and policies	Permanent
805-04	Regional Standard Drawings and Specifications for Public Works	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive Website	Standard drawings, standard specifications, plans, reports, studies, calculations	Permanent
805-06	Building Codes	BS	P GC 34090 AD	Hard Copy B & S Drive	Procedures and policies	Permanent
805-07	Building Permits	BS	P GC 34090 AD	EnerGov Laserfiche Permits Plus	Building permits, plans, applications, contact information, related permit documents and database records	Permanent - For life of structure
805-08	Building Plans	BS	P GC 34090 AD H & S 19850	EnerGov Laserfiche Hard Copy	Architectural/structural drawings, Title 24's, Structural Calculations, tenant improvement plans	Permanent - For life of structure
806	CAPITAL PROJECTS					
806-01	5-Year Plan	ALL	P GC 34090 AD	Hard Copy Hard Drive	Project files, plans, reports	Permanent
806-04	Projects in Progress	PW	P GC 34090 AD	Hard Copy PW Drive	Project files, documents, plans, specifications, reports, logs	Permanent
806-05	Completed Projects	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Project files, documents, plans, specifications, reports	Permanent

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807	INSPECTION FILES					
807-01	Inspectors Daily Reports	CD, PW	P GC 34090 AD	Hard Copy B & S Drive EnerGov Permits Plus Laserfiche PW Drive	Inspection reports	Permanent
807-02	Billboard and Sign Files	CD	P GC 34090 AD	EnerGov Permits Plus Hard Copy B & S Drive	Building permits, plans, applications, contact information, related permit documents	Permanent
807-03	Deputy Inspectors/City Fee Required	CD	P GC 34090 AD	EnerGov Permits Plus Hard Copy B & S Drive	Contact information, fee information, reports	Permanent
900	LABOR RELATIONS FILES					
901-00	Labor Relations	HR	P GC 34090 AD	HR Drive	Employee relations documentation	Permanent
901-01	Meet and Confer	HR	P GC 34090 AD	HR Drive	Negotiation, resolution documentation	Permanent
901-02	Memorandum of Understanding, Management Compensation Plan	HR	P GC 34090 AD	HR Drive	Employee MOU, Management Compensation Plan	Permanent
901-05	Bargaining Unit Organization Files	HR	P GC 34090 AD	HR Drive	Bargaining Unit documentation	Permanent

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1000	RIGHT-OF-WAY, BOUNDARY AND PROPERTY FILES					
1001	RIGHT-OF-WAY FILES					
1001-01	Easements Granted BY City	CC	P GC 34090 AD	Hard Copy	Deeds, agreements, grants, legal description	Permanent
1001-02	Easements Granted BY County	CC	P GC 34090 AD	Hard Copy	Deeds, agreements, grants, legal description	Permanent
1001-03	Irrevocable Offers of Dedication (I.O.D.)	CC	P GC 34090 AD	Hard Copy	IOD, legal description	Permanent
1001-04	Encroachment Files	CC	P GC 34090 AD	Hard Copy	Agreements	Permanent
1001-05	Quitclaims	CC	P GC 34090 AD	Hard Copy	Quitclaim Deed	Permanent
1001-06	Easement Grant TO City	CC	P GC 34090 AD	Hard Copy	Deeds, agreements, grants, legal description	Permanent
1002	PROPERTY FILES					
1002-01	Property Acquisition Files	CC	P GC 34090 AD	Hard Copy	Grant Deeds, agreements	Permanent
1002-02	Property Lease Files	CC	P GC 34090 AD	Hard Copy	Lease agreements	Permanent
1002-03	Property Sale Files	CC	P GC 34090 AD	Hard Copy	Agreements, escrow documents, correspondence	Permanent
1002-06	Vacations	CC	P GC 34090 AD	Hard Copy	Recorded resolution, reports	Permanent

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1002-07	Annexations	CC, CD, CM	P GC 34090 AD	EnerGov Permits Plus X Drive Hard Copy	Project files, applications, notices, correspondence related to project, plans, etc.	Permanent
1002-08	Property Management	CC	P GC 34090 AD	Hard Copy	Recorded resolution, reports	Permanent
1002-10	Eminent Domain Acquisition	CC	P GC 34090 AD	Hard Copy	Final Order of Condemnation, deeds	Permanent
1002-11	Appraisals	CC	P GC 34090 AD	Hard Copy Laserfiche	Reports	Permanent
1003	BOUNDARY FILES					
1003-01	Boundary Description	CD	P GC 34090 AD	EnerGov Permits Plus X Drive	Project files, applications, notices, correspondence related to project, plans, etc.	Permanent
1003-02	Sphere of Influence	CD	P GC 34090 AD	EnerGov Permits Plus X Drive Hard Copy	Project files, applications, notices, correspondence related to project, plans, etc.	Permanent
1100	PUBLIC SERVICES AND PUBLIC RELATIONS					
1110	STREET MAINTENANCE AND IMPROVEMENT FILES					
1110-01	Street Improvement	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Plans, reports, studies, bonds, agreements, easements, legal descriptions	Permanent
1110-02	Off-Site Plans (Ramps, Sidewalks, Curbs, etc.)	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Plans, reports, studies, bonds, agreements, easements, legal descriptions	Permanent

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1110-03	Bridges	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Plans, reports, studies, bonds, agreements, easements, legal descriptions	Permanent
1110-04	Street Planning	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Plans, reports, studies, bonds, agreements, easements, legal descriptions	Permanent
1110-05	Street Maintenance and Repairs	PW	P GC 34090 AD	Hard Copy PW Drive Lucity	Maintenance and inventory records	Permanent
1110-06	Striping (Crosswalks, Bike Lanes, etc.)	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Plans, reports, studies, bonds, agreements, easements, legal descriptions	Permanent
1110-07	Street Names and Signs	PW	P GC 34090 AD	Hard Copy Lucity PW Drive	GIS data base, street sign inventory	Permanent
1110-08	Street Furniture (Bus Benches, etc.)	PW	P GC 34090 AD	Hard Copy Lucity PW Drive	Street maintenance/inventory records	Permanent
1110-09	State Highways & Freeways	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Plans, reports, studies, bonds, agreements, easements, legal descriptions	Permanent
1110-10	Street Inventory	PW, ITSS	P GC 34090 AD	Hard Copy GIS System Lucity PW Drive	GIS data base	Permanent
1110-11	Medians	PW, ITSS	P GC 34090 AD	Hard Copy GIS System Lucity PW Drive	GIS data base, maintenance/inventory records	Permanent

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1110-12	Slopes	PW, ITSS	P GC 34090 AD	Hard Copy GIS System Lucity PW Drive	GIS database, maintenance/inventory records	Permanent
1110-13	Street Numbering & Naming	CD	P GC 34090 AD	EnerGov Permits Plus X Drive	GIS database, lists, maps	Permanent
1110-14	Detour Plans	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Plans, reports, studies, bonds, agreements, easements, legal descriptions	Permanent
1120	STREET LIGHTING FILES					
1120-02	Street Lighting Maintenance Files	PW	C + 2 GC 34090	Hard Copy Lucity PW Drive	Service Order Requests (SOR's) and SCE maintenance	2021 and prior - Originals are sent to SCE
1130	SPECIAL SERVICES FILES					
1130-01	Volunteer Program Applications (Community Service, etc.)	CSD	C + 2 GC 34090	Hard Copy Volvistics	Applications, Minor Consent Forms, TB Test, Live Scan	2021 and prior
1130-04	Special Events Permits	CSD	P GC 34090	Hard Copy EnerGov CSD Drive	Permits	Permanent
1141	SPECIAL STUDIES FILES					
1141-01	Flood Control Studies	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Plans, reports, studies, easements, legal descriptions	Permanent
1141-02	Demographic & Statistical Studies	ED	P GC 34090 AD	Hard Copy ED Drive	Studies, supporting documents	Permanent

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1150	ANIMAL CONTROL FILES					
1150-01	Animal Control Correspondence	CE	C + 2 GC 34090	EnerGov Permits Plus B&S Drive	Code cases, reports, correspondence, noticing	2021 and prior
1160	TRAFFIC CONTROL AND PARKING					
1160-01	Traffic Control Files	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Plans, reports, studies, bonds, agreements, easements, legal descriptions	Permanent
1160-02	Traffic Studies and Surveys	PW	C + 2 GC 34090	Hard Copy Laserfiche PW Drive	Reports, studies	2021 and prior
1160-04	Traffic Requests – Public Inquiry	PW	P GC 34090 AD	Hard Copy Lucity PW Drive	Plans, reports, studies, bonds, agreements, easements, legal descriptions	Permanent
1160-06	Traffic Consultants	PW	C + 5 GC 34090	Hard Copy Laserfiche PW Drive	Reports, studies	2018 and prior
1161	TRAFFIC MAPS					
1161-02	Street Maps	ITSS/PW	P GC 34090 AD	Hard Copy GIS System Laserfiche PW Drive	GIS database, street improvement plans	Permanent
1161-03	Speed Survey	PW	P GC 34090 AD	Hard Copy Laserfiche PW Drive	Traffic documents, reports, studies	Permanent

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1162	TRAFFIC SIGNAL FILES					
1162-01	Traffic Signals	ITSS, PW	L GC 34090	Hard Copy Lucity PW Drive	GIS database, traffic signal plans	Life
1162-02	Traffic Signal Maintenance	PW	L GC 34090	Hard Copy GIS System Lucity PW Drive	Reports, service maintenance records, PM, Service Order Requests	Life
1162-03	Traffic Signal Timing	PW	C+2 GC 34090	Enterprise software	Signal timing	C+2 (retention started 2024)
1163	PARKING FILES					
1163-01	Park and Rides	CC	C + 2 GC 34090	Hard Copy	Correspondence	2021 and prior
1170	SANITATION, SEWERS & STORMDRAINS					
1170-09	Storm Drains and Flood Control	CC	US GC 34090	Hard Copy	General correspondence, updates	Until Superseded
1180	PUBLIC RELATIONS FILES					
1180-02	Historical Documents	ALL	P GC 34090	Hard Copy Hard Drive	Incorporation news clippings, historical press releases	Permanent
1180-03	Public Inquiry and Complaints (Except Consumer)	ALL	C + 2 GC 34090, 945.6 CCP 338, 342	MyCivic Office 365 Hard Copy	General correspondence	2021 and prior
1180-06	Public Ceremony Files	CM	P GC 34090 AD	Hard Copy	Agendas, outlines	Permanent
1180-08	Public Questionnaires/Surveys	CM, CSD	C + 2 GC 34090	Hard Copy Hard Drive	Surveys, summaries, results, reports	2021 and prior
1180-09	Municipal Newsletter	CM	P GC 34090 AD	Hard Copy Hard Drive	Newsletters	Permanent

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1180-10	Donations TO the City	CC	P GC 34090 AD	Hard Copy	Listings of donated items	Permanent
1180-11	Organizations and Clubs, General	CM, CSD	C + 2 GC 34090	Hard Copy	General correspondence	2021 and prior
1180-12	Community Education	CSD	C + 2 GC 34090	Hard Copy Hard Drive	Copies of print collateral, media files	2021 and prior
1180-13	Special Events and City Sponsored Events	CM, CSD	C + 2 GC 34090	Hard Copy Hard Drive	Press releases, permits, supporting documentation	2021 and prior
1180-14	City Promotional Campaign	CM, CSD	C + 2 GC 34090	Hard Copy Hard Drive	Press releases, collateral	2021 and prior
1180-16	Sister City Program	CM, CSD	P GC 34090 AD	Hard Copy Hard Drive	Letters, itinerary, items of historical significance	Permanent
1180-18	City Publications & Brochures	ALL	US + 2 GC 34090	Hard Copy Hard Drive	Publications, brochures, postal cards, etc.	Until Superseded + 2
1180-20	Speeches	CM	P GC 34090 AD	Hard Copy Hard Drive	Reports delivered in conjunction with City business speech outlines (retain items of historical significance)	Permanent
1200	PUBLIC UTILITIES, COMMUNICATIONS, AND TRANSPORTION FILES					
1201	GENERAL UTILITIES FILES					
1201-01	Public Utilities Commission	CC	P GC 34090 AD	Hard Copy	Agreement	Permanent

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1202	GAS AND ELECTRIC FILES					
1202-01	Franchise Files	CC	P GC 34090 AD	Hard Copy Laserfiche	Franchise documentation	Permanent
1202-03	Easements Granted TO Southern California Edison	CC	P GC 34090 AD	Hard Copy Laserfiche	Correspondence, recorded documents, exhibits	Permanent
1203	RADIO FILES					
1203-01	Radio Station License	CC	AE + 2 GC 34090	Hard Copy	License	AE + 2
1207	TRANSPORTATION FILES					
1207-05	Regional Issues	CM, PW	C + 2 GC 34090	Hard Copy PW Drive	Meeting agendas	2021 and prior

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1300	PUBLIC SAFETY FILES					
1301	PUBLIC SAFETY					
1301-01	Law Enforcement	CM	C + 2 GC 34090	Hard Copy	Correspondence, enforcement documentation	2020 and prior
1301-02	Public Safety, General	CD, CM	C + 2 GC 34090	EnerGov Permits Plus B&S Drive	Code cases, reports, correspondence, noticing	2021 and prior
1301-08	Abandoned Vehicles & Houses	CD	C + 2 GC 34090	EnerGov Permits Plus B&S Drive	AVA Quarterly Reports, reimbursement documents, correspondence, noticing	2021 and prior
1301-13	Border Patrol	CC, CM	C + 2 GC 34090	Hard Copy	Correspondence, enforcement documentation	2021 and prior
1302	FIRE DEPARTMENT					
1302-06	Fire Department Facilities	FP	P GC 34090 AD	Hard Copy Laserfiche FP Drive	Project files, applications, notices, correspondence related to project, plans, etc.	Permanent
1302-08	Fire Permit Files	FP	P GC 34090 AD	Hard Copy EnerGov Permits Plus Laserfiche	Project files, applications, notices, correspondence related to project, plans and database records	Permanent
1400	PARKS, RECREATION, ENVIRONMENTAL AND EDUCATION FILES					
1401	PARKS AND FACILITIES					
1401-00	Community Service Rules & Regulations (Council Adopted)	CSD	P GC 34090 AD	Hard Copy	Ordinances, resolutions	Permanent

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1401-01	City Facilities and Parks Reports, Studies & Regulations	CC, CSD	P GC 34090 AD	Hard Copy	Reports, studies, summaries and regulations	Permanent
1401-10	Recreation Forms (Activity Registrations, Park/Facility Rentals, Sign-In Sheets, Rosters, etc.)	CSD	P GC 34090	Hard Copy CivicRec	Forms, rosters	Permanent
1402	CULTURAL RECREATION FILES					
1403	ENVIRONMENTAL FILES					
1403-01	Community Design Manual	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Manual	Permanent
1403-02	Landscaping Guidelines	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Guidelines	Permanent
1403-03	Air Pollution/Air Element	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Reports, studies, surveys, environmental documents	Permanent
1403-04	Archaeological Surveys	CD	P GC 34090 AD	Hard Copy Planning Drive	Reports, studies, surveys, environmental documents	Permanent
1403-07	Resource Conservation Areas	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Reports, studies, surveys, environmental documents	Permanent
1403-08	Energy Conservation	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Reports, studies, surveys, environmental documents	Permanent

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1403-09	City-Wide Clean-up Campaigns	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Reports, studies, surveys, environmental documents	Permanent
1403-10	Noise Pollution	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Reports, studies, surveys, environmental documents	Permanent
1403-11	Tree Trimming and Removal	PW	P GC 34090 AD	Hard Copy Lucity PW Drive	Reports, studies, surveys, environmental documents	Permanent
1403-12	Recycling	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Reports, studies, surveys, environmental documents	Permanent
1403-13	Safe Drinking Water Act	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Reports, studies, surveys, environmental documents	Permanent
1403-14	Congestion Management	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Reports, studies, surveys, environmental documents	Permanent

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1403-15	Stephen's Kangaroo Rat Mitigation	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Reports, studies, surveys, environmental documents	Permanent
1403-16	Multi-Species Habitat Conservation Plan	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Reports, studies, surveys, environmental documents	Permanent
1403-17	CEQA	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Reports, studies, surveys, environmental documents	Permanent
1403-18	Landfills	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Reports, studies, surveys, environmental documents	Permanent
1403-19	Erosion Control Plans	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Reports, studies, surveys, environmental documents	Permanent
1403-20	Earthquake Standards/Hazardous Buildings	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Reports, studies, surveys, environmental documents	Permanent
1403-21	Mining Projects	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Reports, studies, surveys, environmental documents	Permanent

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1403-22	Federal Endangered Species Act (FESA)	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Reports, studies, surveys, environmental documents	Permanent
1403-23	Santa Ana Watershed Project Authority	CD	P GC 34090 AD	X Drive Planning R Drive Paper	Reports, studies, surveys, environmental documents	Permanent
1403-24	Environmental Pests	CD	P GC 34090 AD	Hard Copy Planning Drive X Drive	Reports, studies, surveys, environmental documents	Permanent
1405	EDUCATION FILES					
1405-01	Temecula Valley Unified School District	CM	C + 2 GC 34090	Hard Copy	General correspondence	2021 and prior
1405-02	Universities, College & Higher Education	CM	C + 2 GC 34090	Hard Copy	General correspondence	2021 and prior
1405-03	Charter, Private, Public & Christian Schools	CM	C + 2 GC 34090	Hard Copy	General correspondence	2021 and prior

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1500	GOVERNMENT ORGANIZATIONS AND OFFICES: INTERNATIONAL, NATIONAL AND LOCAL					
1500-01	International, National and Local Government Organizations & Offices	ALL	C + 2 GC 34090	Hard Copy	General correspondence	2021 and prior
1501	UNITED STATES OFFICES AND ORGANIZATIONS					
1501-01	United States Offices & Organizations	ALL	C + 2 GC 34090	Hard Copy	General correspondence	2021 and prior
1502	CALIFORNIA OFFICES AND ORGANIZATIONS					
1502-01	California Offices & Organizations	ALL	C + 2 GC 34090	Hard Copy	General correspondence	2021 and prior
1503	REGIONAL ORGANIZATIONS					
1503-01	Regional Organizations	ALL	C + 2 GC 34090	Hard Copy	General correspondence	2021 and prior
1504	RIVERSIDE COUNTY FILES					
1504-01	Riverside County Offices	ALL	C + 2 GC 34090	Hard Copy	General correspondence	2021 and prior