

# Exhibit C City of Lompoc Records Retention Schedule

## CITY ATTORNEY'S OFFICE

Description	Retention Period	Statutory Reference	Remarks
<b>ADMINISTRATIVE RECORDS</b>			
General Correspondence	C+2*	GC 34090	Email messages related to a current project or a policy-making decision should be retained along with related records
<b>SUBJECT FILES</b>			
General Info/Subject Files	C+2	GC 34090	Restricted access to any files may contain confidential documents. Keep files until subject matter is no longer active. Required to keep until reasonable threat of legal action has passed.
Mural Society	Life of Mural		
<b>BOARDS/COMMISSIONS</b>			
Mobilehome Rent Stabilization Board a) Agenda/Staff Reports b) Minutes of all meetings c) General Correspondence	C+2 P C+2	GC 34090	b) Approved minutes sent to webmaster electronically
Annual Registration Statements and Notice of Planned Rent Increase	P	LMC 5.60.100	Department Opinion
<b>SPECIALIZED FILES</b>			
Claims	C+5		Permanent historic database maintained electronically
Code Enforcement	C	GC 34090.5	Duplicate of Planning Division (maintained electronically)
Collection for Damage to City Property	C+5 after collection completed or written off		
DFEH Grievances	C+5, unless litigated		
Litigation	C+5 after litigation completed		Department Opinion
LMC Violations (Infractions and Misdemeanors) Citations and/or Complaints	C+5 after litigation completed		Other than Code Enforcement
Pitchess Motions	C+2 after litigation completed	GC 34090	
Transient Occupancy Tax Past Due Collection	C+5 after collection completed or written off		Department Opinion
Union Grievances	C+5 unless litigated		

\* See Exhibit B – Definitions – for definitions of terms and abbreviations.