

# Exhibit E

## City of Lompoc

### Records Retention Schedule

#### ECONOMIC DEVELOPMENT

Description	Retention Period	Statutory Reference	Remarks
<b>ADMINISTRATIVE RECORDS</b>			
Accounting – Sales Receipts, Deposits, Sales Logs, Ledgers, Fees/Fines, Bills & Transit Books	C+2*		Department Opinion Duplicate of Purchasing
Contracts (Duplicate only)	C	While Useful	Duplicate of City Clerk (original lives in Clerk's Office)
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
Policy – Policies, Procedures & Forms	C		
Supervisor Files	TER**		**Upon employee termination file to be transferred to HR
Volunteer Records	TER+2		
<b>SUBJECT FILES</b>			
General Subject Files (Any)	C+2		
<b>BOARDS/COMMISSIONS</b>			
Economic Development Committee			
a) Agenda	C+2	GC 34090	
b) Minutes of all meetings	P	GC 34090(e)	b) Minutes sent to webmaster electronically
c) General Correspondence	C+2	GC 34090	
Human Services Commission			
a) Agenda	C+2	GC 34090	
b) Minutes of all meetings	P	GC 34090(e)	b) Minutes sent to webmaster electronically
c) General Correspondence	C+2	GC 34090	
Oversight Board to the Successor Agency of the Dissolved Lompoc Redevelopment Agency			
a) Agenda	C+2	GC 34090	
b) Minutes of all meetings	P	GC 34090(e)	b) Minutes sent to webmaster electronically
c) General Correspondence	C+2	GC 34090	
Parks and Recreation Commission			
a) Agenda	C+2	GC 34090	
b) Minutes of all meetings	P	GC 34090(e)	b) Minutes sent to webmaster electronically
c) General Correspondence	C+2	GC 34090	
Planning Commission; Administrative Hearings			
a) Agenda	C+2	GC 34090	
b) Minutes of all meetings	P	GC 34090(e)	b) Minutes sent to webmaster electronically
c) General Correspondence	C+2	GC 34090	

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

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Senior Commission			
a) Action Agenda	C+2	GC 34090	
b) Minutes of all meetings	P	GC 34090(e)	b) Minutes sent to webmaster electronically
c) General Correspondence	C+2	GC 34090	
Youth Commission			
a) Action Agenda	C+2	GC 34090	
b) Minutes of all meetings	P	GC 34090(e)	b) Minutes sent to webmaster electronically
c) General Correspondence	C+2	GC 34090	
<b>SUB-DEPARTMENTS</b>			
<b>Planning</b>			
Department Administration Department Procedures, Budget Preparation	C+2		
Discretionary Planning Entitlements a) Applications b) Maps-Zoning, Tentative Subdivision, Preliminary Parcel, General Plan Land Use, et al c) Permit Extensions d) Record of Land Use Actions e) CEQA-EIR-Negative Declarations, including Mitigation and Monitoring Programs for private and public projects. f) NEPA Documentation for private and public projects.	P		
General Plan And Amendments	P		
Historic and Cultural Resource Inventory, Documents, Reports, and Records Cultural Artifacts	P P or other agency archive		
Plans a) Approved b) Superseded	P C+2		Digital Format
Regional Agencies	C+2		
<b>Code Enforcement</b>			
Case Files	P		Historically relevant (stored electronically on Trakt)
<b>Recreation</b>			
Anderson Recreation Center	LoB		
Program Files	C+2		
Use Permits – Fields, Parks,	C+2		

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Description	Retention Period	Statutory Reference	Remarks
Courts, Certificates of Insurance, Facilities Applications & Logs and Group Agreements			
Waivers, Cancellation/Transfer Forms	C+2		
<b>Housing</b>			
Community Development Block Grants (CDBG) a) Project Files b) Deeds of Trust and Promissory Notes c) Loan Agreements and Documents d) Payment Information	C+4 TER+5	24 CFR 570.502(a)(16); 24 CFR Part 85.42(b & c); OMB Cir. A-102,133; HUD Regulations	State of California Duplicate of City Clerk
Community Development Block Grants (CDBG) Program Reference Forms, Procedures and Brochures	TER+5		
Deeds/Promissory Notes	P		
Grants	As Required by Funding Source		
HOME Investment Partnerships Program (Borrower files, project files, loan agreements and documents, and payment information)	TER+5	24 CFR Part 92.508	
Lompoc Affordable Housing Trust Fund	TER+2		TER=Fund permanent dissolved.
Project Files	TER+2		TER=Project no longer exists.
<b>Successor Agency</b>			
a) Project Files b) Deeds of Trust and Promissory Notes c) Loan Agreements and Documents d) Payment Information	C+4 TER+5	24 CFR 570.502(a)(16); 24 CFR Part 85.42(b & c); OMB Cir. A-102,133; HUD Regulations	State of California Duplicate of City Clerk
Program Reference Forms, Procedures and Brochures	TER+5		
<b>Housing Successor Agency</b>			
a) Project Files b) Deeds of Trust and Promissory Notes c) Loan Agreements and Documents d) Payment Information	C+4 TER+5	24 CFR 570.502(a)(16); 24 CFR Part 85.42(b & c); OMB Cir. A-102,133; HUD Regulations	State of California Duplicate of City Clerk
Program Reference Forms, Procedures and Brochures	TER+5		

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<b>Storm Water</b>			
City generated Storm Water Pollution Prevention Plans for City-owned projects.	C+3	(40 C.F.R. §122.41(j)(2).)	
Documents Required to be Submitted to State or Regional Boards	C+3	(40 C.F.R. §122.41(j)(2).)	
Lab Sampling Results	C+3	(40 C.F.R. §122.41(j)(2).)	
Regional Board Appeal Documentation	C+3	(40 C.F.R. §122.41(j)(2).)	
Water Discharge Form	C+5		Annual Report for Public Works Storm Water Department