

Exhibit G

City of Lompoc

Records Retention Schedule

LIBRARY SERVICES

| Description | Retention Period | Statutory Reference | Remarks |
|--|----------------------------|---------------------|---|
| ADMINISTRATIVE RECORDS | | | |
| Agreements/Contracts/MOUs | While Useful to Department | | Duplicate permanently with City Clerk |
| Budget | C+4* | | Duplicate permanently with City Clerk |
| Community Relations, Public Relations, Marketing | C+2 | | |
| Fines and Fees Schedule | While useful to Department | | Duplicate permanently with City Clerk |
| General Correspondence & Reports; Working Files | C+2 | | Email messages related to a current project or a policy-making decision should be retained along with related records |
| Press Releases | C+2 | | |
| Projects | C+2 | | |
| Receipt Books: Lost Items, Donations, Etc. | C+4 | | |
| Staff Development and Training; Org. Chart | C+2 | | |
| Standards, Department Policies and Procedures, Strategic Plan, Safety/Security Manual, Disaster Plan | Until Superseded | | |
| Supervisor Files | TER** | | **Upon employee termination file to be transferred to HR |
| Surveys | C+2 | | May be Conducted by Black/Gold |
| Volunteer Records, Volunteer Timesheets | C+2 | | |
| SUBJECT FILES | | | |
| Bylaws | P | | Historic |
| California State Library: Public Library Survey, Reports, Printouts Reimbursement Forms, Statistics | C+2 | | |
| Collection Development Records | C+2 | | Records documenting the selection and acquisition of new materials for the Library's collections. |
| Other Government Documents, State, County | While Useful | | |

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

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| Description | Retention Period | Statutory Reference | Remarks |
|---|-------------------------------------|-------------------------------------|--|
| Grants & Donations: Applications, Awards, Non-Monetary Donations, Grant Reimbursements | C+5 after receipt of grant/donation | | Department Opinion |
| History of Lompoc Library | P | | Department Opinion; Historic Significance |
| Library Databases: Customers, Inventory | C+2 | GC34090 | Registration and circulation records are exempt from Public Records Act under certain conditions (see GC6254(j) , GC6254.5 , GC6255 , GC6267) |
| Operational Reports: Daily Log, Debt Collection Management, Incident Reports | C+2 | GC 34090 | |
| Public Programming: | C+2 | GC 34090 | Development and Administration of Programs for the Public (children, students, adults) |
| Publicity/Publications: Promotional Materials | C+2 | GC 34090 | |
| BOARDS/COMMISSIONS | | | |
| Library Commission a) Agendas/Staff Reports b) Minutes of Meetings c) General Correspondence | C+2 P C+2 | GC 34090 GC 34090(e) GC 34090 | b) Minutes sent to webmaster electronically |
| Library Board of Trustees (all records) (superseded by Library Commission) | P | Department Opinion | Historic Significance |