

Exhibit I City of Lompoc Records Retention Schedule

PUBLIC WORKS DEPARTMENT

Description	Retention Period	Statutory Reference	Remarks
ADMINISTRATIVE RECORDS			
General Correspondence	C+2*		Email messages related to a current project or a policy-making decision should be retained along with related records
Supervisor Files	TER**		**Upon employee termination file to be transferred to HR
SUBJECT FILES			
Subject Files (Any)	C+2		
BOARDS/COMMISSIONS			
Airport 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
Beautification and Appearance 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
SUB-DEPARTMENT			
Engineering			
Annual Report to DOT	C+5		Department of Transportation
Assessment District Boundaries & Rolls	P		(Coming Soon)
Benchmark Data Horizontal, Vertical & Control	P		Department Opinion
Capital Improvements a) Project Files, Work Orders, Schedules, Bidders List, Correspondence, Change Order b) Specifications, Reports Plans, Contracts and Subdivisions c) Street Reports	P		Life of Structure
Encroachment Permits (License Agreements) a) Permanent b) Temporary	P C+2		Recorded
Flood Zone Elevation Certificates & Letter Of Map Amendments	P		
Maps – Annexations, Tract, & Block Surveys	P		On record with County

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

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Private Development Project Files	P		May be duplicate of Planning Division
Traffic Studies; Site Distance Speed	C+5		
Airport			
Agreements/Contracts	While useful to Department		Duplicate permanently with City Clerk
Capital Improvements Reports or ??	C+2 after useful to Department		
Grants Applications Awards	P		
Month to Month Leases	C+3		
Permits	C+3		
Reports	C+3		
Transit			
Grants; RFPs; Contracts (copies)	C+2 years after life of Grant		Contracts duplicate of City Clerk
Security Videos	As permitted by device	GC 34090.6	Automated self-recycled/re-use technology
Streets			
Daily Reports Operator Assignments & Equipment Status	C+2		
Storm Drain Work Orders	C+2		
Work Orders Streets, Sidewalk, Signs, Sweeping, Trees	C+2		
Facilities, Fleet and Park Maintenance			
Air Pollution Control District Reporting	C+5		
Asset Files – Titles, Registration, Plans	Life of Asset		
Approved Budget, Capital Improvements, Outlays, Program Changes, Expenditure Detail	C+5		Duplicate of City Clerk
California Air Resource Board Reporting	C+5		
Capital Improvements a) Project Files, Work Orders, schedules, Bidders List, Change Orders & Correspondence b) Specifications, Reports, Calculations, Plans, & Subdivision, Contracts	P P	CCP 337.15	Department Opinion

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DOT Terminal Inspection Reports	C+5		
Expenditures – Boots, Travel, Meals, Petty Cash, Credit Card	C+3		Duplicate of Treasury
Fuel – Invoices, Receipts, Transactions, Correspondence	C+3		
Fuel Transactional Reporting	C+2		
General Informational Reporting	C+3		
Inventory Reporting	C+3		
Maintenance Requests	C+3		
MSDA	C+2		
OSHA 300 Log	C+2		
OSHA Posters, Regulations and Updates	C+2		
Projects, Permits, Bids, Schematics, Specifications, Scopes, Quotes	C+3		
Purchase Orders/Change Orders/Partial Payments	C+5		Duplicate of Purchasing
Quarterly and Annual Maintenance Reporting	C+5		
Repair Orders	Life of Equipment		
Reports Quarterly Summary of maintenance labor and material costs for Parking Lots	C+2		
Storm Water Reporting	C+5		
Timesheets, Leave Requests, Vacation Forecasting	C+3		Timesheets are duplicate of Payroll
Transactions – Parts, Fuel, and Gas Tags	C+2		
Transit Annual Reporting	C+5		
Union Board Notices	C		
Vehicle Accident/Incident Reports	C+3		
Vehicle Inspection Cards	C+3	DOT	DOT Commercial Mandatory 3 months
Vehicle Registrations & DMV Correspondence	Life of Vehicle	VC 4000	DMV Requirement
Work Requests Labor and Material Tracking Key Requests Service Calls	C+2		
Urban Forestry			
Applications	C+3		
Daily Worksheets	C+3		

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Electrical Line Clearance	C+3		Duplicate of HR
Pesticide Reports	C+2	DPR	Audit
Reports	C+3		
Campground			
Campground Reports, Daily Inspection Sheets	C+3		
Payment Envelopes	C+3		Audit