

Exhibit D City of Lompoc Records Retention Schedule

CITY CLERK

Description	Retention Period	Statutory Reference	Remarks
ADMINISTRATIVE RECORDS			
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
Public Records Requests – Requests, responses and log.	C+2	GC 34090	
SUBJECT FILES			
All subject files included, unless specifically set forth elsewhere.	C+2	GC 34090	
Contracts	P	CCP 337	Department Opinion
Director's Hearing Appeals – Planning and Community Environment Director	TER+2		Department Opinion
Franchises and Licenses	P		
Legal Advertising	C+4	CCP 337 ; 54960.1(c)(1) ;	Includes public hearing notices, legal publications
Northern California Power Agency – Agreements including Transmission Agency of Northern California	P		
Sister Cities	P		Department Opinion
Water Rights – Agreements	P		
CITY COUNCIL			
a) Agenda/Staff Reports b) Minutes of all meetings c) General Correspondence d) <u>Video Recordings of Regular Council Meetings</u>	C+2 P C+2 <u>P</u>	GC 34090 GC 34090(e) GC 34090	<u>a) Final Staff reports and agendas will be held electronically</u> b) Approved minutes sent to webmaster electronically <u>Approved minutes will be held electronically and posted to City website</u> <u>d) Video Records to be held in City Clerk Vault</u>
Ordinances	P	GC 34090(e)	
Proclamations	C+2	GC 34090	Proclamations not Assigned a Resolution or Ordinance Number
Resolutions	P	GC 34090(e)	

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