

Exhibit B City of Lompoc Records Retention Schedule

DEFINITIONS

THE FOLLOWING DEFINITIONS PERTAIN TO ALL CITY OF LOMPOC RECORDS RETENTION SCHEDULES

C=Current
C+(number)=years in addition to Current
CCP=Code of Civil Procedure
CCR=California Code of Regulations
CFC=California Fire Code
CFR=Code of Federal Regulations
CVC=California Vehicle Code
DoA=Duration of Apparatus
EC=Elections Code
EVC=Evidence Code
FPPC=Fair Political Practices Commission Regulations
GC=Government Code
H&S=Health & Safety Code
HSC=Health & Safety Code
LMC=Lompoc Municipal Code
LoB=Life of Building
P=Permanent
PC=Penal Code
TER**=Upon employee termination file to be transferred to HR.
TER*=Paid
TER=Terminate; Terminated; Termination
VC=Vehicle Code

Codes referenced that set retention times are listed below.

California Code of Regulations, Title 19 Section 2573.2	TER + 30 Years
California Fire Code Section 103.3.4	3 Years
California Fire Code Section 104.3.2	3 Years
California Government Code Section 3105, 6250	TER +30 Years
California Penal Code Section 799	Permanent
California Penal Code Section 800	6 Years
Code of Federal Regulations 29 CFR 1602	1 Year
Code of Federal Regulations 29 CFR 1627.3	3 Years
Code of Federal Regulations 29 CFR 1910.1020	30 Years
Code of Federal Regulations 45 CFR 160-164	6 years