

EXHIBIT A  
City of Napa Retention Schedule

EXHIBIT A TO ATTACHMENT 1

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
001	All Departments	Agreements, Contracts and Leases - Equipment, Goods and Services	Executed agreements, contracts, leases (which includes any type of contract, such as an agreement, franchise, purchase order, or lease) and associated ancillary documents, between the City and other parties pertaining to goods and services.	Addendums Amendments Attachments / Exhibits Bids, Awards (Accepted) Certificates of Insurance Change Orders Delivery Records Disclosures Exhibits Franchise Agreements (Solid Waste, Recycling) Leases Letters of Intent License Agreements, Licenses Memoranda of Agreement (MOAs) Memoranda of Understanding (MOUs) Price Lists Proof of Insurance Certificates Purchase Orders Purchasing Cards/CalCards Purchasing Package Quotations Receiving Reports Requests for Information (RFI) Requests for Proposal (RFP) Requests for Quote (RFQ) Requisitions Scorecards Specifications Statements of Work (SOW) Warranties	LI+10Y	CA - CCP 337 - (4Y) CA - CCP 343 - (4Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 - (CU+4Y) US - 29 CFR 516.5 - (3Y) US - 40 CFR 122.21(p) - (3Y) US - 40 CFR 122.41(j) - (3Y) US - 49 CFR 107.504 - (CL+2Y)	
002	All Departments	Asset Management, Maintenance	Records related to the management and maintenance of City assets (personal and real property), including equipment, vehicles, and infrastructure assets.	California Bureau of Automotive Repair (BAR) Smog Records California Highway Patrol Biennial Inspection Terminal (BIT) Records Equipment Accident Reports Equipment Certifications (radar guns, LIDAR guns, personal alcohol screening devices, in-car video surveillance devices, mobile video devices) Horticulture Irrigation in parks and right-of-ways Landscaping Maintenance and Repair Work Orders Maintenance Reports (buildings, parks, streets, sidewalks) Motor Vehicle Records and Reports Pipes Playground Equipment Playground Inspections Pumps Registrations, Operating Permits Rental Work Orders Service Calls Sidewalks Street Lights Street Sweeping Street Tree Program / Tree Requests Tax Exemption Certificates Trees Vehicles/ Fleet (Accident Reports, Auctions, Certificates of Insurance, Inspections, License Plates, Logs, Pool Tickets, Repair Orders)	LI*+10Y	CA - CCP 337 - (5Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6501 - (CU+3Y) US - 26 CFR 301.6501 - (CU+3Y)	* LI = Life of Asset

**EXHIBIT A**  
**City of Napa Retention Schedule**

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
003	All Departments	Business Continuity Records	All documentation for dealing with disasters and/or system failures.	Business Continuity Plans Disaster Preparedness Disaster Recovery Plan Drill Records Emergency Contact Lists, Employee Lists, Roster of Workers Emergency Evacuation Procedures Emergency Operations Center Emergency Preparedness Emergency Response Emergency Services Hazardous Materials Response Planning School Violence Search and Rescue Telephone Trees Terrorism	S+2Y	CA - GOV 34090 - (2Y)	
004	All Departments	Community Outreach, Media and Public Relations	External-facing communications, advertising and press relations materials, including documentation of outreach activities/events held in cooperation or for the benefit of the local community.	Brochures FAQs Mailers Media Packets, Releases, Kits Press Kits Public / Media Inquiries Public Information / Outreach / Education Publications Produced by the City Publicity Files Social Media Documentation	CU+5Y	CA - GOV 34090 - (2Y)	
005	All Departments	Department Administration	General internal administrative records of City departments, including: - Documentation of department activities - Routine reports generated by the City - Information captured on a log or a list - Correspondence, memos, notes and emails that do not require acknowledgment and do not pertain to another category - Department projects	Auditing, Accounting Matter Complaint Logs City Generated Routine Studies / Reports Consultants Department Administrative Documents (calendars, committees, goals, objectives, meeting agendas, meeting minutes, meeting tapes/recording, plans) Economics Employee Communication Letters (announcements, new programs, notices) Form Letters General Reporting Growth Management In-House Committees / Employee Committees Indexes Joint Planning Projects City/County Lists (department contacts, telephone directories, mailing) Logs (case number, daily DR#, subpoenas received) Mail Tracking Office Files, Office Manager Files Positive Feedback Project Files (reporting, studies) Project/Program Plan Risk Management Sister City Program (Japan, Australia, Chile) Subject Files Supplies Management Surveys / Questionnaires (traffic counts, speed surveys) Travel and Itineraries Volunteer Programs Working Files, Workpapers	CL+2Y	CA - GOV 34090 - (2Y)	

EXHIBIT A  
City of Napa Retention Schedule

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
006	All Departments	Historical Documents, Events, Memorabilia, Collections, Artifacts	Records and information documenting the history and significant milestones of the City as determined by the City Manager or City Clerk	Biographies of Public Officials, Agency Heads Participation Plan, HAP/CHAS Housing Assistance Plan, HAP/CHAS Comprehensive Housing Affordability Strategy) CDBG HUD Reports (annual action plan, consolidated performance evaluation report) Census Information City Seal City Generated Historical Studies / Reports City Incorporation City Publications Crime Statistics Demographics Executive, City Official Communications, Speeches, Videos Historic Districts Historical Events, Artifacts, Architecture, Designations, Projects Historical Parks, Facilities Media Releases Memorial Programs News, Press Releases Newspaper Clippings Picture Collections Publicity Photographs Registered Logos Significant News Clippings, Releases Website	PR	CA - GOV 34090 - (2Y) US - 15 USC 1125 - (LA10Y) US - 24 CFR 91 Subpart C - (MAINT)	
007	All Departments	Meetings - Audio/Video Records	Audio and Video Recordings of City Council and their governing boards	Audio and Video Recordings for: City Council of the City of Napa Housing Authority of the City of Napa (HACN) Napa Community Redevelopment Agency (NCRA) Successor Agency to the Napa Community Redevelopment Agency ( SANCRA or "Successor Agency").	PR	CA - GOV 54953.5(b) - (30D)	
008	All Departments	Meetings - Audio/Video Records	Audio and Video Recordings of City Commission and City committees.	Audio and Video Recordings - Commissions, Committees, and boards	10Y	CA - GOV 54953.5(b) - (30D)	
009	All Departments	Organization Charts	Documents that depict the departmental and reporting structure of the City government.	Org Charts Organization Trees Reporting Structure	S+2Y	CA - GOV 34090 - (2Y)	
010	All Departments	Permissions, Releases	Records of permissions and releases for publications and logos.	Publication Permissions/Releases Logo Permissions/Releases	5Y	CA - GOV 34090 - (2Y)	
011	All Departments	Policies, Procedures and Plans	All administrative documentation of City policies and procedures.	Administrative Policies Directives Guidelines Five-Year Plans Handbooks Policies* Procedure Manuals Procedures Program / Initiative Plans Standards Treatment Plans	S*+10Y	CA - GOV 34090 - (2Y) US - 26 CFR 31.6501 - (CU+3Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1627.3 - (T+1Y) US - 29 USC 1059 - (T+1Y)	*Police General Orders are retained permanently.  * Policy approved by a legislative body is retained permanently (See Legislative - Public Meetings of Legislative Bodies)
012	All Departments	Procurement - Agreements and Contract Not Awarded	Records and information created or retained in the preparation of purchasing or acquisition of goods and services, but where the purchase order, contract, or agreement was not awarded.	Bids, Awards (Unaccepted, Rejected) Exhibits Price Lists Quotations Requisitions Requests for Information (RFI) Requests for Proposal (RFP) Requests for Quote (RFQ) Scorecards Specifications	CU+2Y	CA - GOV 34090 - (2Y)	

**EXHIBIT A**  
**City of Napa Retention Schedule**

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
013	All Departments	Records, Information Management	Documentation of the compliance with Records and Information Management policy and procedures.	Certificates of Destruction Document Hold Notices, Updates Inactive Records Storage Information Lists of Stored / Destroyed Records Records Transfers (to storage, to other depts.)	CL+10Y	CA - CCP 315 - (LA10Y) CA - CCP 337 - (4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 - (CU+4Y) US - 26 CFR 301.6501 - (CU+3Y) US - 40 CFR 70.6 - (CL+5Y) US - 40 CFR 122.21(p) - (3Y) US - 40 CFR 122.41(j) - (3Y) US - 49 CFR 107.504 - (CL+2Y)	
014	All Departments	Regulatory Reporting for Human Resources	Official non-financial Human Resources reports issued by City organizations to comply with regulatory requirements.	EEOC Reports Labor Reports OSHA 300 Reports	5Y	CA - GOV 34090 - (2Y) US - 29 CFR 405.9 - (5Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1602.30 - (3Y) US - 40 CFR 141.155 - (3Y)	
015	All Departments	Service Issues, Complaints	Documentation regarding department complaints and related requests for service.	Complaints Issues Log Trouble Reports	CL+2Y	CA - GOV 34090 - (2Y)	
016	All Departments	Shipping and Receiving	Records related to the shipping and receiving of products.	Bills of Lading Freight Bills Manifests, Transfer Logs Waybills	CL+4Y	CA - GOV 34090 - (2Y)	
017	City Clerk	Lobbying Activities	Records and information related to the registration and activities of lobbyists on behalf of the City.	Expenditures Registrations Reports (lobbyist activities)	CU+7Y	CA - GOV 81009(b) - (5Y) CA - GOV 81009(e) - (7Y) US - 11 CFR 102.9 (3Y) US - 11 CFR 104.14 (3Y)	
018	City Clerk	Prop 218 Protest Procedure	Records related to administration of notifications and protests associated with taxes, assessments, and fees subject to Prop 218.	Ballots Engineer's Report Notices Protest Letters Public Hearing Material	PR	California Constitution Art. XIII	
019	City Clerk	Public Information	Records requested by the public, required for provision to the public, and related inquiries.	Collection Lists Formal Public Records Requests Inquiries Maddy Act Lists	CL+2Y	CA - GOV 34090 - (2Y)	
020	City Clerk	Statements of Economic Interest	Forms mandated by state law related to economic interests of certain employees, elected or appointed officials, or consultants.	Form 700 Form 801 Form 802 Form 806	CL+7Y	CA - GOV 34090 - (2Y) CA - GOV 81009 (4Y, 7Y)	
021	Community Services	Community Development Block Grant Project Files	Records and information of CDBG projects.	Payroll (certified, Davis Bacon) Semi-annual Labor Reports	CL+5Y	CA - GOV 34090 - (2Y) US - 2 CFR 200.333 - (LA+3Y) US - 24 CFR 570.502(a)(16) - (LA4Y)	
022	Community Services	Economic Development Programs and Services	Records and information documenting the City's economic development programs.  <b>NOTE: Documentation related to fees are covered under Finance (see Finance - Fee and Assessment Maintenance and Collection" below).</b>	Business Promotion Programs Business Recruitment Programs Community Activities Demographics Economic Development Programs Economic Development Strategy Parking Management Strategies Retail Incentive Programs Tourist Improvement District (TID) Local Committee Urban Design Plans	CL+10Y	CA - CCP 337.15 - (LA10) CA - GOV 34090 - (2Y)	
023	Community Services	Health and Human Services / Community Education	Records and information documenting the City's educational and community services.	Community Emergency Response Training (CERT) Drug / Alcohol Education / Community Training Emergency Action Plans Emergency Forms Street Smart Program Youth Violence Prevention Education / Community Training	2Y	CA - GOV 34090 - (2Y)	

**EXHIBIT A**  
City of Napa Retention Schedule

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
024	Community Services	Housing Loan Program Files	Records and information regarding programs that provide assistance to home purchasers. Programs include: - HOME Funded First Time Homebuyers - HOME Program Rental Project - Cal HOME - HELP First Time Homebuyers - Community Development Block Grant (CDBG) Rehab - 20% Housing Set-Aside Fund	Applications Correspondence First Time Homebuyer Records Monitoring Files Notices Predevelopment Loans Rental Development Project Files	CL*+5Y	CA - 25 CCR 7721 - (MAINT) CA - GOV 34090 - (2Y) US - 24 CFR 92.508 - (CL+5Y)	* Closed is when Loan is Fully Paid  NOTE: Records of individual tenant income verifications, project rents and project inspections must be retained for the most recent five-year period.
025	Community Services	Housing Program - <b>Section 8</b> INS Appeals	Documentation that may have been submitted as part of the INS appeal or informal hearing process.	Application for Financial Assistance Form Completed by Family for Income Reexamination Final Informal Hearing Decision Final Immigration and Naturalization Service (INS) Determination INS Verification Results Photocopies of Original Documents (including original INS documents) Request for Information Hearing Request for INS Appeal Signed Verification Consent Form	5Y	CA - GOV 34090 - (2Y) US - 24 CFR 5.514 - (5Y)	NOTE: 5 year retention applies only to citizenship or eligible immigration status hearings or appeals. For regular hearings and terminations, see <b>128 – Housing Program Files - Section 8 Part 1</b> .
027	Community Services	Housing Program Tenant Files	Records and information regarding tenants who utilize housing program such as Shelter Plus Care and Supportive Housing, and Section 8 SRO Moderate Rehabilitation.	Intake Documentation of Evidence of Disability Tenant Files	CL*+5Y	CA - GOV 34090 - (2Y) US - 2 CFR 200.333 - (LA+3Y) US - 24 CFR 582.301 - (CL5Y)	* Closed is the end of the Grant Term.
028	Community Services	Inclusionary Program Files	Records and information regarding management and administration of inclusionary projects.	Monitoring Files Project Files	CL*+5Y	CA - GOV 34090 - (2Y)	* Closed is when Affordability Requirements have been completed.
029	Community Services	Parks and Recreation Facility Rentals	Records and information documenting the City's parks and recreational programs and services.	Facility Rentals (use applications, permits, reservation books, insurance certificates, users, reports) Waivers of Liability	CL+4Y	CA - CCP 337 - (4Y) CA - CCP 338 - (3Y) CA - GOV 34090 - (2Y)	
030	Community Services	Parks and Recreation Programs and Services	Records and information documenting the City's parks and recreational programs and services.	Adopt-a-Park Program Adult Services Programs / Classes Applications Aquatics Cultural Activities Programs / Classes Program/Event Evaluations Recreation Schedules Registrations Forms Special Events Special Programs Special Recreation Programs / Classes Sports Groups / Sports Alliance Groups Sports and Fitness Leagues Sports and Fitness Programs / Classes Sports Team Rosters Teen Services Programs / Classes Tree Removal Forms/Permits Youth Services Programs / Classes Waivers Withdrawal Forms	CL+2Y	CA - GOV 34090 - (2Y)	
031	Community Services	PHA Housing Choice Voucher Program - Unsuccessful Applications	Records of unsuccessful applications for PHA Housing Choice Voucher Program assistance.	Application from Family Notification of Ineligibility	3Y	US - 24 CFR 982.158(f)(2) - (3Y)	
032	Community Services	Transportation Program Services	Records and information related to the City's efforts to provide effective methods by which people and materials move through the City.	Alternative Transportation Demand / Transportation Demand Management Commute Program Transportation Systems Management (TSM) / Alternative Modes / Bicycle	5Y	CA - GOV 34090 - (2Y)	
	Compliance	Code Compliance and Enforcement, Non-Real Property	Records and information documenting compliance with non-structural City codes, including violations.	Appeals Citations Inspections / Enforcement (Business, Residential) Investigations Notices of Violation Photographs Vehicle Abatement (abandoned vehicles) Violations Weed Abatement	CL*+3Y	CA - GOV 34090 - (2Y) US - 40 CFR 122.21 - (3Y) US - 40 CFR 122.41 - (3Y)	* Case remains open until all issues have been satisfactorily resolved and closed.

**EXHIBIT A**  
**City of Napa Retention Schedule**

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
034	Compliance	Code Compliance and Enforcement, Real Property	Records and information documenting compliance with structural City codes, including violations.	Appeals Citations Compliance with Conditions of Approval Inspections / Enforcement (Business, Residential) Investigations Notices of Violation Photographs Red Tags Violations Weed Abatement Zoning Compliance Certificates	PR	CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI) US - 40 CFR 122.21 - (3Y) US - 40 CFR 122.41 - (3Y)	
035	Elections	Election Records - Administrative Reference Files	Background files for City initiatives, recalls, referenda, elections, and other election-related materials that are needed for reference but do not contain enduring historical information.	Non-municipal election files Research Notes	CL+4Y	CA - GOV 34090 - (2Y)	
036	Elections	Election Records - Committees	Records and information related to the filing of FPPC forms for Political Action Committees and General Purpose Committees.	FPPC Series 400 Forms	T+7Y	CA - GOV 81009 (c) - (7Y)	
037	Elections	Election Records - Elected Mayoral or City Councilmembers	Records and information related to the filing of campaign and election documentation by candidates for mayor or city council, who are elected to City offices.	Campaign Disclosures, Nomination Papers Campaign Statements	PR	CA - GOV 81009(b) - (PR)	
038	Elections	Election Records - Initiative, Recall, or Referendum	Records that document or are related to the submission and processing of initiative, referendum, recall, or ballot measures.	City Attorney Opinions Ballot Measure (Arguments For / Against, Full Text, Rebuttals, Impartial Opinion) Election Results Petition Administration	PR*	CA - ELEC 17200 - (8 Months) CA - ELEC 17400 - (8 Months) CA - GOV 81009 (f) (g) - (4Y), (2Y)	* Petitions are retained 8 months after final examination of the petition by the City Clerk (see "Elections - Election Records - Petitions" below)
039	Elections	Election Records - Nomination Documents	Records and information related to the filing of nomination papers and petitions in lieu of filing fee.	Nomination Papers Petitions in Lieu of Filing Fee Supplemental Nomination Papers	T*+4Y	CA - ELEC 17100(a) - (T+4Y)	* T = Termination of term of office
040	Elections	Election Records - Not Elected Mayoral or City Council Candidates	Records and information related to the filing of campaign and election documentation by candidates for mayor or city council, but who are <b>not elected</b> .	Campaign Disclosures, Nomination Papers Campaign Statements	CL+5Y	CA - GOV 81009(b) - (5Y)	
041	Elections	Election Records - Petitions	Petitions related to initiatives, recalls, or referenda.	Petitions (signed)	8 Months*	CA - ELEC 17200 - (8 Months)	*After final examination of the petition by the City Clerk
042	Finance	Abandoned Property, Escheat	Records and information pertaining to unclaimed funds and warrants held in trust by the City.	Cancelled Checks (escheat) Uncashed Checks Unclaimed Funds	CL*+5Y	CA - CCP 1513 - (3Y) US - Uniform Unclaimed Property Act (1995), Section 3 - (10Y)	* After escheat action is taken
043	Finance	Accounts Payable	Records and information related to the accounting of monies paid by the City including payment for financial obligation.	Aging Reports Check Listing Credit Memos DE542 (Report of Independent Contractors) Employee Expense Reports, Reimbursements Form 1099 Records Form W-9 Records Housing Check Run Reports Invoices and Vouchers Payables Package, Receipts Payments Petty Cash Data Purchasing Card Expense Reconciliation/Allocations Purchasing Card Slips, Statements Refunds Sales and Use Taxes Paid Tuition Reimbursements Voided Checks	AU+10Y	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 - (CU+4Y)	

**EXHIBIT A**  
**City of Napa Retention Schedule**

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
044	Finance	Accounts Receivable and Collections	Records and information related to the accounting of monies billed and/or earned, payments received by the City for services, fines, fees, etc., and information generated and/or collected in the tracking of debtor, depositor, donor, etc. transactions and balances.	Aging Reports Assessments (lighting & maintenance districts financial records) Business License Taxes Cash Records (cash count reports, cash flow book information, cash disbursement, cash register receipts, cash receipts) Check Listing Facilities Fees FEMA/OES Reimbursements General Fund Taxes Napa County Assessor/s Reports - City Assessments Petty Cash Data Property Taxes Receivables Package, Receipts Reconciliations Transient Occupancy Taxes Utility Billing Water Billing (registers, adjustments, deposit reports, customer accounts, payment stubs)	AU+10Y	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 - (CU+4Y)	
045	Finance	Audits (Internal, External)	Records and information related to auditing activities, including reviewing and documenting operational, compliance, or financial information created as a part of an audit.	Annual Audit Reports Audit Files, Plans Audit, Auditors Reports Audit Schedules Audit Workpapers General Purpose Financial Audits, Single Audits Improvement Plans Investigations, Workpapers Management Responses Observations Recommendations Remediation Plans / Results Responses	AU+10Y	CA - GOV 34090 - (2Y) US - 26 USC 6531 - (TAX+6Y)	
046	Finance	Bank Account Information	Records and information related to banking authorities, activities, transactions and correspondence. This category includes reconciliations.	Bank Account Administration Bank Statements (All Agencies) Checks, Canceled Check Copies Check Registers, Journals Corrections / Returns / Adjustments Deposit Permits Deposits Electronic Banking Transactions Reconciliations Signature Cards Transfers Treasurer Receipts Wire Transfers Credit Card Merchant Activity Statements	AU+10Y	CA - GOV 34090 - (2Y)	
047	Finance	Benefit Plan Operations	Records and information of operational activities performed to maintain and provide employee benefits.	Carrier Reporting, Performance COBRA Rates, Records, Histories Group Insurance Cost Data	LI+10Y	US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (T+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y) US - 29 CFR 4007.10 - (6Y) US - 29 CFR 4041.5 - (LI+6Y)	
048	Finance	Benefit Plans	Plans established to provide employee benefits and associated administrative documents.	Employee Assistance Program (EAP) Employee Benefit Plans PERS Actuarial Reports Retiree Health Insurance Retirement System Summary Plan Descriptions	LI*+6Y	US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (T+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y) US - 29 CFR 4007.10 - (6Y) US - 29 CFR 4041.5 - (LI*+6Y)	* LI = Life of Plan or System
049	Finance	Budget Planning and Workpapers	Records and information regarding the development of City, agency, assessment district, special district, council, commission or departmental budgets.	Budget Planning Documents Budget Working Files Budget Workpapers, Worksheets Gann Limit Annual Review Revenue/Expenditure Reports Trial Balance/Balance Sheets (Finals)	CU+2Y	CA - GOV 34090 (2Y)	



**EXHIBIT A**  
**City of Napa Retention Schedule**

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
050	Finance	Debt, Investments	Records and information relating to analysis of City financing and investment activities.	Amortization Schedules Bonds (continuing disclosures, bond rating reports, official statements) Bonded Indebtedness Cash Bonds Certificates of Deposit (CDs) Certificates of Participation Direct Investments Due Diligence Exempted Securities Financial Investment Planning Investment Loans to Other Agencies Investment Performance Reporting Investment Reporting Loans (debt state loans, water (Alston & Imola)) Local Agency Investment Fund (LAIF) Long Term Debt Money Manager Statements Payment History/Schedules Performance Bonds, Letters of Credit Portfolio Management, Quarterly Reviews Revenue Bonds (housing, city mortgage) Returns Management Security Instruments Stock / Equity / Debt Issuance, Repurchase Records Trust Accounts	M*+10Y	CA - CCP 336 - (5Y) CA - CCP 337 - (4Y) CA - CCP 337.5 (10Y) US - 26 CFR 31.6001 (CU+3Y) US - 26 CFR 301.6501 (CU+3)	* Maturity includes cancellation and redemption
051	Finance	Employee Benefit Files	Employee election (selection), enrollment or termination forms and related correspondence, including transmissions to carriers of additions, changes, claims and deletions (includes employee medical records subject to HIPAA requirements).	Actuarial Analysis for Benefit Reserves and Accounting Appeals Benefits Files, Contract Copies, Enrollments, Appeals Beneficiary Designations California Student Aid Commission (CSAC) Excess Insurance Authority (EIA) Death Claims, Life Event Documents Disability Claims Employee Cost-Sharing Amounts Employment Authorizations, Terminations, Confirmations, Status Changes, Coverage Changes Flexible Spending Enrollment Individual Retirement Accounts (IRAs), 401k Histories Life Insurance Notification Letters/EOI Medical Billing Statements Pension Plan Applications, Claims P.E.R.S. Information Premium Information Required Benefits Reporting Retirement Loans / Retirement Supplemental Forms	CL*+6Y	CA - 22 CCR 1085-2 - (4Y) CA - GOV 12946 - (2Y) US - 26 CFR 301.6501 - (CU+3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 825.500 - (3Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (T+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y) US - 29 CFR 4007.10 - (6Y)	* A small number of older retirees have medical insurance coverage for as long as they live. Retention for these records is Termination of Employee + 50 years (T+50Y).
052	Finance	Fee and Assessment Maintenance and Collection	Records and information documenting general calculation, maintenance, and administration of City fee collections. Fees include:  - Assessment District Assessments - Building Permit Fees - Copying Fees - Candidate Filing Fees - Encroachment Fees - Facility Fees - Grading Fees - Development Impact Fees - Inspection Fees - Oversize/Overweight Permit Fees - Parking Citations and Fines (reports, related information) - Plan Review Fees - Property Fees - Recreation Fees - Traffic Fees - Water Systems (including irrigation) Fees	Fee Studies Adopted Fee Schedules Landscape Maintenance District Property and Business Improvement Area (PBIA) Property and Business Improvement District (PBID)	LI*+10Y	CA - GOV 34090 - (2Y)	* Life of Facility



**EXHIBIT A**  
**City of Napa Retention Schedule**

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
053	Finance	Financial Reporting - Annual, Official, Periodic	Issued and official periodic financial reports, whether required by regulations or generated to track financial transactions and achievements by the City.	Annual Report of Financial Transactions To State Annual State Controller Filings Audited Financial Statements/CAFR Workpapers U.S. Equal Employment Opportunity Commission (EEOC) Reports PERS Reports Payroll Reports (HRA, RMT, ICMA 457 accounts, Nationwide, deferred compensation) Quarterly Investment Report Revenue/Expenditures Reports Self Insurance Reports State Controller's Report Workers Compensation Reports	AU+10Y	CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CU+1Y)	
054	Finance	Financial, Strategic Planning	Records and information relating to financial planning.	Business Plans Financial Plans Forecasts Strategic Plans	CU+10Y	CA - GOV 34090 - (2Y)	
055	Finance	Fixed Asset Financial Transactions	Records and information related to the ownership, transfer, acquisition, disposition, capital leased, or improvement of fixed assets (Personal Property, Real Property*, and Equipment) owned by or used by the City.	Acquisitions Amortization Asset Retirement Records Dispositions Capital Asset Records Capital Improvements Depreciation Schedules Equipment Rental/Usage Reports Fixed Asset Reports Fixed Asset Ledger Fixed/Capital Asset Accounting Possessory Interest Sales Valuation Information	LI*+10Y	CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y)	* LI = Life of Asset * Real Property is retained Permanently
056	Finance	General Ledger Fund Files	Records and information related to the establishment of City funds.	Fund Files	PR	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 (CU+4Y)	
057	Finance	General Ledger Summary Reports and Downloads	Records and information related summaries and financial system generated data.	Downloads / Data Exports Summary Reports	AU+25Y	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 (CU+4Y)	
058	Finance	General Ledger, Journal Entries, Budget Adjustments	Records and information related to the transfer of charges between accounts and summaries of account information, including year end summaries of general ledger transactions.	Account Ledgers Sub-Ledgers Budget Adjustments Balance Sheets Cash Journal Entries Chart of Accounts Expenditure Reports General Ledger Journal Entries and Backup Documentation Revenue Trial Balance Year -End / Account Detail History Report	AU+10Y	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 (CU+4Y)	
059	Finance	Grants and External Funding Sources	Documents the application, evaluation, awarding, administration, monitoring, reporting, and status of grants and other funding sources in which a local government entity is the recipient, grantor, allocator, or administrator. Includes: - Community Development Block Grant (CDBG) - Combined Federal, State, Local Grants - Enterprise Funds (water, waste, housing) - Federal Grants - Local Grants - State Grants - Transportation Agency Funding	Applications (including project proposals) Audits Award Notification Budget Tracking Reports Grant Administration Grant Funding Grant Evaluations Program Rules, Regulations, Procedures Property Taxes Funding Reports to Funding Agencies	CL*+10Y	CA - GOV 34090 - (2) US - 2 CFR 200.333 - (LA+3Y)	*Unsuccessful applications are retained CU+1Y.  *Grants covered by a Consolidated Action Plan are required for 5 years.

**EXHIBIT A**  
**City of Napa Retention Schedule**

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
060	Finance	Payroll	Records and information related to the accounting of payroll earnings, deductions, and issuance. This also includes records and information reflecting all earnings and benefits paid to each employee, including: - Name, address, SSN - Total amount and date of payments - Period of service covered for each - Withholding - Tax collected  <b>NOTE: Payroll records associated with Public Works or CIP projects are retained with the project file and for the project file retention period.</b>	Attendance Records, Corrections Benefit Payments Deduction Registers, Reports Deferred Compensation Employee Deduction Authorizations, Check Information, Extra Help Reports Employee Master Lists, Addresses Extra Help Reports Flex Spending Participant Reports Garnishment Orders, Receipts P.E.R.S. Reporting Payroll Checks, Copies, Stub Reports Payroll Certifications, Controls Payroll Deduction Authorizations, Garnishments / Liens Payroll Earnings Registers Payroll Tax Returns Posting Tickets Processing Reports, Reports to Government Agencies Salary Schedules State / Federal / Quarterly Payroll Tax Filings Timekeeping Records (Timecards, Time Sheets, Basic Time and Earnings Cards) Unemployment Tax Remittance W-2 W-4 Wage Rate Tables Work Schedules	AU*+10Y	CA - 2 CCR 570.5 - (5Y) CA - 2 CCR 571(b)(1)(E) - (5Y) CA - 22 CCR 1085-2 (c) - (4Y) CA - GOV 12946 - (2Y) CA - LAB 226a (3) CA - LAB 1174 - (3Y) CA - LAB 1197.5 - (LA2Y) CA - UIC 1132 - (LA3Y) US - 26 USC 3301-3311 - (4Y) US - 26 CFR 31.6001 (CU+3Y) US - 26 CFR 31.6001-1 (4Y) US - 29 CFR 516.5 - (3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1620.32 - (2Y) US - 29 CFR 1627.3 - (3Y)	* Life Beneficiary Forms are retained for 2 years past the life of the employee (LI+2Y).
061	Finance	Taxes	Records and information related to taxes collected and paid by the City.	Business License Tax General Fund Taxes Property Tax Sales/Use Tax Transient Occupancy Tax	AU+10Y	CA - GOV 34090 - (2Y)	
062	Fire	Arson Investigations	Records and information associated with arson investigations.	Evidence Files Investigations	PR	CA - CCP 340.5 (3Y) CA - GOV 34090 - (2Y) CA - PEN 799 (P) CA - PEN 800 (6Y)	
063	Fire	Fire Equipment	Records and information associated with fire protection and emergency response equipment.	Apparatus and Maintenance Records Certification Binder Equipment Checks Fire Breaks Inventories (apparatus, equipment, fixture) Sprinklers	LI*+2Y	CA - 8 CCR 3203(b)(1) - (1Y) CA - GOV 34090 - (2Y) US - 29 CFR 1910.157 (Life of extinguisher)	* LI = Life of Equipment
064	Fire	Fire Prevention Inspections	Records and information associated with inspections of commercial and residential facilities.	Commercial Facility Files Residential Files	LI*	CA - GOV 34090 - (2Y)	* LI = Life of Building
065	Fire	Fire Prevention Programs	Records and information associated with department programs to protect the City from fires and emergency incidents.	Fire Education	2Y	CA - GOV 34090 - (2Y)	
066	Fire	Incident Reports	Records and information associated with department responses to fires and emergency incidents, including medical emergencies. All emergency responses (fires, service calls, HazMat, medical, etc.) are maintained in the FireRMS system.	Emergency Medical Services Forms Emergency Services False Alarm Reports Incident Reports Investigation Reports Mandated Reporting: Child Abuse, Elder Abuse Patient Care Reports (PCRs)*	CL*+7Y	CA - 13 CCR 1100.7 (3Y) CA - 17 CCR 1469(11) - (CL+4Y) CA - 22 CCR 70751 - (7Y) CA - 22 CCR 100170 (MAINT) CA - 22 CCR 100171 (MAINT) CA - CCP 340.5 (3Y) CA - GOV 34090 - (2Y) CA - HSC 11191 (3Y) US - 42 CFR 1001.952 - (5Y) US - 45 CFR 164.530 - (6Y)	* PCRs for minors must be retained for CL+7Y or until the minor reaches the Age of Majority Status (18Y), whichever is longer.
067	Fire	Station Activity Records	Records and information created and maintained by the department for activities at the fire station.	Station Logs Fire Incident Logs	7Y	CA - GOV 34090 - (2Y)	
068	Human Resources	Background Checks - Personnel Not Hired	All documentation related to background checks for Applicants and unpaid volunteers that were not hired.		CU+5Y	CA - GOV 12946 - (FR+2Y) CA - GOV 34090 - (2Y)	NOTE: Background checks for personnel hired are part of the personnel file.

**EXHIBIT A**  
**City of Napa Retention Schedule**

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
069	Human Resources	Employee Medical Records	Documents pertaining to medical records of City employees, including exposure to hazardous substances, drug screens, and workers' compensation (includes employee records subject to HIPAA requirements).	Drug Screening Employee Hazardous Chemical Exposure Employee Medical File Exposure Monitoring Firearms and Field Exposure Hazardous Exposure Material Data Safety Sheets (MSDS) Personnel Files - Medical Radiation Exposure Records Toxic Substance Exposure Records Worker Compensation	T+30Y	CA - 8 CCR 14300.33 - (5Y) CA - 8 CCR 3204 - (T+30Y) CA - 19 CCR 2760.9 - (5Y) CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 12946 - (2Y) CA - GOV 34090 - (2Y) CA - 29 CFR 1904.33 - (CU+5Y) US - 29 CFR 1910.95 - (T+2Y) US - 29 CFR 1910.1020 - (30Y) US - 40 CFR 68.81 - (5Y) US - 40 CFR 268.7 - (3Y)	
070	Human Resources	Employee Training	All documents related to general and specialized technical education and training taken by paid employees and unpaid volunteers, including: - Base Station Forms - Fire Extinguisher - First Aid/CPR - Safety	Attendance Canine Deployment Training Certification Records Compliance Training Courses/Seminars (Taken by Employees - includes Safety Training) Ethics Training Firearm and Field Training Individual Education, Development SWAT Training Training Bulletins	T+3Y	CA - 8 CCR 3203 (CU+1) CA - GOV 53235.2b - (5Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1602.31 - (CU+2Y)	
071	Human Resources	Employee Training Materials, Courses, Scheduling	Documentation regarding the content of courses and schedules for training offered to employees.	Attendance Lists Employee Development Presentation Materials PowerPoint Slide Decks Safety Training Testing	S+6Y	CA - GOV 12946 - (2Y) CA - LAB 3076.3 - (5Y) US - 29 CFR 1602.14 - (CU+1Y) US - 45 CFR 164.530 (j) - (CY+6Y)	
072	Human Resources	Human Resources - General	Records and information of general human resources activities, not associated with other categories.	Exit Interview Documentation	CU+2Y	CA - GOV 34090 - (2Y)	
073	Human Resources	Investigations	Records and information of investigations of City workers performed by Human Resources.	Internal Investigations Investigation Logs, Workpapers Investigator Reports, Findings, Notes Letters Security Incidents (response files, reports) Security Investigations Working Documents	CL+5Y	CA - GOV 34090 - (2Y) US - 26 USC 6531 - (LA6Y)	
074	Human Resources	Labor Relations	Documentation related to the negotiations between labor unions for collective bargaining purposes.	Confidential Memos Costing Ground Rules Handouts Information Requests Miscellaneous Information Notes Proposals - City Proposals - Union	CL+5Y	CA - CCP 337 - (4Y) CA - GOV 12946 - (2Y) CA - LAB 5410 - (LA5Y) US - 26 CFR 31.6001-1 - (CU+4Y)	
075	Human Resources	Labor Relations Grievances	Documentation related to labor grievances filed under current collective bargaining agreements.	Grievance Files/Commission Hearing Grievance/Hearing Logs Union Grievances	CL+10Y	CA - CCP 337 - (4Y) CA - GOV 12946 - (2Y) US - 26 CFR 31.6001-1 - (CU+4Y) US - 40 CFR 70.6 - (CL+5Y) US - 40 CFR 122.21(p) - (3Y) US - 40 CFR 122.41(j) - (3Y) US - 49 CFR 107.504 - (CL+2Y)	

**EXHIBIT A**  
**City of Napa Retention Schedule**

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
076	Human Resources	Personnel Files - Employees	All documents related to paid employees (full and part-time), including but not limited to: - hiring - promotion - demotion - transfer - layoff / recall / out-placement - termination / discharge / resignation - pay rates / other terms of compensation	Applications, Applicant Reference Verifications Awards, Rewards, Commendations, Certificates Background Checks, Investigations - candidates hired Complaints Disciplinary Actions Drivers License Data - Class B Employee Acknowledgements, Executed Policy Receipts Ethics Certificates Individual Employee Agreements, Contracts (copies) Individual Education, Development, Training Records Investigations* Job Offer Letters Leave of Absence Documentation, FMLA (compensation, complaints/disputes, requests, parental leave forms, paid/unpaid leave) Oaths of Office Performance Evaluations, Reviews Performance Improvement Plans (PIPs) Personnel Action Forms (PAFs) Recognition Supervisor's Files	T*+5Y	CA - 2 CCR 11013 (FR+2) CA - 8 CCR 14300.33 (CU+5) CA - GOV 12946 - (T+2Y) CA - LAB 3076.3 - (5Y) CA - VEH 1808.1(a) - (T+2Y) US - 26 CFR 301.6501 - (CU+3Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1602.31 - (T+2Y) US - 29 CFR 1627.3 - (T+1Y) US - 29 USC 1059 - (T+1Y) US - 41 CFR 60-1.12 (a) - (2Y) US - 41 CFR 60-250.80 - (2Y) US - 41 CFR 60-741.80 - (2Y)	* Investigations retentions are CL+5Y (see "Human Resources - Investigations")
077	Human Resources	Personnel Files - Volunteers and Unpaid Interns	All documents related to unpaid volunteers and interns, including but not limited to: - selection/hiring - assignments - transfer - termination / discharge / resignation	Applications, Applicant Reference Verifications Awards, Rewards, Commendations, Certificates Background Checks, Investigations - candidates accepted Cadet Volunteer Program Complaints Disciplinary Actions Volunteer Acknowledgements, Executed Policy Receipts Individual Education, Development, Training Records Investigations Oaths of Office Performance Evaluations, Reviews Performance Improvement Plans (PIPs) Personnel Action Forms (PAFs) Recognition Supervisor's Files	T+5Y	CA - 2 CCR 11013 (FR+2) CA - 8 CCR 14300.33 (CU+5) CA - GOV 12946 - (T+2Y) US - 26 CFR 301.6501 - (CU+3Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1602.31 - (T+2Y) US - 29 CFR 1627.3 - (T+1Y) US - 29 USC 1059 - (T+1Y)	
078	Human Resources	Recruitment	Records and information related to recruitment of qualified persons for both paid and unpaid position with the City, including: - applications and related records of candidates interviewed but not hired or accepted - applications received but not acted upon.	All Temporary or Part-time/Extra-Help Staffing Applications, CVs, Resumes (Rejected, Unsolicited) Applicant Tracking Records (Hired, Rejected) Background Checks, Investigations - candidates not hired/accepted Civil Service Examination Results and Rankings Drug Testing, Pre-Hire Screening - candidates not hired/accepted Interview Notes Job Descriptions Job Postings, Announcements Job Requisition Requests Job Specifications Miscellaneous Hiring Process Notes Position Information Recruitment of Commission/Committee Candidates Temporary Intern Staffing Test Results (Non-hires) Test and Examination Materials Unpaid Interns (Rejected) Volunteers (Rejected)	CU+3Y	CA - GOV 12946 (FR+2) CA - GOV 34090 - (2Y) US - 29 CFR 1627.3b1 (1) US - 29 CFR 1602.31 (CU+2Y)	
079	Human Resources	Salary, Compensation	Documentation of job classification compensation.	Classification Studies Compensation Plans, Planning, Analysis Cost of Living Adjustments Job Descriptions Job Evaluation Documentation Salary Range History Salary Surveys	S+3Y	CA - GOV 34090 - (2Y) US - 26 CFR 301.6501 - (CU+3Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1627.3 - (T+1Y) US - 29 USC 1001-1381 - (6Y) US - 29 USC 1059 - (T+1Y) US - 48 CFR 4.703 - (CL+3Y) US - 48 CFR 52.249-2 & 3 - (CL+3Y)	
080	Human Resources	Work Authorizations and Supporting Documentation	Employment eligibility verification forms collected for active employees and supporting documentation regarding immigration status.	I-9 Documents and copies of associated documents (Kay) Immigration Supporting Documentation	Longer of: 2Y or T+1Y	US - 20 CFR 655 Subpart H - (T+1Y) US - 8 CFR 274a.2 - (3Y, or T+1Y)	

**EXHIBIT A**  
**City of Napa Retention Schedule**

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
081	Information Technology	Application, System Development and Maintenance	Technical documentation related to development of City technology processes, applications, or systems, as well as conversions, changes or modifications to existing applications or systems.	Audit Records of Run Completions Backups (Security, System) Business, Functional Requirements Change Requests Data Element Attribute Reports Data Migration Documentation Database Dictionary / Schema End User Documentation, User Manuals Hardware Configurations Joint Dispatch Center Network Circuits Inventories Network/Equipment Control Support Documentation (Service Histories, Site Visit Reports, Trouble Reports) Program Listings Source Code Support Documentation (Logical & Physical Architectural Diagrams, Specifications, Systems Support Materials) System Documentation (Codebooks, Record Layouts, Reference Guides, Specifications) System Test Files System, Application Maintenance Documentation (Hardware/Operating System Requirements, Monitoring Logs, Operating Manuals) Telecommunications System (Telephones, Phones)	Longer of: 2Y (or) LI*	CA - GOV 34090 - (2Y)	* LI = Life of Application, System or Process
082	Information Technology	Technology Helpdesk, Access and Security	Records and technical documentation of internal controls and system security. Includes data / information security breaches, notifications, and supporting documentation.	Annual Database & System Security Reviews Audit Trail Files Automated Logs Change Management Case Files Computer Usage Files Data Breach Notifications Data Breach Reports/Responses Data Sets, Extracted Data Summaries Hardcopy Publication, Printouts of Report Data Help Desk Data, Tickets Privileged Area Access Requests Security Access Request Forms Special Access Approvals Usage Reports (Summary, System) User Access Records (Passwords, Security Logs, User Accounts, Log-in Files, Data Entry Logs, Accounts) User Incident, Response Files	CL+2Y	CA - GOV 34090 - (2Y)	
083	Legal	Internal Legal Advice and Opinions	Memoranda containing legal advice prepared by City Attorney's Office (CAO) attorneys for City departments.	Memos Opinions	CU+10Y	CA - GOV 34090 - (2Y)	
084	Legal	Legal Representation Communications	Written communications with third parties, including attorneys for other parties which are not retained in a larger project or litigation file.	Letters Written Communications	CL+5Y	CA - GOV 34090 - (2Y)	
085	Legal	Litigation and Third Party Claims	Records generated for or related to any case or action before a judicial, arbitral, or administrative officer or body.	Complaints Court Orders Discovery Evidence Exhibits Judgments Pleadings Related Correspondence Releases Settlement Agreements Subpoenas Third Party Claims	CL+10Y	CA - 2 CCR 11013 - (FR+2Y) CA - 8 CCR 10102 - (5Y; CL+1Y) CA - 8 CCR 10103.1 - (5Y) CA - 22 CCR 1085-2 - (4) CA - LAB 5410 - (LA5Y) CA - RTC 7154 - (LA5Y) CA - RTC 19384 - (LA4Y) CA - RTC 19704 - (LA6Y) CA - UIC 1132 - (LA3Y) CA - CCP 315 - (LA10Y) CA - CCP 337.15 - (LA10Y) US - 26 CFR 31.6001 (CU+3Y) US - 26 CFR 301.6501 - (3Y) US - 26 CFR 301.6532-1 - (LA2Y) US - 26 CFR 301.6532-2 - (LA5Y) US - 26 CFR 301.6532-3 (a) - (LA9 Months) US - 26 USC 6531 - (LA6Y) US - 26 USC 6532 - (LA2Y) US - 29 USC 255 - (LA2Y) US - 29 USC 626 (d) - (LA300D) US - 35 USC 286 - (6Y) US - 42 USC 2000e-5 (e) - (LA180D) US - 42 USC 2000e-5 (f) - (LA180D)	

**EXHIBIT A**  
**City of Napa Retention Schedule**

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
086	Legislative	Appointments to Boards, Commissions and Committees	Staff records related to appointments made by authorized elected officials to councils, committees, boards, and commissions.	Applications (Appointed, Unsuccessful) Interview Notes Letters of Appointment Letters of Recommendation Oaths of Office Resumes Submitted Documents	T+2Y	CA - GOV 34090 - (2Y)	
087	Legislative	Public Meetings of Legislative Bodies	Records of all actions taken by City legislative bodies, including Council, Commission, Board, Council Task Force and Committees, taken during public meetings.	Agendas Agenda Packets Agenda Summary Reports Appeals City Charter City Codes City-wide Plans/Programs Adopted Commendations Council Packets Meeting Minutes, Notices, Transcripts Minute Books & Index Municipal Code Ordinances Petitions to Council Policy Resolutions Proclamations Resolutions Summary of Actions, Statement of Actions (SOAs) Supplemental Communications Transcriptions of audio and video recordings of meetings	PR	CA - CCP 315 - (LA10Y) CA - CCP 321 - (5Y) CA - CCP 336 - (5Y) CA - CCP 336a - (6Y) CA - CCP 337 - (4Y) CA - CCP 337.5 - (LA10Y) CA - GOV 34090 - (2Y) CA - GOV 60201 - (PR) CA - GOV 60201 - (S+5Y)** US - 48 CFR 4.703 - (CL+3Y) US - 48 CFR 52.249 - (CL+3Y)	
088	Legislative	Public Notices	Records documenting compliance with laws requiring public notice of government activities. Subjects include assessments, elections, land use changes, public meetings and hearings, sale of property, and others.	Affidavits of Posting Affidavits of Publication/Legal Notices Public Hearing Notices	4Y	CA - CCP 343 - (4Y) CA - GOV 34090 - (2Y)	
089	Licenses, Permits	Licenses, Permits	Documentation of licenses and permits other than those authorizing building or the development of property, and other authorizations issued in the City.	Alarm Permits Alcoholic Beverage Permits Annual Licenses Applications Business Licenses (applications, fees, financial history, reports) Concealed Weapon Permits (guns, etc.) FCC Licenses Home Business Licenses Home Occupation Permits (HOP) Massage Establishments Massage Technicians Mobile Vendors, Peddlers Notices Taxis (cabs, drivers) Transportation Permits (oversize, overweight)	CL+4Y	CA - CCP 337 (4Y) CA - GOV 34090 - (2Y)	
090	Police	Administrative Reporting	Reports received and/or generated in the routine course of law enforcement activities and not associated with a case number.	Activity Reports Crime Statistics Incident Logs Published Reports Ride-Along Program Records Uniform Crime Reporting	CL+2Y	CA - CCP 339 - (LA2Y) CA - GOV 34090 - (2Y)	
091	Police	Case Files - Dead Bodies	Records, crime reports and evidence associated with investigations of dead bodies, whether by natural causes or found.	Reports Statements	CL*+2Y	CA - GOV 34090 - (2Y) CA - PEN 799 - (PR)	* Case remains open until body has been identified and cause of death determined. If determination is made that the death was a homicide, records are recategorized as "Felony Murder/Homicide" case files (see "Police - Case Files - Felony Murder/Homicide, Capital Offenses, Child Abuse, Elder Abuse, and Violations of Public Trust" below).



**EXHIBIT A**  
**City of Napa Retention Schedule**

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
092	Police	Case Files - Felonies, Excluding Murder	Records, crime reports and evidence associated with felony violations of laws, excluding homicide and capital violations.	Case Files Reports	CL*+10Y	CA - CCP 339 - (LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (MAINT) CA - PEN 851.8 - (SEAL&DESTROY) CA - PEN 851.90 - (MAINT) CA - Law Enforcement Evidence and Property Management Guide	*Provided there are not outstanding warrants, deaths, and it is not classified under PC §800 and 290 and HSC §11850; Statute of limitations is 2 years; Destroy juvenile marijuana after age 18; HSC §11361.5; GC §34090, PC §802, PC §187, 800 et seq.  * Closed is defined as case has been adjudicated, all appeals exhausted or all time served.
093	Police	Case Files - Felony Murder/Homicide, Capital Offenses, Child Abuse, Elder Abuse, and Violations of Public Trust	Records, crime reports and evidence associated with capital felony violations of laws, including homicide, child abuse, elder abuse, embezzlement of public funds, or falsification of public documents.	Case Files Reports	PR	CA - CCP 339 - (LA2Y) CA - GOV 34090 - (2Y) CA - PEN 187-199 - (MAINT) CA - PEN 290 - (MAINT) CA - PEN 799 - (PR) CA - Law Enforcement Evidence and Property Management Guide CA - WIC 602 - (PR)	No limitation on commencement of action; PC §261 , 286, 288, 288a, 288.5, 289, 289.5, and 799.
094	Police	Case Files - Juvenile	Records, crime reports and evidence associated with criminal cases dealing with juveniles.	Case Files Reports	Longer of: MAJ*+8Y (or) SEAL**+5Y	CA - WIC 300 (age 18 or as directed by court) CA - WIC 600 (age 18 or as directed by court) CA - WIC 781 (age 18 or as directed by court) CA - WIC 826 (age 18 or as directed by court)	*MAJ = Age of Majority Status (18Y); **SEAL = Date Records Sealed Statute of limitations runs up to age of majority + 8 years; Sealing for juveniles and Wards of the Court retained for 5 years; CP §340.1; GC §34090; WIC §781(d); WIC §826(a)&(b); WIC §781(a).
095	Police	Case Files - Misdemeanors, Infractions	Records, crime reports and evidence of misdemeanors and infractions, including citations.	Case Files Reports	2Y	CA - CCP 339 - (LA2Y) CA - PEN 802 - (2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide	
096	Police	Case Files - Missing Persons and Runaways	Records, crime reports and evidence associated with missing persons and runaways.	Case Files Reports	CL*+2Y	CA - GOV 34090 - (2Y)	* Case remains open until solved
097	Police	Case Files - Officer Involved Shootings	Records, crime reports and evidence associated with criminal cases dealing with officer involved shootings.	Case Files Reports	PR	CA - GOV 34090 - (2Y)	
098	Police	Case Files - Sealing of Adult Records	Records of court orders to seal the records of adults.	Case Files Reports	SEAL*+3Y	CA - PEN 851.8 - (SEAL+3Y) CA - PEN 851.90 - (MAINT)	*SEAL = Date Records Sealed
099	Police	Case Files - Stolen Property	Records, crime reports and evidence associated with stolen property.	Case Files Reports	CL*+3Y	CA - CCP 338 - (3Y)	* Case remains open until solved
100	Police	Case Files - Traffic Collisions - Fatal	Records, crime reports and evidence associated with traffic collisions involving fatalities.	Case Files Reports	PR	CA - GOV 34090 - (2Y)	
101	Police	Computer Aided Dispatch Records	Records of emergency calls to include time and date of call, contents of call, location of call, name of unit sent to scene, and other related information.	911 Emergency Call Logs Computer Aided Dispatch (CAD) Dispatch Activity Log Radio Dispatcher Logs	2Y*	CA - GOV 34090 - (2Y) CA - GOV 60201 - (MAINT)	* Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action.
102	Police	Criminal Registrations - Drugs, Gangs	Records for those required to register as drug or gang violence offenders.		5Y	CA - GOV 34090 - (2Y) CA - HSC 11594(a) - (5Y) CA - PEN 186.32 - (5Y)	
103	Police	Criminal Registrations - Sex Offenders, Arsonists	Records for those required to register as sex offenders or arsonists.		LI*	CA - GOV 34090 - (2Y) CA - PEN 290(b) - (Life of Offender) CA - PEN 457.1(b)(2) - (Life of Arsonist)	* Life of the offender or arsonist
104	Police	Routine Dispatch Telephone and Radio Communications Records	Routine daily recording of telephone communications and all radio communications relating to the operations of the department	Audio Telephone Recordings Audio Radio Recordings 911 Call Recordings	100D*	CA - GOV 34090.6 - ( <b>Routine</b> Audio: 100D) CA - GOV 26202.6 - (100D) CA - GOV 60201 - (MAINT)	* Exception: If recordings are evidence in any criminal prosecution, claims filed, potential claims or any pending litigation, they shall be preserved for 100 days after the conclusion of the court action.



EXHIBIT A  
City of Napa Retention Schedule

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
105	Police	Routine Video Records	Recordings of routine video monitoring, to include time and date of video, location of video and other related information.	In-Car Video Jail Observation/Monitoring Building Security Recordings	1Y*	CA - GOV 34090.6 - (Routine Video: 1Y) CA - GOV 26202.6 - (1Y) CA - GOV 60201 - (MAINT)	* Exception: If recordings are evidence in any criminal prosecution, claims filed, potential claims or any pending litigation, they shall be preserved for 100 days after the conclusion of the court action.
106	Police	Seized or Unclaimed Property Records	Records documenting tracking and management of physical property seized by the Police department, or collected by the Police department but unclaimed, and not assigned to a case number or considered as evidence in a criminal investigation.		CL+2Y	CA - CCP 339 - (LA2Y) CA - GOV 34090 - (2Y)	
107	Public Works	Air, Water and Solid Waste	Records and information associated with planning and maintenance of waste, water, and land use.	Bay Area Air Quality Management District (BAAQMD) Backflow Prevention Diversion Goals Electronic Waste (E-Waste) Environmental Conservation Environmental Programs Flood Control Meter Inventory Napa Sanitary District (NSD) NPDES (Engineering) Pipe Inventory Pollution Control Permits Recycling (campaigns, events, reports) Storm Drains Storm Water Monitoring Storm Water Pollution Permits Trash Services Underground Service Alerts (USA) Waste Water Reclamation Water Agency Information - East Bay Municipal Utility District- (EBMUD) Water Runoff Testing Water Service Orders (on/off) Weight Tickets	LI+10Y	CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - CAL OSHA US - 40 CFR 70.6 - (CL+5Y) US - 40 CFR 122.21 - (3Y) US - 40 CFR 122.41 - (3Y) US - 40 CFR 141.155 - (3Y) US - 40 CFR 261.32 - (3Y)	
108	Public Works	Hazardous Waste, Monitoring and Remediation	Planning, monitoring and contingency/emergency action plans for hazardous waste, emergency and spill response, natural and exposure emergencies, notifications and response; environmental action plans and supporting documentation; hazardous communications plans, including labeling, MSDS controls, training programs and procedures.	Emergency Response Programs Employee Hazardous Chemical Exposure Hazardous Material Incident Reports Hazardous Substances Shipping Manifests Hazardous Waste Material Safety Data Sheets (MSDS) Proposition 65 Monitoring Radiation Exposure Records Radioactive Materials Site Mitigation Toxic Substance Inventory	LI+30Y	CA - Cal/OSHA CA - CCP 338.1 - (LA5Y) CA - 8 CCR 3204d - (CL+30Y) CA - 17 CCR 30293(1) - (3Y) CA - 22 CCR 66262.40 - (3Y) CA - 22 CCR 66263.22 - (3Y) US - 29 CFR 1910.1020 - (CL+30Y) US - 29 CFR 1910.1025 - (CL+20Y) US - 29 CFR 1910.1050 - (CL+30Y) US - 40 CFR 268.7 - (3Y) US - 40 CFR 270 - (3Y) US - 49 CFR 172.201 - (3Y) US - 49 CFR 177.817 - (3Y)	
109	Public Works	Operational Maps	Informal maps and geographical information pertaining to City operations and services.	Police Beat Maps Street Sweeping	S+4Y	CA - CCP 337.1 - (LA4Y) CA - GOV 34090d - (2Y)	

**EXHIBIT A**  
**City of Napa Retention Schedule**

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
110	Public Works	Public Works Project Files	Records and information related to the administration, analysis, design, development, planning, construction and maintenance of public works, Capital Improvement (CIP) and engineering projects for City facilities and infrastructure.	As-Built Plans Assessments Bridges and Creeks Calculations Capacity (water, wastewater) Fees Certificates of Compliance/Notice of Non-Compliance Certified Payrolls Change Orders Closures Construction Daily Inspections Development Fee Book Drainage Permits E.I.R., Notice of Determination, Categorical Exemptions Environmental Impact Statements Fees (facility, impact, traffic, water system) Field Inspections, Notebooks Final Improvement Plans Geologic Studies Grading Permits Insurance Certificates Materials Testing Reports Notice of Completion Photos/Pictures Progress Meetings Project Schedules Real Estate Appraisals Relocations RFIs & Responses Soils Reports Sound Walls Standard Plans Studies and Surveys Submittals Underground Utilities	PR	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - 14 CCR 15095c - (Reasonable) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)	Includes the following: - Bicycle / Pedestrian Trails / Paths - Bridges and Creeks - Parking (residential, non-residential) - Streets (striping, lights, curbs, gutters, medians, pavement markings, traffic legends) - Sidewalks - Signs, Signals
111	Public Works	Traffic and Transportation Planning	Records and information of traffic engineering and transportation planning activities, including studies and surveys.	School-related Studies/Surveys Speed Surveys Street/Highway Studies/Surveys Traffic Calming Requests Traffic Counts Transportation Planning	5Y	CA - GOV 34090 - (2Y)	
112	Public Works	Traffic Control and Improvement	Records and information related to the City's efforts to manage and improve traffic and circulation.	Bicycles Enforcement Highway Corridors Impact Studies Signals Signs Temporary Street Closures	5Y	CA - GOV 34090 - (2Y)	
113	Public Works	Water Operations	Records and information associated with ensuring the City's provision of safe and reliable drinking water to its residential, commercial, industrial, and institutional customers	Lab Testing Meter Inventory Water Monitoring Water Quality Water Service Orders (on/off) Water Testing Water Treatment	PR	CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 34090 - (2Y) US - 40 CFR 141.155 - (3Y)	
114	Purchasing	Vendor, Supplier Files	Records and information of suppliers and vendors to all City organizations created or retained in the purchasing or acquisition of goods and services.	Contractors - Vendor List Vendor Packets Vendor Applications, Profiles	CL+2Y	CA - GOV 34090 - (2Y)	

**EXHIBIT A**  
**City of Napa Retention Schedule**

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
115	Real Property Management	Agreements, Contracts and Leases - Real Property and Infrastructure	Executed agreements, contracts, leases between the City and other parties pertaining to real estate, facilities and City infrastructure.	Addendums Amendments Attachments / Exhibits Bids, Awards (Accepted) Certificates of Insurance Change Orders Delivery Records Disclosures Exhibits Improvement Agreements Letters of Intent License Agreements, Licenses Memoranda of Agreement (MOAs) Memoranda of Understanding (MOUs) Performance Bonds Price Lists Proof of Insurance Certificates Property Improvement Contracts Purchase Orders Quotations Receiving Reports Real Estate Leases, Attachments Requests for Information (RFI) Requests for Proposal (RFP) Requests for Quote (RFQ) Requisitions Schedules Scorecards Specifications Statements of Work (SOW) Surety Bonds (bid bonds, payment bonds, performance bonds, ancillary bonds) Warranties	LI+10Y	CA - CCP 315 - (LA10Y) CA - CCP 337.1 - (CL+4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 (CU+3Y) US - 29 CFR 516.5 - (3Y) US - 40 CFR 70.6 - (CL+5Y) US - 40 CFR 122.21(p) - (3Y) US - 40 CFR 122.41(j) - (3Y) US - 49 CFR 107.504 - (CL+2Y)	
116	Real Property Management	Building Codes, Building Permits, Appeals and Decisions	Records and information documenting the building services provided by the City regulating private property.	Appeals Building and Fire Code Board of Appeals Building Codes Building Inspections Building Permits (issued, active, expired, history) Building Plans - Commercial & Residential* Certificates of Compliance Certificates of Occupancy Disability Access Board of Appeals Fire Protection Plans Notices of Noncompliance	PR*	CA - CBC 107.5 - (180D) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2) CA - HSC 19850 - (LI)	* Residential Building Plans may be deleted after 180 days.
117	Real Property Management	Building, Property Management	Records and information regarding the structure of City buildings.	As-Built Blueprints Construction Records Electrical Wiring Schematics Floor Plans Property Inventory	PR	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - HSC 19850 - (LI)	
118	Real Property Management	Encroachments	Records documenting encroachments upon City property, or by the City on the property of others.	Encroachment Permits, Certificates	PR	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y)	
119	Real Property Management	Maintenance Inspection Reports	Reports of inspections of maintenance performed on City facilities including buildings, parks, streets, and sidewalks.	Equipment Inspections Facility Inspections Logs Playground Equipment Reports Trees	LI+10Y	CA - CCP 337 - (5Y) CA - GOV 34090 - (2Y)	

**EXHIBIT A**  
**City of Napa Retention Schedule**

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
120	Real Property Management	Planning and Zoning Services	Records and information pertaining to the activities of the planning division, including zoning.	Agricultural Preserve Appeals Below Market Rate Units / Affordable Housing Design Review Development Regulations Downtown Parking Requirements Environmental Impact Reports (EIR), Notice of Determination, Categorical Exemptions, etc. Environmental Reviews Flood Zone Determinations General Plan (housing element, amendments, growth management element, noise element) Land Use Permits, Studies Landscape Master Plans Parking Calculations Planned Unit Development (PUD) Plans (Specific) Public Use Resolutions Rezoning Sign Permits Soil Reports Summary of Actions Variances Water Zoning Zoning Text and Map Amendments	PR	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI) CA - WAT 10631 - (5Y)	
121	Real Property Management	Real Estate Transactions	Records and information related to the ownership, acquisition, disposition, transfer of, lease of, or improvement of real property, infrastructure and facilities including grant deeds, owned by or used by the City.	Acquisitions Attachments Buildings Capital Improvements Community Development Block Grant (CDBG) Property Acquisitions Deeds of Trust Dispositions Housing Authority Owned Properties Land Mortgages Possessory Interest Property Transaction (DDA, DA, Etc.) Right of Way Sales Valuation Information	PR	CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.333 - (LA+3Y)	
122	Real Property Management	Real Property Maps	Final maps and geographical information pertaining to City properties.	Aerial Photos Assessment Districts Assessor Parcel Maps Building Site Determination Drainage Improvement Plans, Drawings Land Survey Maps Lot Line Adjustments Lot Numbers Major Subdivisions (SD) Minor Subdivisions (MS) Parcel Mergers Parcels Parks Plats Record Maps Record of Survey Maps Redevelopment Sphere of Influence Street Address Files Tentative Maps Vellums	PR	CA - CCP 337.15 - (LA10Y) CA - GOV 34090d - (2Y) CA - HSC 19850 - (LI)	
123	Real Property Management	Recorded Documents - Liens	Records of liens recorded on behalf of the City.	Liens	LI+10Y	CA - GOV 34090 - (2Y)	

**EXHIBIT A**  
**City of Napa Retention Schedule**

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset) M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day							
Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
124	Real Property Management	Recorded Documents - Vital	Records and information pertaining to those original key documents recorded on behalf of the City.	Abandonments Address Records Annexations Certificate of Correction Conveyances from the City (Deeds, Easements, Abandonments/Vacations) Conveyances to the City (Deeds, Easements, Dedications) Deeds Detachments Easements Grant Deeds Irrevocable Offers to Dedicate Rights-of-Way Vacations	PR	CA - GOV 34090 - (2Y)	
125	Real Property Management	Security, Access Operations	Records and information regarding physical access controls and protection for City buildings and facilities.	Access Controls Access Reports Badge Lists Daily Activity Logs Facility Key Lists Key Cards Transaction Logs	CU+2Y	CA - GOV 34090 - (2Y)	
126	Risk Management	Claims Against the City	Records detailing claims lodged against the City.	Accident/Incident Reports Actuarial Reports Annual Audit of Open Claims Appraisals Claims By/Against the City Damage Estimate Reports Supporting Documentation Insurance Claims, Appraisals, Reports Investigations Liability Waivers	CL+10Y	CA - CCP 337 - (5Y) CA - GOV 34090 - (2Y)	
127	Risk Management	Insurance Coverage	Records detailing the City's general coverage against property damage and liability, including renewal submission information, insurance quotes, & broker correspondence.	Binding Information Binders Broker Correspondence Certificates of Insurance Completed Applications Flood Insurance Insurance Policies Insurance Quotes Insurance Submissions Liability Insurance Renewal Strategy	LI*+6Y	CA - 22 CCR 3267-2 - (MAINT) CA - CCP 337 - (5Y) CA - GOV 34090 - (2Y)	* Life of policy

AU = Audit CL = Close/Completion CU = Current Year LI = Life (of program, asset)

M = Maturity PR = Permanent S = Supersede T = Termination Y = Year D = Day

Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
025	Community Services	Housing Program - <b>Section 8</b> INS Appeals	Documentation that may have been submitted as part of the INS appeal or informal hearing process.	Application for Financial Assistance Form Completed by Family for Income Reexamination Final Informal Hearing Decision Final Immigration and Naturalization Service (INS) Determination INS Verification Results Photocopies of Original Documents (including original INS documents) Request for Information Hearing Request for INS Appeal Signed Verification Consent Form	5Y	CA - GOV 34090 - (2Y) US - 24 CFR 5.514 - (5Y)	NOTE: 5 year retention applies only to citizenship or eligible immigration status hearings or appeals. For regular hearings and terminations, see <b>128 – Housing Program Files - Section 8 Part 1</b> .
026	Intentionally Omitted						
128	Community Services	Housing Program Files-Section 8 Part 1	Records and information regarding programs that provide housing to those in need, including programs managed for the Housing Authority of the City of Napa (HACN). Programs include: - PHA Housing Choice Voucher Program - Mainstream, Moderate Rehabilitation Program - Shelter Plus Care - Supportive Housing - Section 8 Management Assessment Program (SEMAP) - Section 8 SRO Moderate Rehabilitation - Family Self Sufficiency (FSS) Program	Appeals (for regular hearings/terminations) Application from Family (successful) Certifications Executed Lease (copy) HAP Contract HUD 50058 (for annual and interim re-exams of family income) HUD-required Reports Notifications Owner Files	CL*+3Y	CA - GOV 34090 - (2Y) US - 24 CFR 908.101 - (EXP+3Y) US - 24 CFR 982.158(e) - (EXP+3Y)	NOTE: 3 year retention applies for regular hearings, appeals and terminations. For those involving citizenship or eligible immigration status, see 025 – <b>Housing Program Files - Section 8 INS Appeals</b> . *Close/Completion is "term end of each assisted lease."
129	Community Services	Housing Program Files-Section 8 Part 2	Records and information regarding program accounts and records that provide housing to those in need, including programs managed for the Housing Authority of the City of Napa (HACN). Records include: Income, racial, ethnic, gender and disability status data on program applicants and participants - Application from each ineligible family and notice of ineligibility - Hud-required reports - Unit Inspection Reports - Lead-based paint records - PHA budget, finance, and accounts records - Rent Reasonableness determinations - Other records specified by HUD	Application from Family (ineligible) HUD-required Reports Lead-based Paint Records Notifications (ineligible) Unit Inspection Reports PHA budget and finance records Financial Accounts Documentation of Basis for PHA Determination the Rent to Owner is Reasonable (initially and during term of HAP contract)	3Y	US - 24 CFR 982.158(f) - (3Y)	
130	Community Services	Housing Program Files-Non-Section 8 / Community Development	Records and information regarding housing and community development programs to assist to those in need, including programs managed for the Housing Authority of the City of Napa (HACN). Programs include: - Homelessness Prevention and Rapid Rehousing Program - Community Development Block Grant (CDBG) Programs - Community Development Block Grant Recovery (CDBG-R) Program	Accounts Budgets Closeout agreement for a grant Corrective Action Plans Financial Statements and Reports Funding Records Reconciliations Statistical Records Documents required by program regulations or grant agreement	CL*+5Y	CA - GOV 34090 - (2Y) US - 2 CFR 200.333 - (LA+3Y) US - 24 CFR 570.502(a)(16) - (LA+4Y)	* Closed is Program Completion Year <b>Note: Replaces category 026 - Housing Program Files.</b>