



City of Commerce
RECORDS DESTRUCTION AUTHORIZATION FORM

Date: 07/17/2018

Department: Administration/citywide

Boxes	Records Description	Start Date	End Date	Legal Authority	Retention Period	# of Boxes
	FINANCE					
1-4	Deduction Registers	2000	2008	GC 34090	5	4
5-8	Leave Reports	2000	2008	GC 34090	5	4
9-10	Increment Reports	2000	2008	GC 34090	5	2
11	Benefits Registers, matching contribution Reports, BOA electronic registers	2000	2005	GC 34090	5	1
12-13	Direct Deposit Registers	2000	2008	GC 34090; 26 CFR 1.6001-1	5	2
14-16	Labor Distribution Reports	2002	2008	GC 34090	5	3
17-18	Time Cards	2008	2013	GC 34090, 29 CFR 516.2, IRS Reg 31.6001	5	2
19-26	Vendor Files A-Z	2011	2012	GC 34090	5	8
27-46	Warrant Registers	2011	2013	GC 34090.7	5	20
47	Vendors Out-Of-State	2012	2013	GC 34090	5	1
48-49	Business License Renewal Notices	2003	2004	GC34090; CCP 337	5	2
50-51	Business License Renewal Notices	2004	2005	GC34090; CCP 337	5	2
52	Business License Applications - Closeouts; Business License Fee Computation Forms & Renewal Notices	2003	2005	GC34090; CCP 337	5	1
53	Contractor Renewal Notices; Business License Applications - Closeouts	2005	2005	GC34090; CCP 337	5	1
54-55	Business License Applications - Closeouts	2001	2012	GC34090; CCP 337	5	2
56	Transient Occupancy Tax, Trash Hauler quarterly Gross receipts	2009	2012	GC 34090	3	1
	ADMINISTRATION					

57	Time Cards	2006	2011	GC 34090	5	1
58	Form 700 Public Officials Subpoena Unsuccessful Bids	1992 2013 2001	2005 2013 2015	GC 81009 (e) GC 34090 CCP 337	7 years 2 years 2 years	1
59	Unsuccessful Bids Successful Bids Bankruptcy Public records Requests, Correspondence	2010 2009 2007 2014	2015 2012 2007 2015	GC 34090, CCP 337 GC 911.2, 945.6, 34090, 34090.6; PC 832.5; CCP 337.2; 343 GC 34090	2 years 5 Years CL + 5 years 2 years	1
60	Form 700 Public Officials Unsuccessful Bids Conflict of Interest Administration Files	1992 2010 2006	2009 2010 2006	GC 81009 (e) GC 34090, CCP 337 GC 34090	7 years 2 years 4 years	1
61	Public Record Requests Unsuccessful Bids	2013 2014	2014 2014	GC 34090, GC6250	CL+2 2 years	1
62-69	Public Record Requests	2009	2016	GC 34090, GC6250	CL+2	8
70	PIO Department Time Cards Subpoenas	Jan 2009 2009	Aug 2013 2011	GC 34090, 29 CFR 516.2 IRS ReF 31.6001-EZ GC 34090	5 2	1
71	Public Records Request Internal Memoranda Subpoenas	2015 2008 2015	2015 2013 2016	CL+2 CU+2 2	GC 34090 GC 34090	1
72	400s Forms, Non-Elected Candidates	1987	2005	E+5	GC 81009	1
73-74	Unused Ballots	2017	2017	10 Days	EC 17505	2
75	City Attorney Memoranda/Written Correspondence	2000	2003	S+2	GC 34090 GC 6254	1
76	Internal Memoranda & Correspondences	2013	2013	CU+2	GC 34090	1
	HUMAN RESOURCES					

77	Classification Specifications	1990	1990	29 CFR 1602.31 &1627.3(b)(2)	2	1
78-79	Recruitment Exams	2007	2007	29 CFR 1602.30.32	6	2
80	Employee Evaluation/Salary Schedule	1990	1990	29 CFR 1602.31	2	1
81	Incident Report	2006	2011	29 CFR 1904.2	CL+2	1
82	Volunteers	2010	2010	GC 13946	3	1
83	Training	2007	2012	GC 13946	5	1
84-87	Termination Files	2006	2006	29 CFR 1602.30.32 & 1627.3; GC 6250, 12946, 34090; 53235.2(b); 29 USC 113; 8CCR 3204 (d) (1)	Separati on +6	4
88	Claims against the City	2000	2000	CCP 337, GC911.2, 945.6, 34090, 34090.6, PC 832.5	CL+5	1
89	Reports Misc	2003	2003	GC 34090	2	1
90-112	Recruitment Files	2005	2013	GC 13946, GC 6250; 29CFR 1602.31	3	13
113-114	Contract Employees/COBRA/Correspondenc e	1990	2011	GC 34090	CL+5	2
115	Applicant Tracking Forms	2003	2006	GC 12946	3	1
116-119	Class & Compensation/ Workers Compensation CJPIA	1980	2006	GC 13946	2	4
120-121	Department files/Separation	2001	2001	29 CFR, 1602.30.32	Separati on +6	2
122-123	Examination Files	2007	2007	GC 13946	3	2
124-125	Discipline Files and Grievances	1990	2006	GC 12946	Dispositi on	2
126	Separation Files	1990	1999	GC 12946	Separati on +6	1
127	Yes Program	2005	2005	GC 6250	Separati on +6	1
128	Time Cards	2004	2006	GC 34090	5	1
129	Account Payable/payroll salary records/medical deduction	2004	2009	GC 34090, 29 CFR 516.2	5	1
130	Complaints and Appeals	1998	1998	29 CFR 1602.32	CL+3	1
131	Trip Reduction/deductions	2005	2005	GC 34090	CL+2	1
	COMMUNITY SERVICES &					

	PUBLIC SAFETY					
132-133	Parking Citations	09/05	12/08	GC 34090 (e)	2	2
134	Correspondence, Conference Information, copies	1980	2006	GC 34090	2	1
135	Patrol Requests, Vehicle maintenance reports copies, correspondence,	1988	2008	GC 34090	2	1
136	Correspondence –Area E, social services, notes, CSS copies or reports, scheduled and incident depots	1992	2009	GC 34090	2	1
137	General Correspondence, extra patrol requests, budget notes	1989	2004	GC 34090	2	1
138	General Correspondence- Memos, ambulance reimbursements, Graffiti reports, food distribution	1989	2012	GC 34090	2	1
139	Alarm renewals, paid citations	2010	2013	GC 34090	2	1
140	Timecards	2012	2014	29 CFR 516.2, IRS REG 31.6001	5	1
141	CSO Daily worksheets	2010	2012	GC 34090	2	1
	PARKS AND RECREATION					
142	Vehicle Condition Reports	2012	2015	PR 304	2 years	1
143	Vehicle Key Check Out Form	2012	2015	PR 304	2 years	1
144	Vehicle Condition Report	2014	2015	PR 304	2 years	1
145	Resident Tables & Chairs Request	2015	2015	PR 2015	2 years	1

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

City Clerk

Date

City Attorney

Date