

07-00-00 PLANNING

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| Series Code | Series Name | Description of Documents, As Needed | Office of Record | Special Attributes | Active Retention | Inactive Retention | Total Retention | Citations & Legal Basis © |
|-----------------|----------------------------------|--|------------------|--------------------|------------------|--------------------|-----------------|---|
| 07-01-00 | Current Planning Projects | | | | | | | |
| 07-01-01 | General Information | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts | | AR | | AR | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series. |
| 07-01-02 | Design Review | | Planning | | AC+4 | P | P | GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent |
| 07-01-03 | Development Agreements | | Planning | | AC+4 | P | P | GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent |
| 07-01-04 | Exceptions | | Planning | | AC+4 | P | P | GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent |
| 07-01-05 | Final Development Plans | | Planning | | CY+5 | P | P | GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent |
| 07-01-06 | Inquiries | Includes zoning, procedural and permitted use inquiries not resulting in a project case file. | Planning | | CY+2 | | CY+2 | GC 34090; 2 years minimum State of California Guidelines; 2 years after closure/completion for zoning violations Administrative Decision: Maintain inquiries for the current year plus 2 years to match potential zoning violation retention. |
| 07-01-07 | Noise Waivers | Requests to complete work outside of normal Monday through Friday, 7:00 AM to 6:00 PM, designated noise ordinance hours. Approved by the City Council at public hearings. | Planning | | AC+2 | | AC+2 | GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Temporary Use Permits |
| 07-01-08 | Ordinance Workpapers | Duplicates of ordinances maintained by the City Clerk. Ordinances reference Planning regulations, and documents include staff reports, analysis, draft ordinances and associated Planning Commission resolutions recommending adoption of the ordinance. | Planning | | AP+2 | | AP+2 | GC 34090; 2 years minimum Administrative Decision: Maintain ordinance workpapers for 2 years after approval of the ordinance. |
| 07-01-09 | Planned United Developments | | Planning | | AC+4 | P | P | GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent |
| 07-01-10 | Rezoning | | Planning | | AP+5 | P | P | GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent |

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| 07-01-11 | Sidewalk Cafes | Annually renewed permits for outside cafes in the public right-of-way. | Planning | | AE+2 | | AE+2 | GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for miscellaneous permits. |
| 07-01-12 | Signs | | Planning | | AC+4 | P | P | GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent |
| 07-01-13 | Studies | Includes long range or strategic planning studies for specific areas, and topical plans and studies for infrastructure. | Planning | | S+2 | | S+2 | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after strategic plan is superseded. |
| 07-01-14 | Subdivisions | | Planning | | CY+5 | P | P | GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent |
| 07-01-15 | Temporary Use Permits | | Planning | | AE+2 | | AE+2 | GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Temporary Use Permits |
| 07-01-16 | Traffic Fee Appeals | | Planning | | CY+5 | P | P | GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent |
| 07-01-17 | Tree Removals | | Planning | | AE+2 | | AE+2 | GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Temporary Use Permits |
| 07-01-18 | Use Permits | | Planning | | P | | P | GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Current year plus 2 years for forms and documents related to federal and state agency permits |
| 07-01-19 | Use Permits / Design Reviews | | Planning | | P | | P | GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Current year plus 2 years for forms and documents related to federal and state agency permits |
| 07-01-20 | Variances | | Planning | | CY+5 | P | P | GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent |
| 07-01-21 | Zoning Ordinance Amendments | | Planning | | AP+5 | P | P | GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent |
| 07-01-22 | Zoning Compliance Reviews | | Planning | | AP+5 | P | P | GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent |

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| 07-02-00 Advanced Planning Group | | | | | | | | |
| 07-02-01 | General Information | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts | | AR | | AR | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series. |
| 07-02-02 | General Plan & Plan Amendments | Includes elements, goals and policies report, EIR, amendments and other general plan documents. | Planning | V | AC+5 | P | P | GC 34090(a); Real property records, maintain State of California Guidelines; Permanent |
| 07-02-03 | Housing Element | Separate element from the main general plan. | Planning | | CY+5 | P | P | GC 34090(a); Real property records, maintain State of California Guidelines; Permanent |
| 07-02-04 | Topical Plans | Cover the entire City but only a specific topic. Includes Sustainable Transportation, Parks & Recreation Strategic Plan, EBOTS, Climate Action Plan and other topics. | Planning | | AP+10 | P | P | GC 34090(a); Real property records, maintain State of California Guidelines; Permanent |
| 07-02-05 | Area Plans | Focus on a sub area of the City covering all or most aspects of the area. | Planning | | AP+10 | P | P | GC 34090(a); Real property records, maintain State of California Guidelines; Permanent |
| 07-02-06 | Planning Regulation Amendments | Become ordinances and updates to the municipal code. Transitory until approval by Council. | Planning | | AC+5 | P | P | GC 34090(a); Real property records, maintain State of California Guidelines; Permanent |
| 07-02-07 | Referrals from Other Public Agencies | Materials received from other agencies. May or may not be of interest to the City. Mostly for reference purposes and/or transitory in nature. | Planning | | CY+5 | P | P | GC 34090.7; Transitory/reference record. Duplicate records may be destroyed within the 2 year minimum period. |
| 07-03-00 Planning Commission & Committee Records | | | | | | | | |
| 07-03-01 | General Information | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts | | AR | | AR | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series. |
| 07-03-02 | Agenda Packets | | Planning | H | CY+2 | P | P | GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agenda packets permanently for history and reference value. |
| 07-03-03 | Minutes | | Planning | V, H | P | P | P | GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent |
| 07-03-04 | Resolutions | | Planning | V, H | P | P | P | GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent |
| 07-03-05 | Meeting Recordings | Second Sight records documents and City Clerk maintains the recordings. | Clerk | | 30 Days | | 30 Days | GC 54953.5; 30 days after recording |
| 07-03-06 | Planning Based Committees | Includes committees and ad-hoc committees designated by the City Council. | Planning | | LOB+2 | 3 | LOB+5 | GC 34090; 2 years minimum State of California Guidelines; 5 years after board, commission or committee is dissolved. |
| 07-03-07 | Boards of Appeals | | Planning | | LOB+2 | 3 | LOB+5 | GC 34090; 2 years minimum State of California Guidelines; 5 years after board, commission or committee is dissolved. |