

15-00-00 Community Services

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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
<b>15-01-00</b>	<b>General Community Services Administration</b>							
15-01-01	General Information & Administration	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.
15-01-02	Active.net Database		Comm Svcs		IND		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
15-01-03	Grant Applications & Agreements	Awarded grant applications:  Denied grant applications:	Comm Svcs		AFP+1 *	4 *	AFP+5 *	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants must be kept for 3 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
15-01-04	Registration Forms	Includes liability waivers, contact information and other registration information.	Comm Svcs	C	CY+2	2	CY+4	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year. After School Education & Safety Program requires a 4 year retention
15-01-05	Registration Receipts	Includes liability waivers and receipt of monies for programs. Maintained in hardcopy at the Senior Center and electronically in other locations.	Comm Svcs		AA+2	2	AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
15-01-06	Sign In Sheets	Sign in for Adult Services and Youth Services programs.	Comm Svcs		CY+2	2	CY+4	GC 34090; 2 year minimum requirement After School Education & Safety Program requires a 4 year retention
15-01-07	Activity Guides	Brochure listing events and schedules for programs.	Comm Svcs		CY+5		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
15-01-08	Volunteers	Includes the application, contact information, fingerprint verification, correspondence and any general information about the volunteer. Accepted applications:  Denied applications:	Comm Svcs	C		AT+2	AT+2	GC 12946; 2 years after completion/position filled State of California Guidelines; 2 years after completion/position filled
15-01-09	Incident/Accident Reports	Original reports.	Comm Svcs	C	AC+2 AC+7		AC+2 AC+7	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California; 7 years after closure for accident/incident reports
15-01-10	Instructor Files	Includes agreements, business licenses, insurance, W-9s, class proposals and other related information.	Comm Svcs		AT+4		AT+4	CCP 337.2; Statutes of limitations of 4 years CCP 343; Statutes of limitations of 4 years  Administrative Decision: Maintain instructor files for 4 years after the instructor terminates the class.

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15-01-11	Health Department Inspections	Annual inspections and permits for food facilities.	Comm Svcs		CY+2		<b>CY+2</b>	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
<b>15-02-00 Adult Services</b>								
15-02-01	General Information & Administration	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		<b>AR</b>	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.
15-02-02	My Senior Center Membership Database	Used to track membership and 8-to-Go registration.	Comm Svcs		IND		<b>IND</b>	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
15-02-03	Facility Rentals	Applications, permits, liability insurance and money receipts for parks, skate park and other facility rentals.	Comm Svcs		CY+2		<b>CY+2</b>	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for facility use permits and insurance binders
15-02-04	Special Events	Includes events at parks	Comm Svcs		CY+2		<b>CY+2</b>	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
15-02-05	Insurance Certificates	Maintained for contractors and organizations.	Comm Svcs		AE+3	P	<b>P</b>	State of California Guidelines; Permanent for insurance certificates filed separately from contracts/agreements, including insurance filed by licensees.
15-02-06	Meals on Wheels	Includes intake forms and registration forms.	Comm Svcs		AC+2 *	5 *	<b>AC+7 *</b>	H&S 123145; * Under 18 - 1 year after 18th birthday or 7 years, whichever is longer. Over 18 - 7 years after discharge 45 CFR 164.530(j)(2); 6 years
15-02-07	Congregate Nutrition Program	Tri-City Cafe lunch program. Includes intake forms and registration forms.	Comm Svcs		CY+2		<b>CY+2</b>	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.
15-02-08	8-to-Go Program	Maintained for the 8 to Go transportation system. Includes intake forms and daily rider schedules.	Comm Svcs		AC+2 *	5 *	<b>AC+7 *</b>	H&S 123145; * Under 18 - 1 year after 18th birthday or 7 years, whichever is longer. Over 18 - 7 years after discharge 45 CFR 164.530(j)(2); 6 years
15-02-09	Senior Center Monthly Newsletter		Comm Svcs		CY+2		<b>CY+2</b>	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
15-02-10	Classes and Activities Schedule		Comm Svcs		CY+2		<b>CY+2</b>	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
15-02-11	Self-help Binder	Maintained as a reference source for seniors. Updated and purged as materials change.	Comm Svcs		ACT		<b>ACT</b>	Transitory Record: Maintain while active.
15-02-12	APS Mandated Reporting	Required reports for senior abuse to APS.	Comm Svcs	C	AC+10		<b>AC+10</b>	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions  Administrative Decision: Maintain senior/elder abuse reports for the same retention as child abuse reports.

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<b>15-03-00 Child Development Center</b>								
15-03-01	General Information & Administration	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.
15-03-02	Authorize.net	Used by the Child Development for credit card authorization.	Comm Svcs		IND		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
15-03-03	NOHO Registration System	Used by Child Development for registration.	Comm Svcs		IND		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
15-03-04	State License	Childcare license and associated documents to maintain the license.	Comm Svcs		CY+2	3	CY+5	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years
15-03-05	Teacher Files	Includes permits, credentials, LiveScan fingerprinting, and other information regarding teachers.	Comm Svcs	C	AT+2	3	AT+5	California Social Services Recommendation: 3 years after termination for personnel records.
15-03-06	Childrens Files	Includes registration and licensing for child care.	Comm Svcs	C	AT+2	3	AT+5	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years
15-03-07	Ouch Reports	Includes accident reports for minor incidents. Not as high of a level as an incident report.	Comm Svcs		CY+2		CY+2	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.
15-03-08	Unusual Incidents	Required by the State licensing for serious medical incidents.	Comm Svcs	C	AC+7		AC+7	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California; 7 years after closure for accident/incident reports
15-03-09	CPS Mandated Reporting	Required reporting for child abuse to CPS.	Comm Svcs	C	AC+10		AC+10	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions
<b>15-04-00 Youth Services</b>								
15-04-01	General Information & Administration	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.
15-04-02	Chemical Logs	Logs for the Aquatic Facility.	Comm Svcs		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for logs
15-04-03	Youth Services Programs	Includes after school program, summer program, aquatics and other Youth Services programs.	Comm Svcs		CY+2		CY+2	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.
15-04-04	Classes and Activities Schedule		Comm Svcs		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years

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<b>15-05-00 Community Services Commissions</b>								
15-05-01	General Information & Administration	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.
15-05-02	Agendas/Agenda Packets	Agenda packets for Commission on Aging, Parks & Recreation Committee, Community Services Committee, City Schools Committee and Child Development Center Committee (disbanded 2015).	Comm Svcs	H	CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
15-05-03	Minutes	Minutes for Commission on Aging, Parks & Recreation Committee, Community Services Committee, City Schools Committee and Child Development Center Committee (disbanded 2015).	Comm Svcs	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
15-05-04	Meeting Audio/Video Recordings	Recordings for Commission on Aging, Parks & Recreation Committee, Community Services Committee, City Schools Committee and Child Development Center Committee (disbanded 2015). Started in 2012.	Comm Svcs		30 Days		30 Days	GC 54953.5; 30 days after recording