

(R-95-1349)

RESOLUTION NUMBER R- 285514

ADOPTED ON MAR 27 1995

BE IT RESOLVED, by the Council of The City of San Diego,
that the Records Disposition Schedule for records maintained by
Neighborhood Code Compliance Department attached as Exhibit A is
hereby adopted.

APPROVED: JOHN W. WITT, City Attorney

By Cristie C. McGuire
Cristie C. McGuire
Deputy City Attorney

CCM:jrl
03/14/95
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R-95-1349
Form=r-t

RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		NEIGHBORHOOD CODE COMPLIANCE				
		DIVISION			1	PAGE (4) 1
		SUPPORT SERVICES DIVISION				
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
1.	<p>PERSONNEL FILES - INDIVIDUAL contains records for current and past employees of the department. Records are divided into two groups.</p> <p><u>Group A</u> records include: Accident reports, counseling documentation, disciplinary action records (including sealed disciplinary action records maintained by a department head), Education and training records, Emergency Notification Information Forms, employee recognition awards (e.g. exceptional merit increases, discretionary leave, bonus pay), employment application and resume (if copies available), injury reports and records, letters of commendation or appreciation, medical data pertinent to the new job, name change records, out of class assignment records, payroll deduction forms, performance evaluation report or supplemental performance report (latest copy only), Vehicle Collision Review and Prevention Program Certification Form, and waivers or extensions of probationary period (if pertinent to the new job).</p>					

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

DEPARTMENT (1) NEIGHBORHOOD CODE COMPLIANCE	SCHED. NO. (2) 1	DATE (3)
DIVISION SUPPORT SERVICES DIVISION		PAGE (4) 2

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
	<p><u>Group B</u> records include: Appointing authority selection interview documentation, discharge and employee separation records, job descriptions, leave requests, letters of complaint against the employee, long-term disability records, medical data not pertinent to the new job, memoranda and/or correspondence regarding grievances, payroll related records (e.g. Merit Increase Notices, Payroll Change Notices, Notices of Absence or Overtime, Time Sheet Correction Notices, shift differential pay, bi-lingual pay, stand-by pay, etc.) performance evaluation reports.</p> <p>a. Current employees (Group A and B records)</p>				<p>When an employee leaves a department either through transfer or termination, the losing department should review its personnel records to determine if there are any records which were not sent originally to Personnel Department and should be forwarded.</p>
		Retain records in office.			

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

		DEPARTMENT (1)		SCHED. NO. (2)	DATE (3)
		NEIGHBORHOOD CODE COMPLIANCE			
		DIVISION		1	PAGE (4) 3
		SUPPORT SERVICES DIVISION			
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
	b. Transferring employees (Group A records) (Note: "Transferring employees" refers to employees changing departments to interdepartmental transfers, class transfers, promotions, demotions, and/or failures of probation).	Transfer with employee to receiving department.	-	-	
	c. Transferring employees (Group B records)	Losing department destroys records 3 years after employee transfer.	-	Destroy records 3 years after transfer.	
	d. Terminated employees (Group A and B records)	Destroy 3 years after employee has terminated.	-	Termination +3 years.	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

DEPARTMENT (1) NEIGHBORHOOD CODE COMPLIANCE	SCHED. NO. (2) 1	DATE (3)
DIVISION HOUSING AND CODE ENFORCEMENT		PAGE (4) 4

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
2.	ACTIVITY REPORTS consist of Bi-weekly Work Unit Report and tally sheets. The reports are statistical summaries of the number of personnel inspections work hours by inspector. Arranged chronologically.	2	-	2	
3.	ADMINISTRATIVE WORKING FILES are special studies and reports and administrative records of the functioning of the division. File contents include inspectors worksheets, Bi-weekly Work Unit Report Forms (Form AC-301), inspection date notices, Inspectors Daily Reports (Forms NC-121/1 122), bill referrals, reports, complaint logs, correspondence and memoranda. Subjects in the files include Barrio Logan, Budget, Audits; Disaster Response, Housing Commission, Mobile Home Parks, Safety Training and staff meetings. Arranged alphabetically.	2 or until reference value ceases, whichever is later.	-	2 or until reference value ceases, whichever is later.	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

DEPARTMENT (1) NEIGHBORHOOD CODE COMPLIANCE		SCHED. NO. (2)	DATE (3)		
		1	PAGE (4) 5		
DIVISION HOUSING AND CODE ENFORCEMENT			RETENTION		REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
4.	COMPLAINT FILES are records of complaints made regarding health and safety, unpermitted construction, land development, encroachments, noise, weeds and news rack issues and the investigation and resolution of those complaints. Files include Progress Charts (Form NC-112) which list complaints correspondence, blue line maps, Referral Notices (Form NC-107), inspection reports, Official Notices (Form NC-119), and complaint log. Arranged: logs, numerically by complaint number; other materials by address.	3	-	3	
5.	HOUSING ADVISORY AND APPEALS BOARD MINUTES are the official records of the meetings of this Board. The Board advises on the interpretation of City housing regulations and hears appeals on the administration of those regulations. Arranged chronologically by date of the meeting.				
	a. Original	2	P	P	
	b. Duplicate	Until reference value ceases.	-	Until reference value ceases.	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

DEPARTMENT (1) NEIGHBORHOOD CODE COMPLIANCE		SCHED. NO. (2) 1	DATE (3)
DIVISION HOUSING AND CODE ENFORCEMENT		PAGE (4) 6	

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
6.	<p>MOBILE HOME PARK APPLICATIONS are copies of Conditional Use Permits and Planned Residential Development Permits approved by the City for the establishment and operation of mobile home parks. They are used in the inspection of mobile home parks.</p> <p>a. Duplicate</p>	Until reference value ceases.	-	Until reference value ceases.	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-88)

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	DEPARTMENT (1) NEIGHBORHOOD CODE COMPLIANCE			SCHED. NO. (2)	DATE (3)
		DIVISION HOUSING AND CODE ENFORCEMENT			1	PAGE (4) 7
		RETENTION				REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)		
7.	MOBILE HOME PARK FILES consist of the inspection records for each space in mobile home parks in the City. Included are: Inspection Records (Form IN-1798), Mobile Home Installation Information Sheet (Form IN-734), Permit Information (Form IN-M2), Plot Plans (Form IN-121), Mechanical Permits (Form IN-261), Porch and Step Plans (Form BID-128), Combination Permits (Form IN-100), Building Permits (Form IN-258), Plumbing and Gas Permits (Form IN-260), Electrical Permits and Circuit Cards (Form IN-259), Permit Fee Schedules, Water Meter Data Cards (Form IN-16), Handicap Ramps Information Sheets (Form IN-1407), Plan Submission Check Lists, Mobile Home Permit Information and Requirements (Form IN-1174), Information Sheets (Form IN-122), Mobile Home Complaint/Inspector Findings (Form IN-112), Inspection Report and Official Notices (Form IN-119A), Mobile Home Park Inspection Forms (Form IN-120), Annual Permit to Operate Mobile Home Permits (Form IN-200) and Mobile Home Certificate of Occupancy (Form IN-735). Arranged alphabetically by street name of mobile home park, numerically by space number thereunder.	5	5	10		

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CC-1571 (REV. 7-86)

		DEPARTMENT (1) NEIGHBORHOOD CODE COMPLIANCE			SCHED. NO. (2) 1	DATE (3)
		DIVISION HOUSING AND CODE ENFORCEMENT				PAGE (4) 8
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
8.	NOISE ABATEMENT AND CONTROL BOARD FILES consist of minutes, agendas, notice of public hearings, list of participants of the meeting, mailing lists, maps, and background information. Arranged chronologically by date.	2	P	P		
9.	NOISE ABATEMENT BOARD MEETING FILES are the agendas and minutes of the meetings of the Board. The Board hears appeals from the decision of the Noise Abatement Administrator. Arranged chronologically.	2	P	P		
10.	NOISE PERMIT FILES consist of requests by the public for Noise Permits, Noise Permits which are issued to the public, and routine correspondence about the permits. Arranged chronologically.	2	-	2		

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CC-1571 (REV. 7-86)

DEPARTMENT (1) NEIGHBORHOOD CODE COMPLIANCE	SCHED. NO. (2) 1	DATE (3)
DIVISION HOUSING AND CODE ENFORCEMENT	PAGE (4) 9	

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
11.	ROUTE SLIP DIVISION FILES are copies of complaints from citizens regarding City procedures and policies as they relate to the department. They are referred to staff for investigation and report. They originate in the Mayor or Council offices. Arranged chronologically. a. Duplicate	1	-	1	
12.	TECHNICAL REFERENCE FILES are a collection of various publications used for reference purposes. Examples include State bulletins, State administrative codes, mobile home installation guides, dictionaries, maps, product information, construction regulations, manuals, and journals. Unarranged.	Until reference value ceases.	-	Until reference value ceases.	

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CC-1571 (REV. 7-86)

		DEPARTMENT (1) NEIGHBORHOOD CODE COMPLIANCE			SCHED. NO. (2) 1	DATE (3)
		DIVISION NEIGHBORHOOD SERVICES DIVISION				
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
13.	ADMINISTRATIVE WORKING FILES contain documents on various subjects which involve revisions to the San Diego Municipal Code. Files include reports, memoranda, computer printouts, notes, ordinances, resolutions, correspondence, maps and minutes. Arranged chronologically, or alphabetically by subject, or unarranged.	2 or until reference value ceases, whichever is later.	-	2 or until reference value ceases, whichever is later.		
14.	COMPLAINT FILES are records of complaints made regarding zoning and sign violations and the investigations and resolution of those complaints. Arranged chronologically.	3	-	3		
15.	CORRESPONDENCE - ROUTINE covers various aspects of zoning, such as classification of use and applications of zoning regulations. The files document functions of the department according to established policies and procedures, as well as including responses to requests for zoning information. Files include correspondence, memoranda, and notes. Arranged by subject; alphabetically by name of addressee, chronologically thereunder; or, chronologically.	2	-	2		

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		DEPARTMENT (1) NEIGHBORHOOD CODE COMPLIANCE			SCHED. NO. (2) 1	DATE (3) PAGE (4) 11
		DIVISION NEIGHBORHOOD SERVICES DIVISION				
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
16.	OFFICE MANAGEMENT FILES consist of records which reflect the day-to-day administration of the office. Included in these files are Daily Cash Receipts (Form AC-1221); Bi-Weekly Unit Reports (Form AC-301); and Stores Requisitions (Form PA-1434). Arranged by type of form and chronologically thereunder, or, by receipt number thereunder.	3	-	3		
17.	REQUESTS FOR COUNCIL ACTION are copies of forms (CM-1472, CM-1422A) submitted to put an item up for Council consideration. Subjects include all areas of planning and administrative matters. Arranged chronologically. a. Duplicate	1	-	1		
18.	RISK MANAGEMENT LITIGATION FILES contain memoranda from the Risk Management Department requesting information needed for responding to claims against the City, (Form RM-1572). The original is sent to the appropriate staff member who responds and returns the request to Risk Management with the response. Arranged chronologically by date of receipt. a. Duplicate	Closure then 1 year.	-	Closure then 1 year.		

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DEPARTMENT (1) NEIGHBORHOOD CODE COMPLIANCE		SCHED. NO. (2) 1	DATE (3)		
			PAGE (4) 12		
DIVISION NEIGHBORHOOD SERVICES DIVISION		RETENTION			REMARKS(10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
19.	ROUTE SLIPS act as a log of complaints from citizens regarding city policies or procedures relating to the department. They are referred to staff for investigation and report. They originate in Mayor or Council offices. Arranged chronologically. a. Duplicate	1	-	1	
20.	SPECIAL ZONING PROBLEMS CASES pertain to cases involving zoning issues which are particularly complex and for which resolution may be difficult or lengthy. Cases include zoning complaints and requests for zoning changes. Documents in the files include maps, correspondence, notes, photographs, stipulations and agreements, resolutions and petitions Arranged by name of case.	Resolution of problem +2, or until reference value ceases, whichever later.	-	Resolution of problem +2, or until reference value ceases, whichever later.	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

		DEPARTMENT (1) NEIGHBORHOOD CODE COMPLIANCE			SCHED. NO. (2)	DATE (3)
		DIVISION NEIGHBORHOOD SERVICES DIVISION			1	PAGE (4) 13
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
21.	ZONE VIOLATION INVESTIGATION FILES are records of complaints about alleged zoning violations and the subsequent investigation of the complaint. Complaints are usually in the form of alleged use of property which is in violation of permitted uses in the zone overlaying the property. Complaints are usually initiated by Request For Zoning Violation Investigation. Contents of the files also include Investigation of Alleged Zone Violation forms, photographs, route slips, correspondence, notes, and inspection notices. Arranged by open or closed. For open cases, arranged by name of Zoning representative or chronologically by date of next action. For closed cases, alphabetically by street name, numerically by address thereunder.	Closure +4.	-	Closure +4.		

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		DIVISION NEIGHBORHOOD SERVICES DIVISION			1	PAGE (4) 14
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
22.	ZONING ADMINISTRATOR CASE FILES are records of zoning variances applied for, and decisions made on applications. Cases involve variances on zoning requirements, required setbacks, fence requirements, signs, home occupation permits, and yard requirements. These cases show what type of development is allowed on a property. Contents of these files include hearing results on findings of the Zoning Administrator, minutes of the Board of Zoning Appeals, reports on applications, Form (DL-1321), Appeal From Administrative Decision; Board of Zoning Appeals resolutions, maps, photographs, memoranda, Environmental Exemptions, Applications For Variance, correspondence, and Notices of Determination. Arranged by type of permit, by permit number thereunder.	3	P	P		
23.	ZONING REGULATION BOOKS are a compilation of zoning regulations since regulations were instituted, to the present. They provide a history of the development of zoning regulation in the City and also are used for reference in determining whether particular developments or construction were consistent with regulations in force at the time of development. Arranged chronologically.	P	-	P		

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

		DEPARTMENT (1) NEIGHBORHOOD CODE COMPLIANCE			SCHED. NO. (2) 1	DATE (3)
		DIVISION SUPPORT SERVICES			PAGE (4) 15	
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
24.	ADMINISTRATIVE POLICY FILES consist of memoranda, reports, and correspondence originating from the director of the department. These documents reflect the development of department policy and/or have significant historical value by reflecting the activities of the department and its role in City government. Arranged alphabetically by subject.	2	P	P		
25.	BUDGET WORKING FILES contain the documentation and working papers produced in the preparation, submission, and revision of the department's budget. Files include monthly expenditure reports, copies of the preliminary budget, memoranda, correspondence, statistical data; appropriation information, and personnel payroll information. Arranged chronologically by fiscal year.	3	2	5		

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

		DEPARTMENT (1) NEIGHBORHOOD CODE COMPLIANCE			SCHED. NO. (2) 1	DATE (3)
		DIVISION SUPPORT SERVICES				PAGE (4) 16
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
26.	DEPARTMENT POLICY MANUAL is a collection of general policies of the department for various functions and administrative procedures. Arranged by subject.	10	-	10		
27.	OFFICE MANAGEMENT FILES are documents which reflect the day-to-day financial and personnel administration of the office. Contents include Requests for Direct Payment (AC-468), Printing Services Requisitions (PA-2621), Requisitions (PA-2159), Receipts (AC-1218) memoranda to the Auditor's Office regarding voided receipts, citations, fiscal files, and subpoenas. Arranged by type of record, and either by subject, or chronologically thereunder.	3	-	3		
28.	ROUTE SLIPS act as a log of complaints from citizens regarding city policies or procedures relating to the department. They are referred to staff for investigation and report. They originate in Mayor or Council offices. Arranged chronologically.					
	a. Duplicate	1	-	1		

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

DEPARTMENT ⁽¹⁾ NEIGHBORHOOD CODE COMPLIANCE		SCHED. NO. ⁽²⁾	DATE ⁽³⁾		
		1	PAGE ⁽⁴⁾ 17		
DIVISION SUPPORT SERVICES			RETENTION		REMARKS ⁽¹⁰⁾
ITEM NO. ⁽⁵⁾	TITLE AND DESCRIPTION OF RECORD SERIES. ⁽⁶⁾	DEPT. ⁽⁷⁾	R.C. ⁽⁸⁾	TOTAL ⁽⁹⁾	
29.	SUBPOENAS are requests from a court for materials or documents regarding structural codes, permits, plans or other building or zoning information. Arranged chronologically by the date of the subpoena.	2	-	2	

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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 1

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE PERSONNEL FILES - INDIVIDUAL			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE COMPLIANCE/SUPPORT SERVICES	CURRENT EMPLOYEES	Retain all	records in	office.
	TRANSFERRING EMPLOYEES	See * below.		
	TERMINATED EMPLOYEES	Destroy all	records three (3)	years after employee
		terminates.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

PERSONNEL FILES - INDIVIDUAL contains records for current and past employees of the department. Records are divided into two groups:

Group A records include: Accident reports, counseling documentation, disciplinary action records (including sealed disciplinary action records maintained by a department head), education and training records, Emergency Notification Information Forms, employee recognition awards (e.g. exceptional merit increases, discretionary leave, bonus pay), employment application and resume (if copies available), injury reports and records, letters of commendation or appreciation, medical data pertinent to the new job, name change records, out-of-class assignment records, payroll deduction forms, performance evaluation report or supplemental performance report (latest copy only), Vehicle Collision Review and Prevention Program Certification Form, and waivers or extensions of probationary period (if pertinent to the new job).

Group B records include: Appointing authority selection interview documentation, discharge and employee separation records, job descriptions, leave requests, letters of complaint against the employee, long-term disability records, medical data not pertinent to the new job, memoranda and/or correspondence regarding grievances, payroll related records (e.g. Merit Increase Notices, Payroll Change Notices, Notices of Absence or Overtime, Time Sheet Correction Notices, shift differential pay, bi-lingual pay, stand-by pay, etc.) performance evaluation reports.

*Disposition for Transferring employees (includes employees changing department due to interdepartmental transfers, class transfers, promotions, and/or demotions)

- a. Transfer Group A records to receiving department.
- b. Losing department destroys Group B records two (2) years after employee transfers.

NOTE: When an employee leaves a department either through transfer or termination, the losing department should review its personnel records to determine if there are any records which were not sent originally to Personnel Department and should be forwarded.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

Approved:

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles R. [Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 2

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE ACTIVITY REPORTS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE COMPLIANCE/HOUSING AND CODE ENFORCEMENT	ORIGINAL	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Activity Reports consist of Bi-weekly Work Unit Report and tally sheets. The reports are statistical summaries of the number of personnel inspection work hours by inspector.

Arranged chronologically.

APPROVED:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY:		
CITY CLERK <i>Charles H. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 3

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE ADMINISTRATIVE WORKING FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	ORIGINAL	2	-	2
COMPLIANCE/HOUSING AND		or until		or until
CODE ENFORCEMENT		reference		reference
		value		value
		ceases,		ceases,
		whichever is		whichever is

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

later.

later.

Administrative Working Files are special studies and reports and administrative records of the functioning of the division. File contents include inspectors worksheets, Bi-weekly Work Unit Report Forms (Form AC-301), inspection date notices, Inspectors Daily Reports (Forms NC 121/122), bill referrals, reports, complaint logs, correspondence and memoranda. Subjects in the files include Barrio Logan, Budget, Audits; Disaster Response, Housing Commission, Mobile Home Parks, Safety Training and staff meetings.

Arranged alphabetically.

APPROVED:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles D. [Signature]</i>	<i>William [Signature]</i>	<i>Nelson [Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 4

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE COMPLAINT FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	ORIGINAL	3	-	3
COMPLIANCE/HOUSING AND				
CODE ENFORCEMENT				

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Complaint Files are records of complaints made regarding health and safety, unpermitted construction, land development, encroachments, noise, weeds and news rack issues and the investigation and resolution of those complaints. Files include Progress Charts (Form NC-112) which list complaints correspondence, blue line maps, Referral Notices (Form NC-107), inspection reports, Official Notices (Form NC-119), and complaint log.

Arranged: logs, numerically by complaint number; other materials by address.

APPROVED:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles J. [Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 5

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE HOUSING ADVISORY AND APPEALS BOARD MINUTES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	ORIGINAL	2	P	P
COMPLIANCE/HOUSING AND	DUPLICATE	Until		Until
CODE ENFORCEMENT		reference	-	reference
		value		value
		ceases.		ceases.

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Housing Advisory and Appeals Board Minutes are the official records of the meetings of this Board. The Board advises on the interpretation of City housing regulations and hears appeals on the administration of those regulations.

Arranged chronologically by date of the meeting.

APPROVED:

Retention Criteria: For originals, Government Code section 34090(e). For duplicates, Government Code section 34090.7

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles J. [Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 6

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE MOBILE HOME PARK APPLICATIONS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	DUPLICATE	Until	-	Until
COMPLIANCE/HOUSING AND CODE ENFORCEMENT		Reference		Reference
		Value		Value
		Ceases.		Ceases.

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Mobile Home Park Applications are copies of Conditional Use Permits and Planned Residential Development Permits approved by the City for the establishment and operation of mobile home parks. They are used in the inspection of mobile home parks.

APPROVED:

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles S. [Signature]</i>	<i>[Signature]</i>	<i>by DEA Carter M. [Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 7

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE		RECORDS SERIES TITLE MOBILE HOME PARK FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	ORIGINAL	5	5	10
COMPLIANCE/HOUSING AND				
CODE ENFORCEMENT				

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Mobile Home Park Files: Consist of the inspection records for each space in mobile home parks in the City. Included are: Inspection Records (Form IN-1798), Mobile Home Installation Information Sheet (Form IN-734), Permit Information (Form IN-M2), Plot Plans (Form IN-121), Mechanical Permits (Form IN-261), Porch and Step Plans (Form BID-128), Combination Permits (Form IN-100), Building Permits (Form IN-258), Plumbing and Gas Permits (Form IN-260), Electrical Permits and Circuit Cards (Form IN-259), Permit Fee Schedules, Water Meter Data Cards (Form IN-16), Handicap Ramps Information Sheets (Form IN-1407), Plan Submission Check Lists, Mobile Home Permit Information and Requirements (Form IN-1174), Information Sheets (Form IN-122), Mobile Home Complaint/Inspector Findings (Form IN-112), Inspection Report and Official Notices (Form IN-119A), Mobile Home Park Inspection Forms (Form IN-120), Annual Permit to Operate Mobile Home Permits (Form IN-200) and Mobile Home Certificate of Occupancy (Form IN-735). Arranged alphabetically by street name of mobile home park, numerically by space number thereunder.

APPROVED:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles S. [Signature]</i>	<i>[Signature]</i>	<i>by DCA Custal M. Dennis</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 8

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE NOISE ABATEMENT AND CONTROL BOARD FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE COMPLIANCE/HOUSING AND CODE ENFORCEMENT	ORIGINAL	2	P	P

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Noise Abatement and Control Board Files consist of minutes, agendas, notice of public hearings, list of participants of the meeting, mailing lists, maps, and background information.

Arranged chronologically by date.

APPROVED:

Retention Criteria: Government Code section 34090(e).

APPROVED BY: CITY CLERK <i>Charles S. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>[Signature]</i>
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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 9

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE NOISE ABATEMENT BOARD MEETING FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE COMPLIANCE/HOUSING AND CODE ENFORCEMENT	ORIGINAL	2	P	P

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Noise Abatement Board Meeting Files are the agendas and minutes of the meetings of the Board. The Board hears appeals from the decision of the Noise Abatement Administrator.

Arranged chronologically.

APPROVED:

Retention Criteria: Government Code section 34090(e).

APPROVED BY: CITY CLERK <i>Charles B. McElroy</i>	DEPARTMENT HEAD <i>W. [unclear] [unclear]</i>	CITY ATTORNEY <i>By DCA Carter C. M. [unclear]</i>
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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 10

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE NOISE PERMIT FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE COMPLIANCE/HOUSING AND CODE ENFORCEMENT	ORIGINAL	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Noise Permit Files consist of requests by the public for Noise Permits, Noise Permits which are issued to the public, and routine correspondence about the permits.

Arranged chronologically.

APPROVED:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles D. [Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 11

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE ROUTE SLIP DIVISION FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	DUPLICATE	1	-	1
COMPLIANCE/HOUSING AND				
CODE ENFORCEMENT				

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Route Slip Division Files are copies of complaints from citizens regarding City procedures and policies as they relate to the department. They are referred to staff for investigation and report. They originate in the Mayor or Council offices.

Arranged chronologically.

APPROVED:

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles J. [Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 12

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE TECHNICAL REFERENCE FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	NONRECORD	Until	-	Until
COMPLIANCE/HOUSING AND CODE ENFORCEMENT		reference		reference
		value		value
		ceases.		ceases.

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Technical Reference Files are a collection of various publications used for reference purposes. Examples include State bulletins, State administrative codes, mobile home installation guides, dictionaries, maps, product information, construction regulations, manuals, and journals.

Unarranged.

APPROVED:

Retention Criteria: San Diego Municipal Code section 22.2604(e).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles B. [Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 13

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE ADMINISTRATIVE WORKING FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	ORIGINAL	2 or until	-	2 or until
COMPLIANCE/NEIGHBORHOOD		reference		reference
SERVICES DIVISION		value ceases, whichever		value ceases, whichever
		is later.		is later.

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Administrative Working Files contain documents on various subjects which involve revisions to the San Diego Municipal Code. Files include reports, memoranda, computer printouts, notes, ordinances, resolutions, correspondence, maps and minutes.

Arranged chronologically, or alphabetically by subject, or unarranged.

APPROVED:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles S. [Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 14

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE COMPLAINT FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	ORIGINAL	3	-	3
COMPLIANCE/				
NEIGHBORHOOD SERVICES				
DIVISION				

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Complaint Files are records of complaints made regarding zoning and sign violations and the investigations and resolution of those complaints.

Arranged chronologically.

APPROVED:

Retention Criteria: Minimum legal requirements established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles B. [Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 15

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE CORRESPONDENCE - ROUTINE			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	ORIGINAL	2	-	2
COMPLIANCE/				
NEIGHBORHOOD				
SERVICES DIVISION				

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Correspondence - Routine covers various aspects of zoning, such as classification of use and applications of zoning regulations. The files document functions of the department according to established policies and procedures, as well as including responses to requests for zoning information. Files include correspondence, memoranda, and notes.

Arranged by subject; alphabetically by name of addressee, chronologically thereunder; or, chronologically.

APPROVED:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY:		
CITY CLERK <i>Charles S. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 16

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE OFFICE MANAGEMENT FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	ORIGINAL	3	-	3
COMPLIANCE/				
NEIGHBORHOOD SERVICES				
DIVISION				

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Office Management Files consist of records which reflect the day-to-day administration of the office. Included in these files are Daily Cash Receipts (Form AC-1221); Bi-Weekly Unit Reports (Form AC-301); and Stores Requisitions (Form PA-1434).

Arranged by type of form and chronologically thereunder, or, by receipt number thereunder.

APPROVED:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY:		
CITY CLERK <i>Charles E. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 17

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE REQUESTS FOR COUNCIL ACTION			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	DUPLICATE	1	-	1
COMPLIANCE/				
NEIGHBORHOOD SERVICES				
DIVISION				

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Requests for Council Action are copies of forms (CM-1472, CM-1422A) submitted to put an item up for Council consideration. Subjects include all areas of planning and administrative matters.

Arranged chronologically.

APPROVED:

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles B. [Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 18

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE RISK MANAGEMENT LITIGATION FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	DUPLICATE	Closure	-	Closure
COMPLIANCE/NEIGHBORHOOD		then		then
SERVICES DIVISION		1 year.		1 year.

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Risk Management Litigation Files contain memoranda from the Risk Management Department requesting information needed for responding to claims against the City, (Form RM-1572). The original is sent to the appropriate staff member who responds and returns the request to Risk Management with the response.

Arranged chronologically by date of receipt.

APPROVED:

Retention Criteria: Government Code section 34090.7.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles B. [Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 19

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE ROUTE SLIPS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	DUPLICATE	1	-	1
COMPLIANCE/NEIGHBORHOOD				
SERVICES DIVISION				

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Route Slips act as a log of complaints from citizens regarding city policies or procedures relating to the department. They are referred to staff for investigation and report. They originate in Mayor or Council offices.

Arranged chronologically.

APPROVED:

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles B. [Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 20

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE SPECIAL ZONING PROBLEMS CASES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	ORIGINAL	Resolution	-	Resolution
COMPLIANCE/NEIGHBORHOOD		of problem		of problem
SERVICES DIVISION		+2, or until		+2, or until
		reference		reference
		value ceases, whichever		value ceases, whichever
		later.		later

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Special Zoning Problem Cases pertain to cases involving zoning issues which are particularly complex and for which resolution may be difficult or lengthy. Cases include zoning complaints and requests for zoning changes. Documents in the files include maps, correspondence, notes, photographs, stipulations and agreements, resolutions and petitions.

Arranged by name of case.

APPROVED:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles B. [Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 21

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE ZONE VIOLATION INVESTIGATION FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	ORIGINAL	Closure	-	Closure
COMPLIANCE/NEIGHBORHOOD SERVICES DIVISION		+4.		+4.

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Zone Violation Investigation Files are records of complaints about alleged zoning violations and the subsequent investigation of the complaint. Complaints are usually in the form of alleged use of property which is in violation of permitted uses in the zone overlaying the property. Complaints are usually initiated by Request For Zoning Violation Investigation. Contents of the files also include Investigation of Alleged Zone Violation forms, photographs, route slips, correspondence, notes, and inspection notices.

Arranged by open or closed. For open cases, arranged by name of Zoning representative or chronologically by date of next action. For closed cases, alphabetically by street name, numerically by address thereunder.

APPROVED:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles B. [Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 22

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE ZONING ADMINISTRATOR CASE FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	ORIGINAL	3	P	P
COMPLIANCE/NEIGHBORHOOD				
SERVICES DIVISION				

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Zoning Administrator Case Files are records of zoning variances applied for, and decisions made on applications. Cases involve variances on zoning requirements, required setbacks, fence requirements, signs, home occupation permits, and yard requirements. These cases show what type of development is allowed on a property. Contents of these files include hearing results on findings of the Zoning Administrator, minutes of the Board of Zoning Appeals, reports on applications, Form (DL-1321), Appeal From Administrative Decision; Board of Zoning Appeals resolutions, maps, photographs, memoranda, Environmental Exemptions, Applications For Variance, correspondence, and Notices of Determination.

Arranged by type of permit, by permit number thereunder.

APPROVED:

Retention Criteria: Government Code section 34090(a).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles S. [Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 23

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE ZONING REGULATION BOOKS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	ORIGINAL	P	-	P
COMPLIANCE/NEIGHBORHOOD				
SERVICES DIVISION				

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Zoning Regulation Books are a compilation of zoning regulations since regulations were instituted, to the present. They provide a history of the development of zoning regulation in the City and also are used for reference in determining whether particular developments or construction were consistent with regulations in force at the time of development.

Arranged chronologically.

APPROVED:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles H. [Signature]</i>	<i>Barry Nelson</i>	<i>by DCA Custice M. [Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 24

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE ADMINISTRATIVE POLICY FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	ORIGINAL	2	P	P
COMPLIANCE/				
SUPPORT SERVICES				

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Administrative Policy Files consist of memoranda, reports, and correspondence originating from the director of the department. These documents reflect the development of department policy and/or have significant historical value by reflecting the activities of the department and its role in City government.

Arranged alphabetically by subject.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d); decision to maintain permanently to meet the historical needs of the City.

APPROVED BY:		
CITY CLERK <i>Charles S. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 25

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE BUDGET WORKING FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE COMPLIANCE/ SUPPORT SERVICES	ORIGINAL	3	2	5

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Budget Working Files contain the documentation and working papers produced in the preparation, submission, and revision of the department's budget. Files include monthly expenditure reports, copies of the preliminary budget, memoranda, correspondence, statistical data; appropriation information, and personnel payroll information.

Arranged chronologically by fiscal year.

APPROVED:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles S. [Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 26

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE DEPARTMENT POLICY MANUAL			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	ORIGINAL	10	-	10
COMPLIANCE/				
SUPPORT SERVICES				

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

The Department Policy Manual is a collection of general policies of the department for various functions and administrative procedures.

Arranged by subject.

APPROVED:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY:		
CITY CLERK <i>Charles B. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 27

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE OFFICE MANAGEMENT FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	ORIGINAL	3	-	3
COMPLIANCE/				
SUPPORT SERVICES				

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Office Management Files are documents which reflect the day-to-day financial and personnel administration of the office. Contents include Requests for Direct Payment (AC-468), Printing Services Requisitions (PA-2621), Requisitions (PA-2159), Receipts (AC-1218) memoranda to the Auditor's Office regarding voided receipts, citations, fiscal files, and subpoenas.

Arranged by type of record, and either by subject, or chronologically, thereunder.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY:		
CITY CLERK <i>Charles S. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 28

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE ROUTE SLIPS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	DUPLICATE	1	-	1
COMPLIANCE/				
SUPPORT SERVICES				

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Route Slips act as a log of complaints from citizens regarding city policies or procedures relating to the department. They are referred to staff for investigation and report. They originate in Mayor or Council offices.

Arranged chronologically.

APPROVED:

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles S. [Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 29

ORIGINATING DEPARTMENT NEIGHBORHOOD CODE COMPLIANCE	RECORDS SERIES TITLE SUBPOENAS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
NEIGHBORHOOD CODE	ORIGINAL	2	-	2
COMPLIANCE/				
SUPPORT SERVICES				

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Subpoenas are requests from a court for materials or documents regarding structural codes, permits, plans or other building or zoning information.

Arranged chronologically by the date of the subpoena.

APPROVED:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles B. [Signature]</i>	<i>[Signature]</i>	<i>by OCA Custal C M [Signature]</i>