

RECORD RETENTION SCHEDULE

2019



City of
SACRAMENTO
Office of the City Clerk

Community Development Department

*Disposition:**Statutory Reference:* GC §34090(d) (2 years)*Note:**Approval Date:* January 6, 2011**CDD-018****Home Occupancy Permit Application***Also Called:*

HOPs

Function:

Applications for conducting a business out of a residence within the City of Sacramento.

Content:

Home occupancy permit application.

Total Retention:

Submission +2 years

Disposition:

Destroy Securely

Statutory Reference:

GC §34090(d) (2 years)

*Note:**Approval Date:*

January 6, 2011

CDD-019**Building Permits***Also Called:**Function:*

Records serve as official authorization for construction including installation of plumbing, electrical and mechanical equipment and other related work.

*Content:**Total Retention:*

Permanent

Disposition:

Records may be transferred to The Center of Sacramento History 10 years after completion.

Statutory Reference:

GC §34090(d) (2 years)

*Note:**Approval Date:*

January 6, 2011

CDD-020**Community Development Database Records***Also Called:**Function:*

Databases used by the Community Development Department to track tasks, issue permits, and manage and retrieve information used during the course of business.

Content:

Records in CitizenServe and Accela may include, but are not limited to: building and planning applications, inspection reports, photographs, certified mailing receipts, or fees.

Total Retention:

Permanent

*Disposition:**Statutory Reference:*

GC §34090(d) (2 years)

*Note:**Approval Date:*

May 5, 2014

CDD-021**Code Enforcement Case Files***Also Called:*

Community Development Department

Function: Records that document the activity associated with a cited City code violation.

Content: May include, but not limited to: violations lists, officer comments, photographs, certified mailing receipts, notices, and fees.

Total Retention: Project Completion + 2 years

Disposition: Destroy Securely

Statutory Reference: GC §34090(d) (2 years)

Note:

Approval Date: May 5, 2014

CDD-033**Weed / Refuse Abatement**

Also Called:

Function: Documents weed and refuse abatement

Content: May include, but is not limited to: complaints, letters of protest, response to protests, and returned correspondence

Total Retention: Project Completion + 2 years

Disposition: Destroy Securely

Statutory Reference: GC §34090(d) (2 years)

Note: See CDD-021 Community Development Database Records: documents stored in CitizenServe are retained permanently

Approval Date: June 6, 2012

CDD-022**Entertainment Permit Files**

Also Called:

Function: Records pertaining to a permit for an entertainment event or venue.

Content: Entertainment permit applications, permits and conditions, inspection reports, SPD case information, ABC license.

Total Retention: Close of Business/ Revocation of Permit + 2 years

Disposition: Destroy Securely

Statutory Reference: GC §34090(d) (2 years)

Note: See CDD-021 Community Development Database Records: documents stored in CitizenServe are retained permanently

Approval Date: May 5, 2014

CDD-023**Housing and Dangerous Buildings Case Files**

Also Called:

Function: Records that document the activity associated with a cited building code violation.

Content: May include, but not limited to: violations lists, inspector comments, photographs, certified mailing receipts, notices, and fees.

Total Retention: Project completion + 2 years

Disposition: Destroy Securely

Statutory Reference: GC §34090(d) (2 years)

Note: See CDD-021 Community Development Database Records: documents stored in CitizenServe are retained permanently