

Suggested Policy and Format. Agency Specific policies should be developed in consultation with agency legal counsel, Board of Directors and appropriate regulatory agencies.

AGENCY

2026 Records Retention Schedule

All Staff

Record Category	Retention (In Years)	Description
General Correspondence (Letters, Text messages and Email)	2	General Correspondence, including letters, text messages, and email. Also includes various files not otherwise specifically covered by the retention schedule if they are needed or beneficial for future use in reference and retained for more than 60 days. Housekeeping matters are not AGENCY Business Records and may be deleted at any time.
Draft Documents	See Description	With regard to preliminary drafts, notes, and interagency and intra-agency memoranda, if retained for less than 60 days, and no longer needed for use or reference than should be disposed of. If retained for more than 60 days for use or reference, then must be kept for a minimum of 2 years.
Project Management Files	2	Substantive and necessary correspondence about specific ongoing project. Information should include all staff meeting notes, team agendas, etc. See specific departments for additional guidance.

Various Departments

Record Category	Retention (In Years)	Description
Procedure Manuals	Until superseded then 2 years	Human Resources Manual, Procurement Manual, Administrative Policies and other documents that memorialize AGENCY internal policies and procedures.

Accounting and Finance

Record Category	Retention (In Years)	Description
Accounts Payable	Permanent	Journals, journal voucher, statements, asset inventories, account postings with supporting documents, vouchers, investments, invoices and back-up documents, purchase orders, petty cash, postage, PERS reports, check requests, etc.
Accounts receivable	7	
Annual Financial Report	Permanent	Includes audit administration records and reports, audit hearing or review and independent auditor analysis.
Annual Operating/C.I.P. Budget	Permanent	

Bank Account Reconciliations	5	Includes deposit correspondence, deposit slips, bank statements, receipts, certificates of deposit, etc.
Credit Card Statements	Permanent	
Electronic Transactions	10	
Fixed Assets	Until audited + 4 years	reflects purchase date, cost, account number; includes information on disposal of property and all paperwork associated with asset ownership such as inventory and maintenance records.
General Ledger	Permanent	All annual financial summaries
Petty Cash Request	3	
1098 and 1099 Tax Forms (Vendors)	8	
California State Tax Records	8	Forms filed annually; quarterly and year-end reports
Federal Tax Records	8	May include as attachments copies of Forms 1095-C, 1096, 1099, W-4 and W-2
Tax Returns	Permanent	
Travel Expense Statements	Permanent	
W-2 Register	Permanent	
Wage Garnishment	Active until garnishment is satisfied; then until audited + 4 years	Wage or salary garnishment
Petty Cash Requests	3	
1098 and 1099 Tax Forms (Vendors)	8	
California State Tax Records	8	Forms filed annually, quarterly, and year-end reports

Business Information and Technology Services

Record Category	Retention (In Years)	Description
Network and other computer access logs, etc.	2	Audit records of activities such access logs
Network infrastructure information	While active + 2 years	Network infrastructure information such as network configuration and firewall rules
Back-up information of AGENCY Network	6 weeks	Off-site back-up tapes are for disaster recovery purposes only.

Clerk of the Board

Record Category	Retention (In Years)	Description
Agenda Packets	Permanent	Board of Directors and Policy Advisory Committee meeting agendas, reports, meeting minutes, resolutions, ordinances & Public Hearing Notices.
Board of Directors, Policy Advisory Committee, Subcommittee and Working Groups Meeting Audio and Video Recordings	Permanent	Audio and Video Recordings of meetings are stored electronically.
Board of Directors and Policy Advisory Committee Member Payments	7	Maintains permanently as Accounts Payable by Finance
Bylaws, Governing Documents, and Board Policies	Permanent	
Conflict of Interest Code	Permanent	Required under the Political Reform Act; must be reviewed by July 1st of every even-numbered year and amended if necessary.
Resolutions	Permanent	
Statements of Economic Interest – Forms 700 copies	Retained by AGENCY and the FPPC	Downloaded from the FPPC's eDisclosure's site upon request.

Contracts & Procurement Services

Record Category	Retention (In Years)	Description
Agreements/Contracts	10 years from contract close-out	This category of records includes all original contract files (including leases, license agreements, MOUs/MOAs, work orders, etc.) regardless of discipline/topic, task orders, amendments, and all documentation/correspondence related to contract management.
Bids and Proposal, Successful	10 years from contract close-out	Includes plan and specifications; notices/affidavits.
Bids and Proposals, Unsuccessful	2	
Procurement Documents	5	This category of records includes all original procurement related materials such as RFPs, RFQs, IFBs, prequalification requests, proposals and pricing data received, evaluation committee declarations, score sheets, all notices related to intent to award/negotiate. Note, this category does not include unsuccessful bids and proposals, see above for retention period.
Fixed Assets, Vehicle Ownership & Title	Life of the asset + 3 years	Includes title transfers when vehicle is sold. All paperwork will be kept three years beyond the life or AGENCY ownership of the asset.

Criminal Justice Research

Record Category	Retention (In Years)	Description
Clearinghouse Records (crime, arrest, SCAAP, and jail data)	Permanent	Varies by application.
Substance Abuse Monitoring (interviews with arrestees and urinalysis results)	7	

Program Evaluations	7 years unless otherwise specified by the granting agency	
Exclusion and Debarment Checks	7	CJ will retain Exclusion and Debarment Checks for 7 years to ensure that its employees and directors have not been debarred, excluded, suspended, or declared ineligible to perform work on federal, state, or local contracts.

Diversity and Equity

Record Category	Retention (In Years)	Description
SBE/DBE	3	Records documenting AGENCY's efforts to provide economic opportunities to small and/or disadvantaged businesses.
ADA (Americans with Disabilities Act)	Permanent	General Correspondence, information and resources, transition plans, complaint records
Pre-apprenticeship Program Records	5	Records tracking student backgrounds and career advancement

Editorial Outreach, PIO, Visual Communications

Record Category	Retention (In Years)	Description
Language Assistance Program Policy and Procedure Documents	5	
Language assistance Program: Translated AGENCY Documents	2	Refers to major AGENCY documents translated from English, such as Board Policies, Meeting Minutes, etc.
Brochures, Reports, Publications and Newsletters	2	
Presentations and Speeches	2	
Marketing, Promotional and Advertising	2	Brochures, announcements, marketing campaigns, promotional events, etc.
Press Releases and Advisories	2	Related to AGENCY actions/activities
Public Ceremonies and Event Preparation	2	
Legally Required Advertising	4	
Public Inquiries Requests and Complaints	2	
Graphics and Images	2	

Facility Management & Business Services

Record Category	Retention (In Years)	Description
Accident Reports, AGENCY Vehicles	2	
Accident/Incident Reports, non-AGENCY Vehicles	2	Does not include reports of injuries to AGENCY employees
Affidavits of Publication/Posting of Legal and other Notices	2	Notices of public hearings and proof publication notices; Legal notices for public hearings, publication of ordinances, etc.

Recordings – routine video monitoring	1	Recordings of routine video monitoring, monitoring systems, or building security systems
Work/Orders Service Requests (Requests for maintenance on equipment)	2	See email retention policy
Records Management Disposition/Destruction Certification	Permanent	Documentation of final disposition/destruction of hard copy records located at the AGENCY offsite facility
Bonds – Employee (Fidelity Bonds)	2	Form of insurance that covers employer for losses resulting from fraudulent acts of specified employees
Disaster Preparedness Planning, Risk Management Reports, Studies and Surveys	5	

Financial Strategy & Programing

Record Category	Retention (In Years)	Description
RTP Revenue Forecast	10	
RTIP	Permanent	
State and Federal Funding Programs	10	This category includes records related to, SB 1, and Similar funding sources.

Government Relations

Record Category	Retention (In Years)	Description
Legislative Working Files	2	Successful, pending, and failed legislative activities and general correspondence with elected officials at the federal, state, and local level.
Legislative Support/Opposition	2	Requests and Responses

Grants

Record Category	Retention (In Years)	Description
Grants Administration and Oversight	5, but see notes	Please check grant agreement for audit and retention timeframes. FTA Required Retention Period is three years (for grant-funded contracts, documents/ records) commences after completion of all FTA funded work and administrative matters are close.
Grants Successful Applications	Granting agency requirement or 7	Follow state and federal grant requirements as applicable. Grant documents and all supporting documents; applications, reports, contracts, project files, proposal, statements, sub-recipient dockets, environmental review, inventory, consolidated plan, etc.
Vehicle ownership documents/titles	Hard copy (original paper) permanent	

Human Resources

Record Category	Retention (In Years)	Description
Accident/Illness Report	Permanent	Exempt from public disclosure; For Employee Medical Records & Employee Exposure Records regarding exposure to toxic substances or harmful physical agents—includes Material Safety Data Sheets (MSDS) Does NOT include: records of health insurance claims maintained separate from employer's records; first aid records of one-time treatments for minor injuries; records of employees who worked less than one year (1) year of records are given to employee upon termination.
Benefits, Retired Employee Files	Permanent	
Compensation Plans	6	
DMV Driver's Records Reports (DMV pull-notice systems)	Until termination + 7 years	Motor vehicle pulls – personnel record – exempt from public disclosure.
Employee Benefits Plans	Life of plan/policy + 6 years	Benefit plans; health insurance programs; records regarding COBRA – extension of benefits for separated employees, insurance policies (health vision, dental, deferred compensation, etc.) retirement plans and mandated programs (i.e.; unemployment and disability).
Employee Files	Permanent	Personnel file – exempt from disclosure
Employee recruitment Information and Applicant Identification Records, Advertising	Current + 2 years	Employment applications, position announcements, applicant lists, other recruitment-related records.
Employee Information, general	Permanent	Includes name, address, date of birth, occupation, SSN, rate of pay, as well as other records, including benefits, dependents, emergency contacts, etc.
Employee Medical and Exposure Records (toxic substances or harmful physical agents)	Permanent	Medical records are part of personal files – not for public disclosure. Includes medical records made or maintained by a physician, nurse, or other health care personnel, or technician pertaining to employees exposed to toxic substances or harmful physical agents.
Employment Eligibility Verification (I-9 Forms)	3 years after date of hire OR 1 year after date of termination whichever is later	Federal Immigration and Nationality Act
Employment, Personnel Training (by name)	While employed + 2 years	Paperwork documenting internal and external training. See also Training section below.
Equal Employment Opportunity Commission (EEOC Records)	5	Records, reports showing compliance with federal equal employment requirements (EEO-4 Reports, etc.)
Family and Medical Leave Act	Permanent	Records of leave taken, AGENCY policies relating to leave, notices, communications relating to taking leave.
Grievances and Investigations	Permanent	
Job Descriptions and Specifications	6	Descriptions of duties, qualifications, responsibilities for each position/classification/job title.
New Position Requests	3	
Organization Charts	Permanent	
PERS Reports	Permanent	
Surveys, Employee opinions	2	GC 12946 does not discuss surveys/employee opinions
Training, Mandatory training programs	5	Includes orientation, ethics, sexual harassment and other mandatory trainings as well as all sign-in sheets/records of attendance and materials used in performing the training.
Unemployment Claims	Permanent	
Workers' Compensation Files	Permanent	Includes work-injury claims (including denied claims); claim files, reports, etc.
Records of Safety Program Development and Training	3	Training attendance and certification 2 years under 29 CFR 1620.32 (Equal Pay Act)

Modeling

Record Category	Retention (In Years)	Description
Census/American Community Survey	Permanent	Files in SQL database
Economic Demographic/Statistical Data for Agency Programs	Permanent	Custom data for agency programs
Economic Forecasts	Permanent	
Estimates	Permanent	Annual estimates of population and housing characteristics.
Growth Forecasts used in Regional Plan	Permanent	
Transportation Model Runs used in Final Version of Long- and Short-Range Planning Documents and Associated Environmental Clearance Documents	Permanent	
Model Runs used to Inform Draft of Long- and Short- Range Planning Documents and Associated Environmental Clearance Documents	1 year after Statute of Limitations expires or after completion of lawsuit	Keep as needed to inform final versions.
EDD Quarterly Census of Employment and Wages	Per contract requirements with EDD	Data is to be disposed or after the purpose for which the confidential information is disclosed is served
GIS Central Database (GEODepot)	Permanent	Most datasets are refreshed as updates become available, historical snapshots are taken for some (Census, Land Use, Parcels)
Land Use Database (SPACECORE)	Permanent	Data is updated on an annual basis
GIS Project Files	Permanent	Short term projects; data retained to inform future projects

Legal

Record Category	Retention (In Years)	Description
Claims Against AGENCY	10	All claims and supporting materials including settlement agreements.
Fair Political Practices Commission Form 801	7	FPPC form showing payment or donation made to AGENCY or to an AGENCY official and which can be accepted as being made to AGENCY. A COPY MUST BE POSTED ON THE AGENCY WEBSITE.
Legal Opinions	Permanent	Confidential – not for the public disclosure (attorney-client privilege)
Litigation Files	10	
Public Records Requests	5	
Records Retention Schedule	2	The records retention schedule should be reviewed every three years. Previous version must be retained for two years.

Regional Planning

Record Category	Retention (In Years)	Description
Air Quality (Transportation program to improve air quality)	7	
Air Quality Conformity	Permanent	

Final CEQA/NEPA documents for AGENCY projects	Permanent	Exemptions/exclusion, Environmental Impact Report/Environmental Impact statement, FONSI's, initial studies, Mitigation Monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations, studies, etc.
Draft CEQA/NEPA documents prepared by AGENCY as the lead agency and circulated public review	2 years after statute of Limitations expires or after completion of lawsuit	
Draft NEPA documents for AGENCY projects circulated for public review	2 years after statute of Limitations expires or after completion of lawsuit	
Environmental Justice and Title VI	10	Programmatic and project specific documentation
Intergovernmental Review	10	Comments produced by AGENCY staff environmental documents received by AGENCY for review as the Clearinghouse
Long-Range Planning Documents – Final Version	Permanent	This category includes records in the areas of energy, freight, binational, habitat, shoreline, sustainability, transportation, transit, active transportation, tribal, military, housing, and corridor planning studies.
Long-Range Planning Documents – Draft Versions	60 days or 2 years consistent with Board Policy No. 15	Keep as needed to inform final versions.

Notes:

- The applicable retention periods begin once a project has been closed out or final action have been take, such as adoption by the Board.
- All files may be kept in a digital format unless otherwise stated, such as conveyances or land, vehicle titles, etc.
- All questions and concerns should be discussed with the Executive Director.
- In the event of litigation, a program audit or review, an environmental review, or CPRA request, the usual retention period for business records must be suspended and the records must be maintained in their original condition and format. Employees shall use reasonable means to preserve applicable records until such time as they are notified by the Executive Director that the matter has been resolved.