

**RECORDS RETENTION SCHEDULE: MAYOR & CITY COUNCIL
SANTA CLARA, CA.**

MCC-No.	Office of Record	Record Type	Records Description	Retention / Disposition			Comments / Reference
				Active (in office)	Inactive (Records Center)	Total Retention	
	(OFR)						
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
MCC-001	Mayor & City Council	Awards & Mementos	AWARDS & MEMENTOS: Received by the City (Physical Item)	P		p	Department preference; GC §34090
MCC-002	Mayor & City Council	Reference	REFERENCE: Significant Historical Value Awards/Mementos List (received by the City), Proclamations List (given by the City) etc	current + 4 years	P	P	Department preference; GC §34090
MCC-003	Mayor & City Council	Routine	ROUTINE: Copies of originals created in the Mayor and Council offices Recognition Items given by the City: Proclamations, Certificates, Letters of Recognition, Appreciation Plaques Listing: timekeeping entries	4 years		4 years	Department preference; GC §34090
MCC-004	Mayor & City Council	Correspondence	CORRESPONDENCE: Incoming/outgoing, general information (copies) Mayor and Council Chron, Complaints/Concerns, Calendars, Condolences, Adjournments, Schedule of Events, Council Reading, City Depts & Agencies, 49ers, etc	current + 2 years		2 years	Department preference; GC §34090
MCC-005	Mayor & City Council	Non-Record	NON-RECORD: Organizations, Commissions, Committees, Districts, Social Organizations Council Committees (internal and external), City Commissions, League of California Cities, State, Federal and County, Miss Santa Clara Pageant, Sister Cities, Awards/Mementos (received by individuals), Copies of Newspaper Clippings, DVD's of City Council Meetings (copies), etc	None		None	Department preference; GC §34090