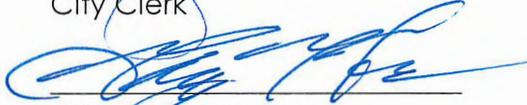
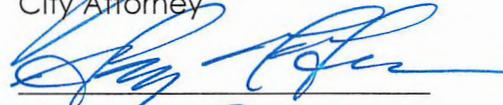


**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: City Attorney	Total Pages: 1
RECORD TITLE	GROUP	COMMENTS
Budget	C	
CDs of Scanned Documents (Imaging)	P	
Citylaw Assignments	P	
Claim Files	C	
Litigation Files (All Types)	C	
Ordinances (Municipal Code Files)	P	
Outside Counsel Billings	C	
Personnel Files	C	
Records Transfer Lists	P	
Resolutions (General Plan and Specific Plan)	C	

Recommended by:  1-10-2020  
City Clerk Date

Approved as to form:  1-7-20  
City Attorney Date

Approved by:  1-7-20  
Division Head Date

Approved by:  1-7-20  
Department Head Date

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: City Clerk/Administration	Total Pages: 4
RECORD TITLE	GROUP	COMMENTS
Board and Commission Applications (Appointed)	C	
Board and Commission Applications (Inactive)	C	
Board and Commission Bylaws	P	
Board and Commission Rosters (Internal)	C	
Board and Commission Ethnic Origin Survey Results	C	
Board and Commission Application Ethnic Origin Surveys	C	
Code of Ethics and Conduct Officials Certification and Training Certificate	C	
City Council Agendas, Posting Affidavits, Reports	P	
Redevelopment Agency Agendas, Posting Affidavits, Reports	P	
City Council Standing Committee and Board of Ethics Agendas, Posting Affidavits, Reports	P	
Authority, Corporation, and Committee Agendas, Posting Affidavits, Reports	P	
City Charters	P	
City Seal	P	
Claims	P	
Contracts and Agreements	P	
Covenants and Agreements	P	

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: City Clerk/Administration	Total Pages: 4
RECORD TITLE	GROUP	COMMENTS
Deeds	P	
Deed Outs	P	
Elections	P	
Personnel - Employees	C	
Minutes (All Legislative Bodies)	P	
Minutes (Closed Sessions City Council)	C	
Ordinances (City Council and Redevelopment Agency)	P	
Resolutions (City Council, Redevelopment Agency, Oversight Board, Authorities, and Corporations)	P	
Riverside Municipal Code and Supplements	P	
Political Reform Act Campaign Statements of Mayors, City Council Members, Elected Candidates for Any of These Offices, and Committees Supporting Any Officeholder or Candidate	P	
Political Reform Act Campaign Statements for Candidates Not Elected and their Committees	C	
Political Reform Act Campaign Statements for All Other Individuals and Committees	C	

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
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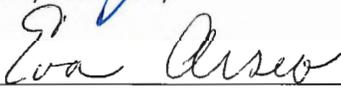
City Council Approval Date: February 4, 2020	Department/Division: City Clerk/Administration	Total Pages: 4
RECORD TITLE	GROUP	COMMENTS
Political Reform Act Campaign Disclosure Logs (Includes Officeholders, Candidates, and Committees)	P	
Statements of Economic Interest/G.C. 87200 Form 700 Filers (Includes Officeholders, Candidates, Planning Commissioners, City Manager, City Attorney, City Treasurer)	P	
Statements of Economic Interest Form 700 Filers (Includes Designated Employees, Board/Commission Members, Consultants, Etc.)	C	
Political Reform Act General Files	C	
Departmental Records Retention Schedules	P	
Audio Recordings of Legislative Bodies' Public Meetings	C	
Audio Recordings of City Council Closed Sessions	C	
Video Recordings of City Council, Standing Committees, and Board of Ethics	C	
Archive CD's and Microfilm of Imaged Documents	P	
Passport Logs	C	

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: City Clerk/Administration	Total Pages: 4
RECORD TITLE	GROUP	COMMENTS
Public Records Act Requests	C	
Research Files for Historical Purposes	P	
Uniform Code Books	P	
Code of Ethics and Conduct Complaints	C	
City Clerk's Office Policies and Procedures	C	
Loyalty Oaths	P	

Recommended by:  1-6-2020  
City Clerk Date

Approved as to form:  1-13-20  
City Attorney Date

Approved by:  1/6/2020  
Division Head Date

Approved by:  1-6-2020  
Department Head Date







**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
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City Council Approval Date: February 4, 2020	Department/Division: City Manager - CPRC	Total Pages: 1
RECORD TITLE	GROUP	COMMENTS
General Correspondence	C	
Complaint Case Files	C	
Policy Recommendations to Riverside Police Department	C	
Complaint Case Tracking Log	C	
Public Case Findings	C	
CPRC Meeting Agendas, Minutes, and Reports	P	
CPRC Annual Reports	P	
CPRC By-Laws and Policies & Procedures	P	
Officer-Involved Death Case Public Reports/Memos	P	

Recommended by:

  
 \_\_\_\_\_  
 City Clerk

1-7-2020  
 \_\_\_\_\_  
 Date

Approved as to form:

  
 \_\_\_\_\_  
 City Attorney

1-13-20  
 \_\_\_\_\_  
 Date

Approved by:

  
 \_\_\_\_\_  
 Division Head

Jan 7, 2020  
 \_\_\_\_\_  
 Date

Approved by:

  
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 Department Head

1/7/2020  
 \_\_\_\_\_  
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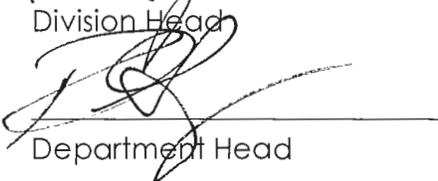
**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: City Manager-Housing & Homelessness	Total Pages: 1
RECORD TITLE	GROUP	COMMENTS
Consolidated Plan (Formerly Called Block Grant Program Administration Records)	C	
Housing Redevelopment Client Register	P	
Community Development Block Grant (CDBG)	C	
Block Grant Program Administrative Records	C	
HOPA (Housing Opportunities for Persons With AIDS)	C	
HOME Investment Partnership Act	C	
ESG (Emergency Shelter and Emergency Solution Grants)	C	

Recommended by:  1-7-2020  
City Clerk Date

Approved as to form:  1-13-20  
City Attorney Date

Approved by:  1-7-20  
Division Head Date

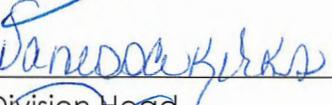
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Department Head Date

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: CED - Admin and Fiscal	Total Pages: 1
RECORD TITLE	GROUP	COMMENTS
General Office Files and Monthly Activity Reports	C	
Neighborhood Advisory Committees (NAC's)	C	
General Ledger (1972-1985)	P	
Audit Reports (1972-1988) (Originals)	P	
Contracts and Agreements Through 1996	P	
Correspondence, General Subjects and Correspondence Files (Including Chronological Files)	C	
Litigation Files	C	
Subsidiary Ledgers (1972-2/1988) - Includes Manual Ledgers (1972-1985) and the Following Automated Accounting System Reports (1985-2/1988)	P	

Recommended by:  1-9-2020  
City Clerk Date

Approved as to form:  1-13-20  
City Attorney Date

Approved by:  1/7/20  
Division Head Date

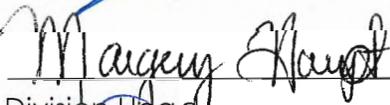
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Department Head Date

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: CED - Arts and Cultural Affairs	Total Pages: 1
RECORD TITLE	GROUP	COMMENTS
City Sponsorship Program	C	
General Office Files and Monthly Activity Reports	C	
Permits	C	
Special Events/Projects	C	
Festival of Lights	C	
Cultural Accountability Performance (CAP) Meeting	C	
Fox Performing Arts Center, Riverside Municipal Auditorium	C	
The Box, Showcase	C	

Recommended by:  1-9-2020  
City Clerk Date

Approved as to form:  1-13-20  
City Attorney Date

Approved by:  1/7/2020  
Division Head Date

Approved by:  1-8-20  
Department Head Date









**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: CED - Planning and Historic	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS
General Referene Data	P	
General Plan Documents	P	
Minutes and Resolutions	P	
Board/Commission Video	C	
Record of Survey (1 Thru 1893)	P	
Current Planning Case Files (Up to 2003) (All Cases Except Those Noted Under Advance Planning)	P	
Advance Planning Case Files (Up to 2003) (General Plan, Specific Plan & Zoning Code Amendments)	P	
Certificates of Appropriateness/Historic Designations	P	
County/Agency Review Files	P	
Plan Check Binders	P	
Plan Check Files	P	
Planning Division Case Files Beginning with No. PO3-0001	P	
Agency Review/Special Projects (PSP Cases 2003-Present)	P	

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
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City Council Approval Date: February 4, 2020	Department/Division: CED - Planning and Historic	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS

Recommended by:  1-9-2020  
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City Attorney Date

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Division Head Date

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Department Head Date

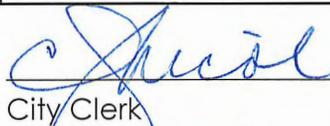
**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
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City Council Approval Date: February 4, 2020	Department/Division: CED - Real Property - Successor Agency	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS
<b>Real Property Services:</b>		
Appraisals	P	
Correspondence, General	C	
Rights of Entry	C	
Project Files	P	
Property Activity Files	P	
Leases and Licenses	P	
Relocation Files	P	
Property Acquisition - Agreements	P	
Property Acquisition - Due Diligence Files	P	
Property Disposition - Agreements	P	
Property Disposition - Files	P	
<b>Successor Agency:</b>		
Agreements	P	
Bond Issues (Redevelopment Agency)	P	
Redevelopment Agency Board Meeting - Agendas & Reports	P	
Redevelopment Agency Budgets (1970-1987)	P	
Redevelopment Agency Financial Reports - Annual	P	
Redevelopment Agency Financial Reports - Other	P	
Redevelopment Loans (Closed)	P	
Neighborhood Advisory Committees	C	

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
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City Council Approval Date: February 4, 2020	Department/Division: CED - Real Property - Successor Agency	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS
<b>Redevelopment Project Areas:</b>		
Appraisals	P	
Condemnations	P	
Correspondence, General Project Areas	C	
Demolitions/Removals	P	
Environmental Impact Reports	P	
Environmental, Economic, and Other Special Studies	P	
Facilities (Buildings & Other Structures)	P	
Land Acquisition Files	P	
Land Disposition Files	P	
Request for Proposals - Selected Submittal	C	
Request for Proposals - Other	C	
Redevelopment Area & Plan Amendments	P	
Relocations	P	

Recommended by:

  
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 City Clerk

1-9-2020

Date

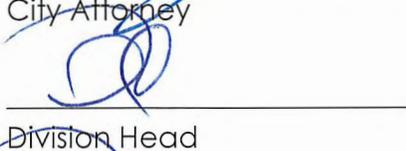
Approved as to form:

  
 \_\_\_\_\_  
 City Attorney

1-13-20

Date

Approved by:

  
 \_\_\_\_\_  
 Division Head

1-8-20

Date

Approved by:

  
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 Department Head

1-8-20

Date

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
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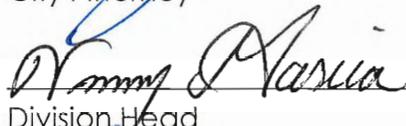
City Council Approval Date: February 4, 2020	Department/Division: Finance - Accounting	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS
Accident Report File - Accts. Rec.	C	
Accounts Payable Check Registers #600, 700, 800	C	
Accounts Payable Voucher Packages	C	
Authorizations - Additions to Fixed Assets	C	
Accounts Receivable - Miscellaneous	C	
Asset Inventory	C	
Bank Statements	C	
Cash Receipts Daily	C	
Cash Reconciliations	C	
Accounts Payable Checks	P	
Claims File, Damage to City Property, Accounts Receivable	C	
Construction Orders - Work Orders	C	
Contract Files, Leases & Agreements	C	
Journal and Budget Entries	C	
Correspondence, General	C	
Deposit Trust Fund Records	C	
Employee Labor Transfers	C	
Employee Payroll File - Terminated	P	
Equipment Usage Reports	C	
Fuel & Oil Reports	C	
General Accounting Division Information	C	
Stores Inventory Reports	C	
Job Cost Reports	C	
Journal Vouchers	C	

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
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City Council Approval Date: February 4, 2020	Department/Division: Finance - Accounting	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS
Payroll - California PERS Report	C	
Payroll Deductions Register	C	
Reports, Revenue Collections - Monthly	C	
Treasurer's Cash Balance Sheet	C	
Trial Balance, G/L, Revenue, Expenditure Reports	C	
Payroll Checks	C	

Recommended by:  1-9-2020  
City Clerk Date

Approved as to form:  1-13-20  
City Attorney Date

Approved by:  1/9/2020  
Division Head Date

Approved by:  1/7/20  
Department Head Date

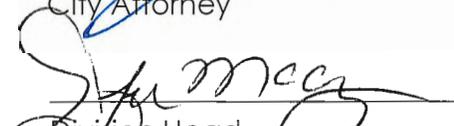


**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: Finance - Purchasing	Total Pages: 1
RECORD TITLE	GROUP	COMMENTS
Purchase Orders	C	
Miscellaneous Cash Receipts	C	
Formal Bids	C	
Formal Bid Log	C	
Correspondence, General	C	
Request for Quote Log	C	
Auction/Sales Records - Vehicles	C	
Auction/Sales Records - Miscellaneous Property	C	
Scrap Metal/Sales Records	C	
Purchasing Card Records	C	
City Council Gateway Receipts	C	
Miscellaneous Receipts Log	C	
Request for Proposal Log	C	
Purchase Requisitions	C	

Recommended by:  1-9-2020  
City Clerk Date

Approved as to form:  1-13-20  
City Attorney Date

Approved by:  1/7/2020  
Division Head Date

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Department Head Date

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: Finance - Revenue/Business Tax	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS
Application - Bicycle License	C	
Business Tax Balancing Reports	C	
Business Tax Registration Notice	C	
Bingo License Financial Reports	C	
Bingo License Organization Records (Current Owner)	C	
Bingo License Organization Records (Previous Owner)	C	
Cash Balance, Daily	C	
Miscellaneous Receipts (Department Copy - Pink)	C	
Register, Bicycle Licenses Issued	P	
Register, Renewal Stickers Issued	C	
Swap Meet, Outdoor Markets & Special Shows	C	
Transient Occupancy Tax Financial Records	C	
Transient Occupancy Tax Owner Records	C	
Vehicle for Hire (Permits) Applications	C	

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
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City Council Approval Date: February 4, 2020	Department/Division: Finance - Revenue/Business Tax	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS

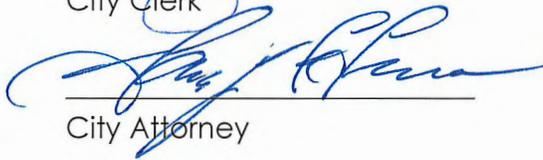
Recommended by:

  
 \_\_\_\_\_  
 City Clerk

1-9-2020

Date

Approved as to form:

  
 \_\_\_\_\_  
 City Attorney

1-13-20

Date

Approved by:

  
 \_\_\_\_\_  
 Division Head

01-07-2020

Date

Approved by:

  
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 Department Head

1-7-2020

Date

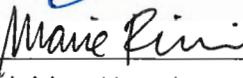


**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: Finance - Risk Management	Total Pages: 1
RECORD TITLE	GROUP	COMMENTS
Closed Liability Claim Files	C	
Closed Litigated Claim Files	C	
Insurance Policies	P	
Insurance Certificates	C	
City Council Reports	C	
General Correspondence	C	
Requests for Payments	C	
Purchase Orders	C	
Contracts	C	
Liability Claim Reports	C	
Actuarial Reports	C	
Travel Files	C	
Certificates of Self-Insurance	C	
Special Event Insurance Certificates	C	
Performance Appraisals	P	
SONG Risk Management Committee Files	C	
Certificates of Insurance	C	

Recommended by:  1-9-2020  
City Clerk Date

Approved as to form:  1-13-20  
City Attorney Date

Approved by:  01-07-2020  
Division Head Date

Approved by:  1/7/20  
Department Head Date



**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
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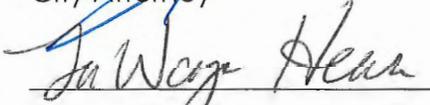
City Council Approval Date: February 4, 2020	Department/Division: Fire/Administration	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS
Incident Report - Fire	P	
Incident Report - Non-Fire	P	
Electronic Patient Care Records (e-PCR)	P	
Investigation Report	P	
Investigation Follow-Up	P	
Correspondence	C	
Receipts	C	
Payroll	C	
Employment - Background Information	P	
Telestaff Schedules	C	
USAR Program	C	
Grants	C	
Internal and External Complaints and Personnel Investigation of Fire Department Personnel	C	
Fire Permit	P	
Fire Permit Archive	P	
Hazardous Material Permit Archive	P	
Fire Inspection Archive	P	
Hazardous Material Permit Disclosure	C	
Fire Permit Plan	P	
Fire Inspection License Request	P	
Avoidable/False Alarm Archive	P	
Daily Logs	C	
Training Records/EMS Training	C	

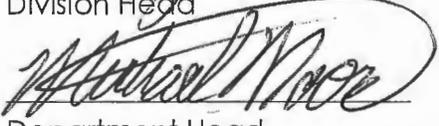
**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
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City Council Approval Date: February 4, 2020	Department/Division: Fire/Administration	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS

Recommended by:  1-14-2020  
City Clerk Date

Approved as to form:  1-13-20  
City Attorney Date

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Division Head Date

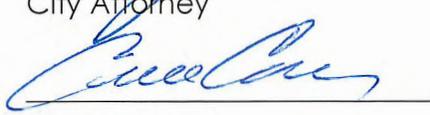
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Department Head Date

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**RECORDS RETENTION SCHEDULE**  
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City Council Approval Date: February 4, 2020	Department/Division: General Services	Total Pages: 1
RECORD TITLE	GROUP	COMMENTS
Correspondence, General (All Divisions)	C	
Capital Projects, Completed (Not Funded with Bonds-all Divisions)	C	
Capital Projects Funded with Bond Proceeds	C + 15	
Commission Agendas, Reports, and Minutes (Airport and Commission on Disabilities)	P	
Service (Work) Requests - Fleet, Building Services and Publishing	C	
Access Card Records - Airport and Building Services	C	
Cell Tower Project Files - Property Services	C	
Federal Aviation Administration Projects - Airport	P	

Recommended by:  1-9-2020  
City Clerk Date

Approved as to form:  1-13-20  
City Attorney Date

Approved by:  1/09/20  
Division Head Date

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Department Head Date

**CITY OF RIVERSIDE**  
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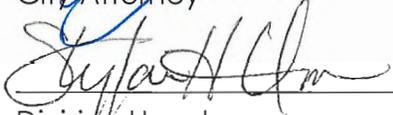
City Council Approval Date: February 4, 2020	Department/Division: Human Resources	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS
Administration/Employee Personnel Files	P	
Benefits Files	C	
Classification and Compensation Files	P	
Job Specifications	P	
Salary Schedules	P	
Employee Relations Files	P	
Labor Relations Files	P	
Recruitment Files	C	
Training Files	C	
EEO Reports	C	
I-9 Forms	P	
Employee Medical Records	P	
Workers' Compensation Claim Files	P	
Workers' Compensation Employee Medical Records	P	
Check Register	C	
Safety Data Sheets (SDS)	C	
Injury Reports Investigation	P	
Hazardous Waste Manifests	P	
OSHA 300/300a Logs	P	
Safety and Environmental Audits	P	
Volunteer Files	C	

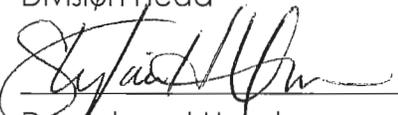
**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
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City Council Approval Date: February 4, 2020	Department/Division: Human Resources	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS

Recommended by:  1-14-2020  
City Clerk Date

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City Attorney Date

Approved by:  1-08-2020  
Division Head Date

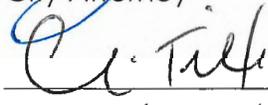
Approved by:  1-07-2020  
Department Head Date

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
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City Council Approval Date: February 4, 2020	Department/Division: Innovation and Technology	Total Pages: 1
RECORD TITLE	GROUP	COMMENTS
City Electronic Mail: Email Defined as a Public Record	C, P	
Enterprise Information Systems	C, P	
Video-City Council and Other Recorded Public Meetings	C	
Social Media and Cloud-Hosted Documents	C, P	
Orthophotography Geographic Information Systems (GIS) Image Files	P	

Recommended by:  1-8-2020  
City Clerk Date

Approved as to form:  1-13-20  
City Attorney Date

Approved by:  1/7/2020  
Division Head Date

Approved by:  1/7/2020  
Department Head Date







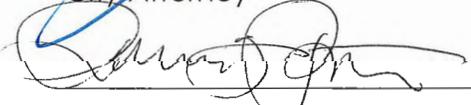


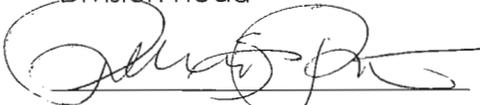
**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: Museum	Total Pages: 1
RECORD TITLE	GROUP	COMMENTS
Appreciation Letters	C	
Community Relations/ Marketing/Advertising Special Events	C	
Complaints	C	
Condolences	C	
Scrapbooks	P	
Sister Cities	P	
Museum of Riverside Board Agendas, Minutes, and Reports	P	
Permanent Collection Records	P	
Exhibition History	P	
Donor Correspondence	P	
Grant Files	P	

Recommended by:  1-14-2020  
City Clerk Date

Approved as to form:  1-13-20  
City Attorney Date

Approved by:  7 Jan 2020  
Division Head Date

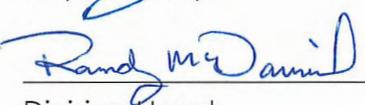
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Department Head Date

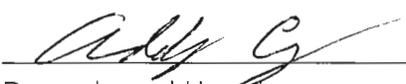
**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: PRCS/Administration	Total Pages: 1
RECORD TITLE	GROUP	COMMENTS
Park and Recreation Commission - Agendas, Minutes, Reports	P	
Staff Hosted Community Meeting Records	C	
Fees and Charges Worksheets	C	
Grant Funded Project Files	C	
Donation Records	C	
Accident/Incident Reports	C	
Project Files	C	
Usage Statistics & Reports	C	
ActiveNet Transactions	C	
Employee Training Logs/Info	C	
P-Card Statements & Request to Purchase Forms	C	
Audit Reports - Instructions, Findings, Responses	C	

Recommended by:  1-10-2020  
City Clerk Date

Approved as to form:  1-13-20  
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Approved by:  1/7/2020  
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Approved by:  1-10-20  
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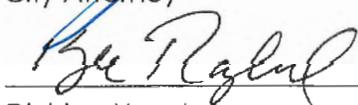


**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: PRCS - Parks	Total Pages: 1
RECORD TITLE	GROUP	COMMENTS
Equipment Records	C	
Hazardous Materials Training Records	C	
OSHA Compliance - Inspections & Audits	C	
Regulating Agencies Records - Regulating Agencies Correspondence, Reports, Recommendations	C	
Pesticides - Chemicals Used at Facilities and on Park Grounds - Storage, MSDS, Disposal, Profiles	P	
Facilities - Plans and Drawings, As-Builts, Repair Records	C	
Employee Training Logs/Info	C	
Project Files	C	

Recommended by:  1-10-2020  
City Clerk Date

Approved as to form:  1-13-20  
City Attorney Date

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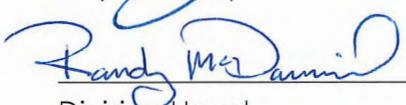
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Department Head Date

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: PRCS - Planning & Design	Total Pages: 1
RECORD TITLE	GROUP	COMMENTS
Project Files	C	
Staff Hosted Community Meeting Records	C	
Official Notices	C	
Project Plans and Specifications - As-Builts, Bid Documents, Details, Specifications, Plans	P	
Construction Correspondence	C	
Soils Test, Structural Calculations, Survey Maps, Material Submittals	P	
California Environmental Quality Act - CEQA Documents, Studies, Certification, NOE	P	
Grant Funded Project Files	C	
Facilities - Plans and Drawings, As-Builts, Repair	C	
Certified Payroll Records	C	

Recommended by:  1-10-2020  
City Clerk Date

Approved as to form:  1-13-20  
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Approved by:  1/7/2020  
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Department Head Date

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: PRCS - Recreation	Total Pages: 1
RECORD TITLE	GROUP	COMMENTS
Public, Employee & Volunteer Incident/ Accident Reports	C	
Grant Project Files	C	
PRCSD Department Receipt Books	C	
Staff Hosted Community Meeting Records	C	
PRCSD Activity Guides	P	
Fees & Charges Worksheets	C	
Planning & Wrap Up Guides	C	
Program Participant Registration and Liability Waivers	C	
Facility Rental Records	C	
P-Card Statements & Request to Purchase Forms	C	
Donations Management Records	C	
Employee Training Logs/Info	C	

Recommended by:  1-10-2020  
City Clerk Date

Approved as to form:  1-13-20  
City Attorney Date

Approved by:  1/8/2020  
Division Head Date

Approved by:  1-10-20  
Department Head Date



**CITY OF RIVERSIDE  
RECORDS RETENTION SCHEDULE**

**B = LESS THAN 2 YEARS    C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: Police	Total Pages: 6
RECORD TITLE	GROUP	COMMENTS
Tapes - Audio, Telephone, Radio	B	
Claim Files	C	
In-Car, Interview Room, and Body Worn Camera Videos	B, C	
Financial Accounting Reports	C	
Administrative Files Regarding Licenses	C	
Admonishments	C	
Alarm Records	C	
Alcohol Beverage Control Permits	C	
All Other Reports or Documents Generated by the Riverside Police Department Not Otherwise Listed in This Schedule	C	
Asset Forfeiture Investigations/File	C	
Assignment Rosters	C	
Background Investigation - Non- Hired Applicants	C	
Bicycle Licenses	C	
Bingo Licenses	C	
California Vehicle Code Infractions	C	
Chemical Emissions Reports	C	
Cite & Release Citations	C	
Concealed Weapons Permits	C	
Copies of Citations Forwarded to Court	C	

**CITY OF RIVERSIDE  
RECORDS RETENTION SCHEDULE**

**B = LESS THAN 2 YEARS    C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: Police	Total Pages: 6
RECORD TITLE	GROUP	COMMENTS
Correspondence To/From Public	C	
Crime Analysis Reports	C	
Daily Schedule For Court	C	
Documentation of Counseling	C	
False Alarm Reports	C	
Field Identification Cards	C	
Field Officer Audio	C	
Financial Accounting Reports	C	
Fingerprint Applications - Applicants	C	
Grievance Files	C	
Intradivision Reassignment for Discipline	C	
Investigative Logs (General and Special Investigations)	C	
Juvenile Processing Reports	C	
Mace Licenses	C	
Massage Permit Information	C	
Misdemeanor and Infraction Reports	C	
Mobile Data Terminal Messages	C	
Narcotics Reports - No Arrest	C	
Negative Personnel Incident Reports	C	
Non-Criminal Occurrence Reports	C	
Notification to Property Owner Regarding Asset Forfeiture	C	

**CITY OF RIVERSIDE  
RECORDS RETENTION SCHEDULE**

**B = LESS THAN 2 YEARS    C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: Police	Total Pages: 6
RECORD TITLE	GROUP	COMMENTS
Parking/Traffic Citations (Duplicates)	C	
Pawn Slips	C	
Performance Contract Memorandum	C	
Press Releases	C	
Property Files	C	
Property Room Reports	C	
Radar Calibration Records	C	
Range Inventory	C	
Report Summaries	C	
Repossession/Impound Records	C	
Field Officer Audio	C	
Financial Accounting Reports	C	
Ride Along Log	C	
Ride Along Waivers	C	
Schedules	C	
Sign In Logs for Court	C	
Special Event Permits	C	
Statistical Reports to Department of Justice	C	
Subpoenas	C	
Survey Response Files (i.e., Data From Other Departments, Etc.)	C	
Terminated Pre-Employment Background Investigations	C	
Tracking System Records For Court	C	
Traffic Collision Reports (Non- Fatal)	C	
Uniform Crime Reports	C	

**CITY OF RIVERSIDE  
RECORDS RETENTION SCHEDULE**

**B = LESS THAN 2 YEARS    C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: Police	Total Pages: 6
RECORD TITLE	GROUP	COMMENTS
Arrest/Conviction H&S Section 11357(b)(c)(d)(e) or H&S Section 11360(b) after 1/1/96 (Note: Manatory Destruction From Date of Conviction or Date of Arrest With No Conviction)	C	
Citations for H&S 11357b, 11357c, 11360b Juvenile Citations Under H&S 11357e	C	
Crime Reports Involving Crimes Punishable by Less than 8 Years in State Prison Where Prosecution Has Not Been Initiated	C	
Canine Use Reports	C	
Case Assignment Logs - General Investigations	C	
External Complaints	C	
Internal Complaints	C	
Internal Investigations (Excluding Investigations Arising Out of Internal or External Complaints)	C	
Investigations of External Complaints	C	
Investigations of Internal Complaints	C	
Officer Involved Shooting Reports	C	
Photographs Taken Investigating a Canine Use	C	
Photographs - Investigation	C	

**CITY OF RIVERSIDE  
RECORDS RETENTION SCHEDULE**

**B = LESS THAN 2 YEARS    C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: Police	Total Pages: 6
RECORD TITLE	GROUP	COMMENTS
Reports and Investigations Prepared or Reviewed Pursuant to the Early Warning System Policy	C	
Supplemental Reports of Memoranda Regarding Canine Use	C	
Use of Force Memoranda Regarding Canine Use	C	
Felony Crime Reports Punishable by More Than 8 Years in State Prison Where Prosecution Has Not Been Initiated	C	
Informant Files	C	
Lesson Plans Used by Personnel and Training	C	
Arrest/Conviction H&S Section 11357(b)(c)(d)(e) or H&S Section 11360(b) after 1/1/96 [See H&S 11361.5(c)]	C	
Juvenile Records [See WIC 826 & 781]	C	
Where Suspect is Found "Factually Innocent"	C	
Arson, Sex, and Narcotics Registrant Files	C	
Background Investigation of Employees	P	
Case Assignment Logs - Homicide	P	
Department Manual Revisions (Keep Separate From Manual)	P	
Destruction of Firearms	P	

**CITY OF RIVERSIDE  
RECORDS RETENTION SCHEDULE**

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City Council Approval Date: February 4, 2020	Department/Division: Police	Total Pages: 6
RECORD TITLE	GROUP	COMMENTS
Destruction of Narcotics	P	
Felony Capital Crimes Punishable by Life Imprisonment or Death.	P	
Personnel Files of Employees	P	
Traffic Collision - Fatalities	P	
Training Bulletins	P	
Weapons Database (Weapons Owned by Department, Use by Department Personnel, Etc.)	P	
Auto Theft Logs	C	
Chemical/Film Inventories	C	
Inventory of Departmental Property	C	
Log of Departmental Equipment Provided to Employee	C	
Vehicle Maintenance and Repair Records	C	

Recommended by:  1-10-2020  
City Clerk Date

Approved as to form:  1-13-20  
City Attorney Date

Approved by:  1-9-20  
Division Head Date

Approved by:  1-9-20  
Department Head Date

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: Public Utilities - Administration	Total Pages: 1
RECORD TITLE	GROUP	COMMENTS
Historical Data	P	
Special Studies/Reports	C	
Board of Public Utilities Minutes, Agendas, Packets, Public Hearings	P	
Legislative Comments	C	
General Correspondence (Board of Public Utilities)	C	
Safety Records	C	
Regulatory Reports/Studies	C	
Energy Risk Management Records	C	
Internal Audit Reconciliation Records	C	

Recommended by:

  
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 City Clerk

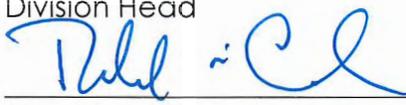
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 City Attorney

1-13-20  
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Division Head  
  
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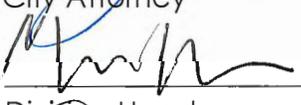
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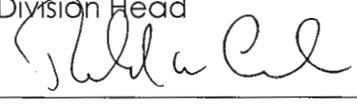
**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
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City Council Approval Date: February 4, 2020	Department/Division: Public Utilities - Central Stores	Total Pages: 1
RECORD TITLE	GROUP	COMMENTS
Original Material Requisitions	C	
Material Return - Credit	C	
Public Utility Work Orders	C	
Stock Item Request	P	
Fixed and Moveable Asset Forms	P	
Central Stores Material Requisition (Department)	C	

Recommended by:  1-10-2020  
City Clerk Date

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City Attorney Date

Approved by:  1/9/2020  
Division Head Date

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**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
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City Council Approval Date: February 4, 2020	Department/Division: Public Utilities - Electrical Engineering	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS
Operations Daily Report	P	
Data Books, Substation	C	
Design File	C	
Drawings	P	
Fault Studies	C	
Field Books	P	
General Reference Data	C	
GO 95, 165, 174 Inspection and Corrective Action Records	C	
GO 95 Pole Strength Calculations	P	
GO 128 Underground Facility As-Built Drawings	P	
Go 165 Intrusive Inspection Records	P	
Joint Pole Authorization	P	
Joint Pole Card	C	
Load Sheets	C	
Maps	P	
Coordinating Committee Minutes, Agendas, Packets	P	
Operating Reports, Substation	P	
Organization Files	C	
Photographic Records	P	
Print Files, Substation	P	
Product Evaluation	C	
Purchase Order Files, Substation	P	
Purchase Orders and Requisitions (Support Documents)	C	
Relay Calculation Files	P	
Relay Instruction Books	P	
Relay Setting Files	P	
Reports, Accident	C	
Reports, Environmental Impact	P	
Reports, Safety	C	

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
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City Council Approval Date: February 4, 2020	Department/Division: Public Utilities - Electrical Engineering	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS
RP3 Application	P	
Special Studies, Regular	C	
Special Studies, Substation	P	
Specifications	P	
Street Lighting	P	
Substation, Design	P	
Transformer Records	P	
Work Orders, Complete	P	
Work Orders, Incomplete	C	

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 City Clerk

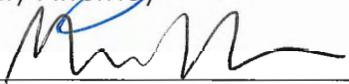
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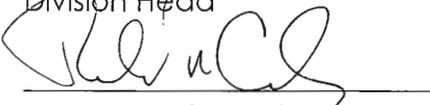
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 Division Head

1/9/2020  
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**CITY OF RIVERSIDE  
RECORDS RETENTION SCHEDULE**

**B = LESS THAN 2 YEARS    C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: Public Utilities - Electric Field	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS
Apprentice Committee - Minutes, Agendas, Packets	P	
Route Sheets (Time Keeping)	P	
Open Work Orders	C	
Completed Capital Work Orders	C	
Completed Maintenance Work Orders	P	
FEMA Documentation	C	
Mutual Aid Documentation	C	
Vehicle Inspection Documents (DOT)	P	
Safety Committee - Minutes, Agendas, Packets	P	
Personnel Files (Certificates)	C	
Photographic Records	P	
Purchase Orders and Requisitions (Support Documents)	P	
Tailgate Forms	P	
Asset Transfer Documentation	C	
Contract Administration (Panel Bids - Originals)	P	
Service Orders	P	
P-Cards	C	
P-Card Application Form	C	
Fixed Assets Log (Trucks, Etc.)	C	
Claims and Claims Tracker	C	
Apprentice Documentation (Not Committee)	C	
Budget Supporting Documentation	C	

Recommended by:

  
\_\_\_\_\_  
City Clerk

1-10-2020  
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Date

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City Attorney

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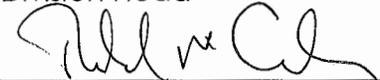
City Council Approval Date: February 4, 2020	Department/Division: Public Utilities - Electric Field	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS

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Division Head

1/9/2020  
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Date

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Department Head

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**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: Public Utilities - Finance/Rates	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS
Annual Financial Report	P	
Annual Financial Report Supporting Work Papers/Documentation	C	
June Financial Statement Year End Work Papers	C	
Monthly and Quarterly Financial Reports	C	
Bond Issuance Documents	C	
Bond Reimbursement Requests and Supporting Documentation	C	
Continuing Bond Disclosures	C	
Bond Remarketing Reports and Supporting Documentation	C	
Annual Deposit Interest Rate Calculation - Board Memo	C	
June Account Receivable Analysis Reporting	C	
General Fund Transfer Memos and Supporting Documentation	C	
Budget Supporting Documentation	C	
Work Order Summary	C	
Open/Closed Work Order Reports	C	
Capital Leases Contracts and Amortization Schedules	C	
City of Banning Reconciliation and Payments	C	
Other Agency Funding Reconciliations (CIA)	C	
Rules and Rate Schedules	P	
Customer Rate Change Requests	C	
Billing System Rate Change Requests	C	
Public Hearing Documents	C	

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
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City Council Approval Date: February 4, 2020	Department/Division: Public Utilities - Finance/Rates	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS
Rate Case Files	C	
Cost of Service Studies (Consultants)	C	
Contracts/Service Agreements	C	
Retail Sales Statistics/CAFR Statistics	C	

Recommended by:

  
 \_\_\_\_\_  
 City Clerk

1-10-2020  
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 City Attorney

1-13-20  
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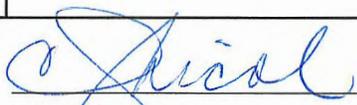
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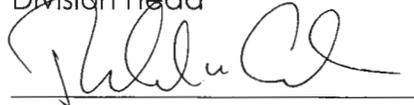
**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
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City Council Approval Date: February 4, 2020	Department/Division: Public Utilities - Power Resources	Total Pages: 1
RECORD TITLE	GROUP	COMMENTS
Settlement Transaction Documentation	C	
Project Files	P	
Power Scheduler/Trader Logs	C	
Deal Sheets	C	
Environmental, Health and Safety	C	
Regulatory Compliance	C	
Internal Reports and Inspections	C	
Purchasing Records	C	
Project Files	C	
Historic Value - Generation	P	

Recommended by:  1-10-2020  
City Clerk Date

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City Attorney Date

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Division Head Date

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**CITY OF RIVERSIDE**  
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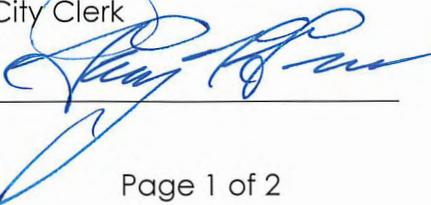
City Council Approval Date: February 4, 2020	Department/Division: Public Utilities - Water Administration	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS
Assessments - Water Company (By City)	P	
Assessments - Water Company (On City)	P	
Customer Card File - Water	C	
East Riverside Water Company File	P	
East Riverside Water Company Stock - Active and Released	P	
General Reference Data	C	
Planning Maps	P	
Project Files - Water	P	
Riverside Water Company Files	P	
Riverside Water Company, Active Class A	P	
Riverside Water Company, Active Contract Holders	P	
Riverside Water Company, Contract Holders Released	P	
Riverside Water Company, Shareholders Released	P	
Southwest Water Company	P	
Twin Buttes Water Company Files	P	
Twin Buttes Water Company Stock - Active and Released	P	

Recommended by:

  
 City Clerk

1-10-2020  
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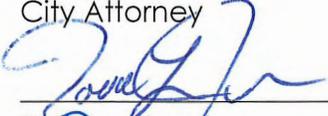
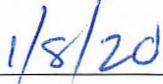
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**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: Public Utilities - Water Administration	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS

Approved by:	 _____ City Attorney	 _____ Date
Approved by:	 _____ Division Head	 _____ Date
	_____ Department Head	_____ Date

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: Public Utilities - Water Engineering/Resources/ Operations	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS
Booster and Well	P	
Water Quality Records	P	
Project Files	P	
Job Sheets	C	
Blending Model	P	
Specifications	P	
Water Production Records	P	
Water Level/Stage Pressure Readings	P	
Engineering Work Order Files	P	
Service Orders, Service Change Orders, Service Order Card Files/Index	P	
Southwest and Rvsd Highland WC Index Cards and Service Records	P	
Water Improvement Plans	P	
Water Development Fee Letters and Payment Receipts	P	
Historical Plans, Maps and Reference	P	
Agreements	P	
General Reference Data	C	
Historical Data	P	
Comment Letters	C	
Studies/Investigations	P	
Correspondence With the State	C	
Correspondence With Outside Agencies	C	

Recommended by:

  
 \_\_\_\_\_  
 City Clerk

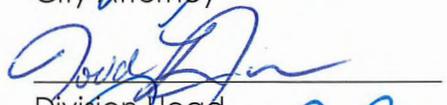
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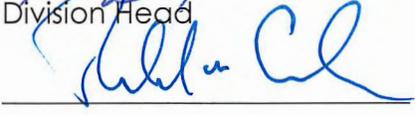
Date

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: Public Utilities - Water Engineering/Resources/ Operations	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS

Approved as to form:  1-13-20 Date

Approved by:  1/8/20 Date

Approved by:  1/8/20 Date

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

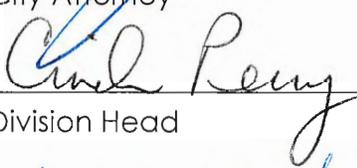
City Council Approval Date: February 4, 2020	Department/Division: Public Works	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS
1911 Acts	P	
Annexations - Completed	P	
Capital Project Files (Design and Construction)	C	
Community Service Districts	C	
Construction Permits	C	
Encroachment Permits	P	
Engineering Studies and Reports	P	
Environmental Documents and Studies	C	
Field Books, Land Records	P	
General Correspondence	C	
Improvement Plans (Mylar)	P	
Miscellaneous Permits, Trees, Oversize Loads	C	
Non-Capital Grant	C	
Parking Citation Collection Documents	C	
Parking Citation Correction Forms	C	
Parking Services Daily Logs	C	
Parking Services Hearing Documents	C	
Preferential Parking Applications	C	
Records of Survey	P	
Regulatory Reports and Studies	C	
Safety Records	C	
Sewer Connection Fee Payments	P	
Sewer Rate and Connection Fee Studies	C	

**CITY OF RIVERSIDE**  
**RECORDS RETENTION SCHEDULE**  
**C = 2 TO 15 YEARS    P = PERMANENT**

City Council Approval Date: February 4, 2020	Department/Division: Public Works	Total Pages: 2
RECORD TITLE	GROUP	COMMENTS
Shopping Cart Retrieval Records	C	
Signal Timing Plans	C	
Solid Waste Rate Studies	C	
Street Files	C	
Street Opening Permits	C	
Subdivision Maps	P	
Subdivision Files	P	
Transportation Commission Agendas, Minutes, and Reports	P	
Ties and Benchmarks	P	
Traffic Speed and Count Data and Speed Surveys	C	
Traffic Studies Including Traffic Impact Studies	C	
Work Orders	C	
WQCP Compliance Reports	C	
WQCP Permits	P	
WQCP Reports and Studies	P	

Recommended by:  1-6-2020  
City Clerk Date

Approved as to form:  1-15-20  
City Attorney Date

Approved by:  1/6/20  
Division Head Date

Approved by:  1/6/20  
Department Head Date