







# CITY OF RIVERSIDE

## RECORDS RETENTION SCHEDULE

A = Until minutes are approved B = Less than 2 years C = 2 to 15 years P = Permanent

City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION CITY CLERK - ADMINISTRATION	Page 1 of 3
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RECORD TITLE	GROUP NO.	REMARKS
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 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	
Deeds	P	
Deed Outs	P	
Elections	P	

RECOMMENDED BY	 CITY CLERK	6-7-16 DATE
APPROVED AS TO FORM	 CITY ATTORNEY	6-7-16 DATE
APPROVED BY	 DIVISION HEAD	6-6-2016 DATE
APPROVED BY	 DEPARTMENT HEAD	6-7-16 DATE

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RECORD TITLE	GROUP NO.	REMARKS
Personnel - Employees	C	Forward to Human Resources upon termination or resignation
Minutes, Official (All legislative bodies)	P	
Minutes, Official (Closed Sessions City Council)	C	
Ordinances, Official (City Council & Redevelopment Agency)	P	
Resolutions, Official (City Council, Redevelopment Agency, Oversight Board, Authorities and Corporations)	P	
Riverside Municipal Code Book and Supplements	P	
Political Reform Act original 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 original campaign statements of candidates not elected for Mayor or City Council and committees supporting candidates not elected to these offices	C	
Political Reform Act original campaign statements of all other persons	C	
Political Reform Act Campaign Disclosure Logs (includes officeholders, candidates, and committees)	P	
Statement of Economic Interests/Government Code 87200 Form 700 Filers (includes office holders, candidates, Planning Commission members, City Manager, City Attorney, Treasurer)	P	
Statement of Economic Interests Form 700 Filers (includes designated employees, board/commission members, consultants, etc.)	C	
Political Reform Act General File	C	
Departmental Records Retention Schedules	P	

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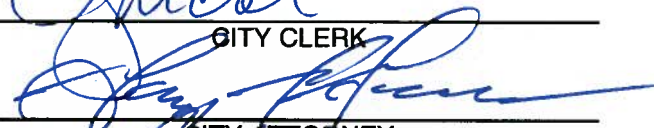


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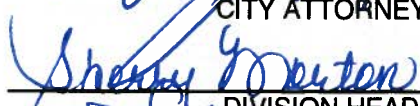


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RECORD TITLE	GROUP NO.	REMARKS
Audio recordings of legislative bodies' public meetings	C	
Audio recordings of City Council closed sessions	C	
Video recordings of City Council and Standing Committee meetings	C	
Archive CD's and Microfilm of imaged documents	P	Store back-up offsite
Passport logs	C	
Public Records Act requests (Originals)	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	

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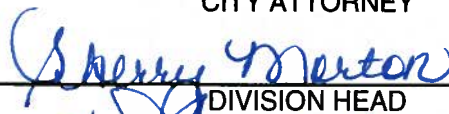
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City Council Approval Date: June 21, 2016		DEPARTMENT/DIVISION City Manager / Community Police Review Commission	Page 1 of 1
RECORD TITLE	GROUP NO.	REMARKS	
General correspondence	C	Letters, memos, faxes, etc.	
Complaint Case Files	C	Incl. IA report synopsis for Commissioners	
Policy Recommendations to RPD	C		
Officer-Involved Death Case Files	C		
Complaint Case Tracking Log	C		
Public Case Findings	C		
CPRC Meeting Agendas	P		
MINUTES, OFFICIAL (CPRC meetings)	P		
CPRC Annual Reports	P		
CPRC By-Laws and Policies & Procedures	P		
Officer-Involved Death Public Reports / Memos	P		

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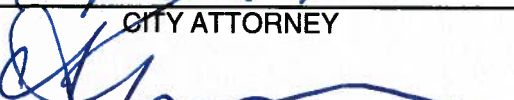


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6/03/2016

DATE

Alexander Nguyen  
Assistant City Manager





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City Council Approval Date:	DEPARTMENT/DIVISION	Page
June 21, 2016	Community & Econ Dev Dept / Building & Safety	1 of 1

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City Council Approval Date:	DEPARTMENT/DIVISION	Page
June 21, 2016	Community & Econ Dev Dept / Code Enforcement	1 of 1

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Community & Econ Dev Dept / Planning & Historic	Page 1 of 2
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RECORD TITLE	GROUP NO.	REMARKS
Correspondence, General	C	
General Reference Data	P	Includes special studies, interpretations, transportation, redevelopment, zoning, population, statistics, schools for the City's Planning Area which is City and City's Sphere of Influence.
General Plan Documents	P	Includes General Plan Elements Community Plans
Minutes and Resolutions	P	Includes minutes for: CPC, CHB, HP Fund, BAAZA, DRB, EPC & EAC; Resolutions: CPC & BAAZA
Record of Survey (1 thru 1893)	P	
<b>Planning Case Files:</b>		
Design Review Board and DRC Case Files	P	
Parcel Maps (1 thru 275)	P	Expire according to State Subdivision Map Act after 3 1/2 years
<b>Zoning Administrator:</b>		
Plot Plan Review Case Files	P	O-Office; C1 - Shopping center; YS - Contractor's Storage Yard; HR - Horse Ranch; MP - Manufacturing Park; ML - Light Manufacturing
Amendments	P	
Subdivisions (Named M-1 thru M-107)	P	
Tracts (2006 thru 7568)	P	Expired according to State Subdivision Map Act after 3 1/2 years
Vacations and Name Changes	P	

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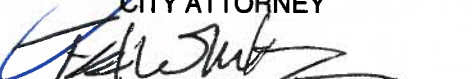
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RECORD TITLE	GROUP NO.	REMARKS
Current Planning Case Files	P	Includes: R-Rezoning; C - Conditional Use Permits; V - Variance; Cal - Calendar cases; PRD - Planned Residential Development; COC - Certificate of Compliance; PMW - Parcel Map Waiver; LL - Lot Line Adjustment; Sp - Specific Plans; NS - Non-Conforming Status; and CR - Certificate of Appropriateness case files
Advance Planning Case Files	P	GP - General Plan; EPC, Environmental Protection Commission; DA - Development Agreements
Annexations	P	
Environmental Documents	P	Includes EIR's, EPC Administrative and Regional Planning Programs
Maps (Tracts and Parcel Maps 7520 thru present)	P	Expires according to State Subdivision Map Act After 3 1/2 years
<b>Historic Preservation Fund:</b>		
Project Management files beginning with No. P03-0001	P	Project files are not divided into types and are numbered in the order the applications are received per fiscal year. All cases grouped together, starting 2003 to present.
Plan Check Files	P	
Legal Notices - Proof of Publication through August 2008	C	
County/Agency Review Files	P	Riverside staff reviews and comments on County and other Agency projects that fall within Riverside's Sphere of Influence.
Plan Check Binders	P	Includes documents for anything that has gone through Plan Check without a related case file. Documents are kept in binders by address: Parking Analysis, Covenants, Interpretations, Promissory Letters

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**CITY ATTORNEY**

**APPROVED BY**

Sandra Kirks

**DIVISION HEAD**

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Community & Econ Dev Dept / Real Property & Successor Agency	Page 1 of 2
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RECORD TITLE	GROUP NO.	REMARKS
<b>Real Property Services:</b>		
Appraisals	P	Originals destroyed after microfilming/scanning
Correspondence, General	C	
Rights of Entry	C	
Project Files	P	Originals destroyed after microfilming/scanning
Property Activity Files	P	Originals destroyed after microfilming/scanning
Leases and Licenses	P	Originals destroyed after microfilming/scanning
Relocation Files	P	Originals destroyed after microfilming/scanning
Property acquisition environmental studies/files	P	Originals destroyed after microfilming/scanning
<b>Successor Agency:</b>		
Agreements	P	Originals destroyed after microfilming/scanning
Bond Issues(Redevlopment Agency)	P	Vital records. Originals destroyed after microfilming/scanning
Economic Assistance Program	C	Major actions approved by city council. Key documents in city clerk files.
Historic Preservations	P	Historical records. Some records may be microfilmed and the originals may be destroyed after microfilming/scanning
Neighborhood Development Programs	C	Major actions approved by City Council. Key documents in City Clerk's files.
Redevlopment Agency Board Meetging - Agendas & Report Packets through 1996	P	Originals destroyed after microfilming/scanning
Redevlopment Agency Budgets (1970-1987)	P	Became part of the City budget beginning in 1988. Originals destroyed after microfilming/scanning

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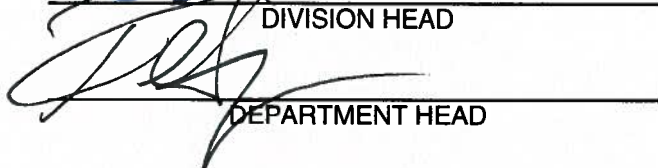
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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Community & Econ Dev Dept / Real Property & Successor Agency	Page 2 of 2
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RECORD TITLE	GROUP NO.	REMARKS
Redevelopment Agency Financial Reports - Annual	P	Originals destroyed after microfilming/scanning
Redevelopment Agency Financial Reports - Other	P	Originals destroyed after microfilming/scanning
Redevelopment Loans (Closed)	P	File active until loan repayed. Some client information is confidential
<b>Redevelopment Project Areas:</b>		
Appraisals	P	Originals destroyed after microfilming/scanning
Condemnations	P	Originals destroyed after microfilming/scanning
Correspondence, General Project Areas	C	
Demolitions/Removals	P	Originals destroyed after microfilming/scanning
Environmental Impact Reports	P	Originals destroyed after microfilming/scanning
Environmental, Economic, and other special studies	P	Originals destroyed after microfilming/scanning
Facilities (Buildings & other structures)	P	Originals destroyed after microfilming/scanning
Land Acquisition	P	Originals destroyed after microfilming/scanning
Proposals - Selected Submittal	C	
Proposals - Other	C	
Redevelopment Area & Plan Ammendments	P	Originals destroyed after microfilming/scanning
Relocations	P	Originals destroyed after microfilming/scanning
Request for Proposal	C	

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City Council Approval Date: June 21, 2016		DEPARTMENT/DIVISION Community & Econ Dev - Housing & Homeless Svcs	Page 1 of 1
RECORD TITLE	GROUP NO.	REMARKS	
Consolidated Plan ( formerly called Block Grant Program Administrative Records)	C	Documents related to HUD Consolidated Plan (consolidated format for grant applications).	
Housing Redevelopment Client Register	P	Index record of all clients (& type of service) served by housing grants, loans or other programs administered by the housing division	
Community Development Block Grant (CDBG)	C		
Block Grant Program Administrative Records	C	Major actions approved by City Council. Key documents in City Clerk files.	
Housing	C	Note: Confidential records must be shredded at time of destruction.	
HOPWA (Housing Opportunities for Persons With Aids)	C		
HOME Investment Partnership Act	C		
ESG (Emergency Shelter Grants)	C		
Emergency Shelter Program	C	Major actions approved by city council. Key documents in city clerk files.	

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Finance / Accounting	Page 1 of 2
RECORD TITLE	GROUP NO.	REMARKS
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	Light and Water/Fixed Assets
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, Accts Rec.	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	


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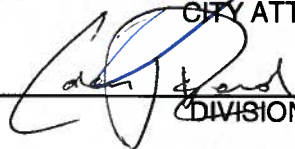

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RECORD TITLE	GROUP NO.	REMARKS	
Equipment Usage Reports	C		
Fuel & Oil Reports	C		
General Accounting Division Information	C		
Stores Inventory Reports	C		
Job Cost Reports	C		
Journal Vouchers	C		
Payroll - California PERS Report	C		
Payroll Deductions Register	C		
Reports, Revenue Collections - Monthly	C		
Treasurer's Cash Balance Sheet	C		
Trial Balance, G/L, Revenue, Expenditure Reports	C		
Payroll Checks	C		

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City Council Approval Date: June 21, 2016		DEPARTMENT/DIVISION Finance / Purchasing	Page 1 of 1
RECORD TITLE	GROUP NO.	REMARKS	
Purchase Orders	C		
Misc. Cash Receipts	C		
Formal Bids	C		
Formal Bid Log	C		
Misc. Correspondence (Memos, Letters, etc.)	C		
Request for Quote Log	C		
Auction/Sales Records - Vehicles	C	Surplus City Vehicles & Police Forfeiture Vehicles	
Auction/Sales Records - Misc. Property	C	Includes City Surplus & Police Items	
Scrap Metal/Sales Records	C		
Salvage Transformers/Sales Records	C		
Purchasing Card Records	C		
City Council Gateway Receipts	C		
Miscellaneous Receipts Log	C		
RFP Log	C	Includes City Surplus & Police Items	
Purchase Requisitions	C		

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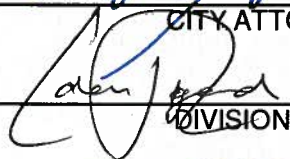


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City Council Approval Date: June 21, 2016		DEPARTMENT/DIVISION Finance / Revenue / Business Tax	Page 1 of 1
RECORD TITLE	GROUP NO.	REMARKS	
Application - Bicycle License	C	Refer to CVC 39005	
Business Tax Balancing Reports	C		
Business Tax Registration Notice	C		
Bingo License Financial Reports	C		
Bingo License Organization records (current owner)	C	These should be kept as long as owner remains the same.	
Bingo License Organization records (previous owner)	C		
Cash Balance, Daily	C	Batch and Walk-In	
Miscellaneous Receipts (dept. copy - pink)	B	Original held in Accounting	
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	Should be kept as long as owner remains the same	
Vehicle for Hire (permits) applications	C	5-10 years	

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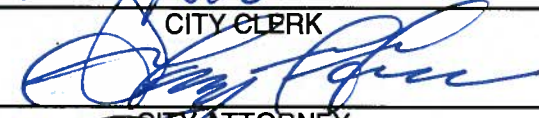
City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Finance / Risk Management	Page 1 of 1
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RECORD TITLE	GROUP NO.	REMARKS
Closed Liability Claim Files	C	
Closed Litigated Claim Files	C	
Insurance Policies	P	
Insurance Certificates	C	
City 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	

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City Council Approval Date: June 21, 2016		DEPARTMENT/DIVISION Fire/Administration/Prevention	Page 1 of 1
RECORD TITLE	GROUP NO.	REMARKS	
Incident Report - Fire	P	Scanned into secure files	
Incident Report - Non-fire	P	Scanned into secure files	
Electronic Patient Care Records (e-PCR)	P	Secure paperless system	
Investigation Report	P		
Investigation Follow-up	P		
Correspondence	C		
Receipts	C		
Payroll	C		
Employment - Background information	P	Includes Rosters	
Telestaff Schedules	C	Kept on hard drive and backup tape	
USAR Program	C		
Grants	C		
Internal and External Complaints and Personnel Investigation of Fire Department Personnel	C		
Fire Prevention	C		
Daily Logs	C		
Training Records/EMS Training	C		

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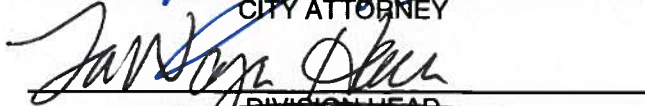
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# CITY OF RIVERSIDE

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION General Services	Page 1 of 1
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June 21, 2016	DEPARTMENT/DIVISION Human Resources	Page 1 of 1
RECORD TITLE	GROUP NO.	REMARKS
Administration/Employee Personnel Files	C	Retention schedule shall be five years after separation
Benefits Files	C	Retention schedule shall be five years after separation
Classification & Compensation Files	P	
Job Specifications	P	
Salary Schedules	P	
Employee Relations Files	P	
Labor Relations Files	P	
Recruitment Files	C	Retention schedule shall be three years
Training Files	C	Retention schedule shall be five years after separation
EEO Reports	C	Retention schedule shall be five years after separation
I-9 Forms	C	Retention schedule shall be five years after separation
Employee Medical Records	C	Retention schedule shall be five years after separation
Worker's Compensation Claim Files	P	
Duplicates or Non-Record Documents Pertaining to Claims	C	Retention schedule shall be seven years
Workers' Compensation Employee Medical Records	P	
Check Register	C	Retention schedule shall be five years
Material Safety Data Sheets	P	
Injury Reports Investigation	P	
Hazardous Waste Manifests	P	
OSHA 200/300 Logs	P	
Safety and Environmental Audits	P	

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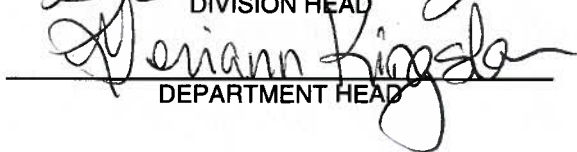
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City Council Approval Date: June 21, 2016		DEPARTMENT/DIVISION INNOVATION AND TECHNOLOGY	Page 1 OF 1
RECORD TITLE	GROUP NO.	REMARKS	
City Electronic Mail: Drafts and Transitory email	B	City Administrative Manual No. 03.002.00 sets forth that e-mail messages are generally considered "transitory" documents (works-in-progress), and therefore are not records of the City and are not subject to the City's minimum records retention requirements.	
City Electronic Mail: Email defined as a Public Record	C,P	Email messages that meet the definition of "public records" are maintained by departments based upon departmental records retention schedule.	
City Global "S" Documents	B,C,P	Maintained by departments based upon departmental records retention schedule.	
Department "G" Documents	B,C,P	Maintained by departments based upon departmental records retention schedule.	
Employee "H" Documents	B,C,P	Maintained by employees based upon departmental records retention schedule. Deleted or transferred after employment ends.	
Enterprise Information Systems	B,C,P	Maintained by departments based upon departmental records retention schedule.	
Video - City Council and other recorded public meetings	C	Five year retention.	
Video - Enterprise Video Security Files (Parks, buildings, public places, etc.)	B	Thirty day retention. Segments pulled for specific investigations and/or public safety concerns will be retained for the duration of the investigation.	
Traffic camera video files	B	Thirty day retention. Segments pulled for specific investigations and/or public safety concerns will be retained for the duration of the investigation.	
Information Technology Logs	B	Logs are notes about records and considered transitory documents. Retention is limited by size rather than date, but is typically less than one year.	
Voice Mail Messages	B,C,P	Maintained by departments based upon departmental records retention schedule.	
Social Media and Cloud-Hosted Documents	B,C,P	Maintained by departments based upon departmental records retention schedule.	
Data Backups - Email	B	Thirty day retention. Backups are copies of data.	
Data Backups - Files, databases, system data	B	Six month retention. Backups are copies of data.	
Orthophotography Geographic Information Systems (GIS) image files.	P	Retained for historical purposes.	
Software License Agreements	B, C	Retain as long as software is maintained.	

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Riverside Metropolitan Museum	Page 1 of 3
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RECORD TITLE	GROUP NO.	REMARKS
<b>Administration</b>		
Board Meetings- Digital recordings	C	5 years
Board Agendas and Minutes	P	
Board Resolutions and Policies	P	
Committee Agendas and Minutes	P	Collections, Exhibits, Development/ Budget
Policies and Procedures Manuals	P	
<b>Fiscal</b>		
Accounts	C	Purchase Orders/ Request for Payments
Advertising	C	
Audits	C	
Budgets	C	
Claims	C	
Financial Statements (endowment)	C	Pcard/ Travel card
Insurance (Temporary Exhibitions/Fine Arts)	C	
Grant Applications (unfunded)	C	
Grants Awarded	C	
<b>Collections</b>		
Accession Records	P	
Donor Files	P	
Loan Files	P	
Insurance (Fine Arts for Permanent Collections)	P	
Appraisals (collection items)	P	

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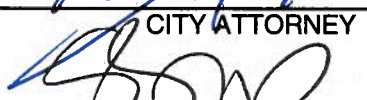


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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Riverside Metropolitan Museum	Page 2 of 3
RECORD TITLE	GROUP NO.	REMARKS
<b>Collections (Continued)</b>		
Conservation/Preservation Records	P	
Exhibit Files	P	
Correspondence—Accession Related	P	Moved from Personnel
Correspondence—Misc. Historic Resources	P	Moved from Personnel
Program Files	C	2 years after completion date
Publications	P	
<b>Personnel</b>		
Agreements—Completed/Terminated	P	HR to file all originals
Correspondence—General	C	
Authorizations	P	P1, P2, Time Off Requests
Consultants' Work Product	P	Reports & studies
<b>Buildings and Property - Historic Structures</b>		
Structural Improvements and Repairs	P	
Capital Improvements	P	
Architectural/Engineering/Landscaping Plans, Drawings, Blueprints, etc.	P	
Property Files	P	
Property Activity Files	P	
Property Maintenance Files	P	
Equipment Inventories	C	
Equipment Maintenance	C	
Security Files	P	
<b>Public Relations</b>		
Advertising	C	

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Riverside Metropolitan Museum	Page 3 of 3
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RECORD TITLE	GROUP NO.	REMARKS
<b>Public Relations (Continued)</b>		
Appreciation Letters	C	
Clippings	P	
Commemorations	P	
Commendations	P	
Community Relations	C	
Complaints	C	
Condolences	C	
Dedications	P	
Membership	P	
Notices	C	
Press Releases	C	
Publicity/Marketing Campaign Materials	P	
Scrapbooks	P	
Sister Cities	P	
Special and Other Events	C	

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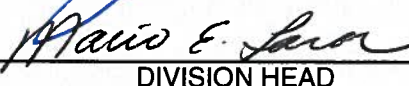

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City Council Approval Date: June 21, 2016		DEPARTMENT/DIVISION PRCSD/ ADMINISTRATION	Page 1 of 1
RECORD TITLE	GROUP NO.	REMARKS	
Park and Recreation Commission - Agendas, Minutes, Reports	P		
Staff Hosted Community Meeting Records	C		
Fees and Charges 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		
Pcard Statements & Request to Purchase forms	C		
Audit Reports - Instructions, findings, responses	C		

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City Council Approval Date: June 21, 2016		DEPARTMENT/DIVISION PRCS/PARKS	Page 1 of 1
RECORD TITLE	GROUP NO.	REMARKS	
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		

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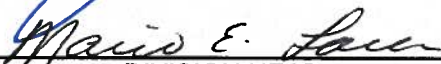


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City Council Approval Date: June 21, 2016		DEPARTMENT/DIVISION PRCS/SPECIAL TRANSIT	Page 1 of 1
RECORD TITLE	GROUP NO.	REMARKS	
Short Range Transit Plan	P		
Audit Reports - Instructions, findings, responses	C		
Employee Training Logs/Info	C		
Incident/accident video/audio files	C		
Incident/accident reports	C		
Fare increase documentation	P		
Grant Funded Project Files	C		

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City Council Approval Date: June 21, 2016		DEPARTMENT/DIVISION PRCS/RECREATION	Page 1 of 1
RECORD TITLE	GROUP NO.	REMARKS	
Public, Employee & Volunteer Incident/Accident Report	C		
Grant Project Files	C		
PRCSD Dept. 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		
Pcard Statements & Request to Purchase forms	C		
Donations Management Records	C		
Employee Training Logs/Info	C		

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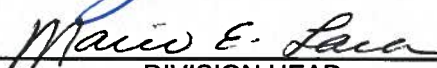


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City Council Approval Date:  
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DEPARTMENT/DIVISION  
Police Department

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RECORD TITLE	GROUP NO.	REMARKS
Reports of Gun Sales - Duplicates	B	
Tapes - Audio/Telephone/Radio	B	
Claim Files	B	
In-car, interview room, and body worn camera videos	B	
Financial Accounting Reports	C	
Activity Reports (Statistical Informaiton)	C	
Administrative Files re: Licences	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	
Assisgnment 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	
Correspondence to/from public	C	
Crime Analysis Reports	C	
Daily Officer Activity Logs	C	
Daily Schedule for Court	C	

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Police Department

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RECORD TITLE	GROUP NO.	REMARKS
Documentation of Counseling Memoranda	C	
False Alarm Reports	C	
Field Identification Cards	C	
Field Officer Audio	C	
Financial Accounting Reports	C	
Fingerprint Cards - Applicants	C	
Grievance Files	C	
Intradivision Reassignment for Discipline	C	
Investigative Logs (General and Special Investigations)	C	
Juvenile Processing Reports	C	
Mace Licenses	C	
Misdemeanor and Infraction Reports	C	
Mobile Data Terminal Messages	C	
Narcotics Reports - No Arrest	C	
Negative Personnel Incident Report	C	
non Criminal Occurrence Reports	C	
Notification to Property Owner re: Asset Forfeiture	C	
Parking/Traffic Citations (Duplicates)	C	
Pawn Slips	C	
Performance Contract Memorandum	C	
Press Release	C	
Property Files	C	
Property Room Reports	C	
Radar Calibration Records	C	
Range Inventory	C	

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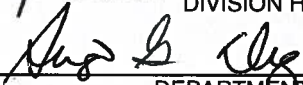
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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Police Department	Page 3 of 5
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RECORD TITLE	GROUP NO.	REMARKS
Report Summaries	C	
Repossession/Impound Records	C	
Research Project Files	C	
Field Officer Audio	C	
Financial Accounting Reports	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	
Arrest/Conviction H&S Section 11357(b)(c)(d)(e) or H&S Section 11360 (b) after 1/1/96 (Note: Mandatory 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 11357(e)	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	

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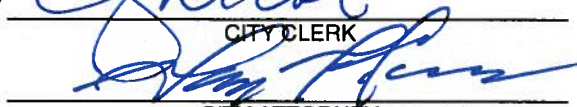
RECORD TITLE	GROUP NO.	REMARKS
Investigations of Internal Complaints	C	
Officer Involved Shooting Reports	C	
Photographs taken Investigating a Canine Use	C	
Reports and Investigations Prepared or Reviewed pursuant to the Early Warning System Policy	C	
Supplemental Reports of Memoranda re: Canine Use	C	
Use of Force Memoranda re: 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) before 1/1/96 [See H&S 11361.5(c)]	C	
Juvenile Records [See WIC 826 & 781]	C	
Where suspect is Found "factually innocent" pursuant to Penal Code Section 851.8	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	
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	

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION PUBLIC WORKS DEPARTMENT	Page 1 of 2
RECORD TITLE	GROUP NO.	REMARKS
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	
Misc., permits, tree, oversize load	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	

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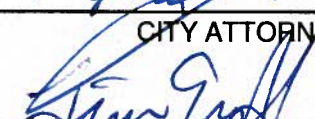


CITY ATTORNEY

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DIVISION HEAD

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**CITY OF RIVERSIDE  
RECORDS RETENTION SCHEDULE**

**A** = Until minutes are approved   **B** = Less than 2 years   **C** = 2 to 15 years   **P** = Permanent


City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION PUBLIC WORKS DEPARTMENT	Page 2 of 2
RECORD TITLE	GROUP NO.	REMARKS
Shopping cart retrieval records	C	
Solid waste rate studies	C	
Solid waste weight tickets	B	
Street files	C	
Street opening permits	C	
Subdivision maps	P	
Subdivision files	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	

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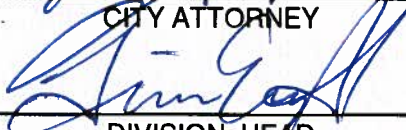
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# CITY OF RIVERSIDE

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION RPU/ADMINISTRATION	Page 1 of 1
RECORD TITLE	GROUP NO.	REMARKS
Historical Data	P	Includes history of Public Utilities
Special Studies/Reports	C	
Board of Public Utilities- Minutes, Agendas, Packets, Public Hearing	P	
Legislative Comments	C	
General Correspondence (Board of Public Utilities)	C	
Safety Records	C	
Regulatory Reports/Studies	C	Special compliance with NERC accomodation on retention- see note
Energy Risk Management Records	C	Deal Sheets
Internal Audit Reconciliation Records	C	

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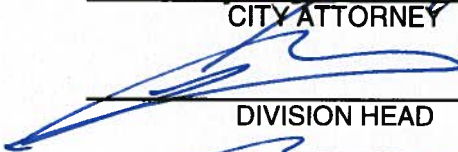


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# CITY OF RIVERSIDE RECORDS RETENTION SCHEDULE

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City Council Approval Date: June 21, 2016		DEPARTMENT/DIVISION Public Utilities / Water Administration	Page 1 of 1
RECORD TITLE	GROUP NO.	REMARKS	
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	Specification information, engineering research, water research	
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, Contractholders Released	P		
Riverside Water Company, Shareholders Released	P		
Southwest Water Company	P	Historical WC records (Atlas maps, service order cards)	
Twin Buttes Water Company Files	P	Historical WC records	
Twin Buttes Water Company Stock - Active and Released	P		


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# CITY OF RIVERSIDE RECORDS RETENTION SCHEDULE

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION RPU/WATER ENGINEERING/RESOURCES/OPERATIONS	Page 1 of 2
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RECORD TITLE	GROUP NO.	REMARKS
Booster and Well	P	Operations records, schematics, O& M Manuals, Permits (drinking water or AQMD to operate)
Water Quality Records	P	Wells, treatment plant, distribution system test results and reporting
Project Files	C	Projects: permitting of drinking water system, permitting and compliance, regulatory issues and mandates
Job Sheets	C	Operations records (routes sheets)
Blending Model	C	Water quality projections by day (blending parameters regulation)
Specifications	P	
Water Production Records	P	Production meter reads
Water Level/Stage Pressure Readings	P	in Scada
Engineering Work Order Files	P	Includes Engineers Work Orders, inspection records, material submittals and as-built plans.
Service Orders, Service Change Orders, Service Order Card Files/Index	P	Includes internal index from cross-referencing by street name
Southwest & Rvsd Highland WC Index Cards and Service Records	P	Southwest served LaSierra area
Water Improvement Plans	P	Field books and index card, approved water improvement plan mylars, approved water improvement plan digital, maps of construction, atlas maps, old tube files/historical maps, construction memo (blue slip), work order cards
Water Development Fee Letters and Payment Receipts	P	Development fee letters and receipts, Historical Order for Service and Meter slips, Historical Service Change Order slips, Service Change Orders Index

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DIVISION HEAD

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# CITY OF RIVERSIDE RECORDS RETENTION SCHEDULE

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City Council Approval Date:	DEPARTMENT/DIVISION	Page
June 21, 2016	RPU/WATER ENGINEERING/RESOURCES/OPERATIONS	2 of 2
Historical Plans, Maps and Reference	P	Original Atlas maps, Riverside County Assessor Maps, Gage Canal Drawings, 1911 Act Atlas Maps, Old Tube Files/Historical Maps, Southwest Atlas Maps, Southwest Work Order Drawings, Landscape Drawings/Irrigation Plans for RPU facilities
Agreements	P	Development, vendor, consultant and all original agreements not retained by City Clerk or County Records Office (ie Master Water Meter Agreement, Water Main Upsize Agreements, etc.)
General Reference Data	C	Data and reports prepared by outside entities. Reports, raw data (water level, water quality), modeling results, mitigation, etc.
Historical Data	P	History of Public Utility, Groundwater measurements, surface water measurements, data collected by RPU staff and/or our consultant, etc.
Comment Letters	C	EIRs, regulatory requirements, etc.
Studies / Investigations	P	Non-project specific. Studies and Investigations prepared by RPU staff and/or our consultant.
Correspondence with the State	C	Drought, CasGem, etc.
Correspondence with Outside Agencies	C	SBVWCD pumping information, etc.

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION RPU/POWER RESOURCES	Page 1 of 1
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Harko Kuen  
DIVISION HEAD

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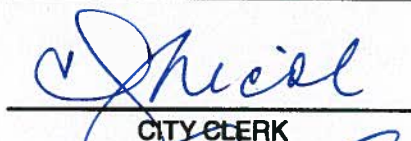
## RECORDS RETENTION SCHEDULE

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Public Utilities - Finance/Rates	Page 1 of 2
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RECORD TITLE	GROUP NO.	REMARKS
Annual Financial Report	P	Electric and Water ( Including PB and WC) One copy
Annual Financial Report supporting work papers/documentation	C	Electric and Water ( Including PB and WC)
June Financial Statement Year End work papers	C	Electric and Water ( Including PB and WC)
Quarterly financial PowerPoint presentations and supporting work papers	C	Electric and Water ( Including PB and WC)
Monthly & Quarterly Financial Statement work papers	C	Electric and Water ( Including PB and WC)
Bond Issuance documents	C	Electric and Water - life of Bond plus 5 years
Bond Reimbursement requests and supporting documentation	C	Electric and Water - life of Bond plus 5 years
Continuing Bond Disclosures	C	Electric and Water - life of Bond plus 5 years
Bond Remarketing Reports and supporting documentation	C	Electric and Water - life of Bond plus 5 years
Annual Deposit Interest Rate Calculation - Board Memo	C	Electric and Water
June Account Receivable Analysis reporting	C	Electric and Water ( Including PB and WC)
General Fund Transfer memos and supporting documentation.	C	Electric and Water
Budget supporting documentation	C	Electric and Water ( Including PB and WC)
Work Order Summary	C	Electric and Water
Open/Closed Work Order Reports	C	Electric and Water
Capital Leases contracts and amortization schedules	C	Electric (Life of lease)
City of Banning reconciliation and payments	C	Electric - per agreement

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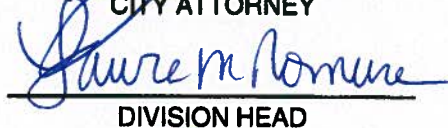
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# CITY OF RIVERSIDE

## RECORDS RETENTION SCHEDULE

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City Council Approval Date: June 21, 2016		DEPARTMENT/DIVISION Public Utilities - Finance/Rates	Page 2 of 2
RECORD TITLE	GROUP NO.	REMARKS	
Other Agency Funding Reconciliations (CIA)	C	Electric and Water (life dependent on requirements, if any)	
Rules and Rate Schedules	P	Electric and Water	
Customer Rate Change Requests	C	Electric and Water	
Billing System Rate Change Requests	C	Electric and Water	
Public Hearing Documents	C	Electric and Water ( Including PB and WC)- 2 years	
Rate Case Files	C	Electric and Water ( Including PB and WC)- 10 years	
Cost of Service Studies (Consultants)	C	Electric and Water ( Including PB and WC)- 10 years	
Contracts/Service Agreements	C	Electric and Water	
Retail Sales Statistics/CAFR Statistics	C	Electric and Water	

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*Wendy B. Zittel*

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City Council Approval Date: June 21, 2016		RPU/ELECTRIC ENGINEERING	Page 1 of 2
RECORD TITLE	GROUP NO.	REMARKS	
Operations Daily Report	P		
Data Books, Substation	C		
Design File	C		
Drawings	P		
Fault Studies	C		
Field Books	P		
General Reference Data	C	Spec development, engineering research	
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	Circuit Maps	
Board - Minutes, Agendas, Packets	P		
Co-ordinating Committee - Minutes, Agendas, Packets	P		
Safety Committee - Minutes, Agendas, Packets	P		
NERC-CIP Compliance Submittals and Evidence	C	see note: NERC Rules	
Operating Reports, Substation	P		
Organization Files	C	APPA, CMUA, IBEW, IEEE, UAC, AND WSCC	
Photographic Records	P		

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City Council Approval Date: June 21, 2016		DEPARTMENT/DIVISION Public Utilities / Electric Engineering		Page 2 of 2
RECORD TITLE	GROUP NO.	REMARKS		
Print Files, Substation	P			
Product Evaluation	C			
Purchase Order Files, Substation	P			
Purchase Orders and Requisitions (support documents)	C	Supporting document to purchase order and requisitions		
Relay Calculation Files	P			
Relay Instruction Books	P	In-service relays only		
Relay Setting Files	P	In-service relays only		
Reports, Accident	C			
Reports, Environmental Impact	P			
Reports, Safety	C			
RP3 Application	P	Submittal and evidence documents		
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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