City Council Approval Date: June 21, 2016	DEPARTMENT/ City Attorney		Page 1 of 1
RECORD TITLE		GROUP NO.	REMARKS
Budget		С	
CDs of scanned documents (imaging)		Р	
Citylaw Assignments		Р	
Claim Files		С	
Litigation Files (All Types)		C.	
Ordinances (Municipal Code Files)		Р	
Outside Counsel Billings		С	
Personnel Files		С	
Records Transfer Lists		Р	
Resolutions (General Plan and Specific	Plan)	С	

6 - 7 - 16 DATE 6 - 7 - 16 DATE **RECOMMENDED BY** CITY CLERK APPROVED AS TO FORM CITYATTORNE DATE 6-7-76 DATE 6-7-76 DATE **APPROVED BY DIVISION HEAD APPROVED BY** DEPARTMENT HEAD

City Council Approval Date: DEPARTMENT/DIVISION June 21, 2016 CITY CLERK - ADM			Page ION 1 of 3
RECORD TITLE		GROUP NO.	REMARKS
Board and Commission Applications (appointed	d)	C	
Board and Commission Applications (Inactive)		С	······
Board and Commission Bylaws	· · · · · · · · · · · · · · · · · · ·	Р	·
Board and Commission Rosters (internal)		С	
Board and Commission ethnic origin survey res	sults	С	
Board and Commission application ethnic origir	n surveys	С	
Code of Ethics and Conduct Officials certification certificate	on and training	с	
City Council agendas, posting affidavits, reports	S	Р	
Redevelopment Agency agendas, posting affida	avits, reports	Р	
City Council Standing Committee agendas, pos reports	sting affidavits,	Р	
Authority, Corporation, and Committee agendas affidavits, reports	s, posting	Р	
City Charters		Р	
City Seal		Р	
Claims		Р	
Contracts and agreements		Р	
Covenants and agreements		Р	
Deeds		Р	· · · · · · · · · · · · · · · · · · ·
Deed Outs	가 나도 해당	Р	
Elections		P	

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City Council Approval Date: DEPARTMENT/DIVISION June 21, 2016 CITY CLERK - ADM		Page TION 2 of 3
	GROUP	
RECORD TITLE	NO.	REMARKS
Personnel - Employees	С	Forward to Human Resources upon termination or resignation
Minutes, Official (All legislative bodies)	Р	
Minutes, Official (Closed Sessions City Council)	С	
Ordinances, Official (City Council & Redevelopment Agency)	Ρ	
Resolutions, Official (City Council, Redevelopment Agency, Oversight Board, Authorities and Corporations)	Р	
Riverside Municipal Code Book and Supplements	Р	
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	Ρ	
Political Reform Act original campaign statements of candidates not elected for Mayor or City Council and committees supporting candidates not elected to these offices	с	
Political Reform Act original campaign statements of all other persons	С	
Political Reform Act Campaign Disclosure Logs (includes officeholders, candidates, and committees)	Р	
Statement of Economic Interests/Government Code 87200 Form 700 Filers (includes office holders, candidates, Planning Commission members, City Manager, City Attorney, Treasurer)	Ρ	
Statement of Economic Interests Form 700 Filers (includes designated employees, board/commission members, consultants, etc.)	С	
Political Reform Act General File	С	
Departmental Records Retention Schedules	P	

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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/DIVI CITY CLERK - A		Page TION 3 of 3
RECORD TITLE		GROUP NO.	REMARKS
Audio recordings of legislative bodies' po	ublic meetings	С	
Audio recordings of City Council closed	sessions	c	
Video recordings of City Council and Sta meetings	Inding Committee	С	
Archive CD's and Microfilm of imaged do	ocuments	Р	Store back-up offsite
Passport logs		С	
Public Records Act requests (Originals)		С	
Research files for historical purposes		Р	
Uniform Code Books		Р	
Code of Ethics and Conduct complaints		С	
City Clerk's Office Policies and Procedur	ïes	С	
Loyalty Oaths		Р	
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	City Council Approval Date: June 21, 2016	DEPARTMENT/DI	VISION		Page 1 of 1
	RECORD TITLE		GROUP NO.	REM	ARKS
Corres	pondence		С	Destroy after 2 years	
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	DEPARTMENT/DIVISION City Manager / Community Police Review Commission 1 of 1		
RECORD TITLE	GROUP NO.		
General correspondence	С	Letters, memos, faxes, etc.	
Complaint Case Files	С	Incl. IA report synopsis for Commissioners	
Policy Recommendations to RPD	С		
Officer-Involved Death Case Files	С		
Complaint Case Tracking Log	С		
Public Case Findings	С		
CPRC Meeting Agendas	Р		
MINUTES, OFFICIAL (CPRC meetings)	Р		
CPRC Annual Reports	Р		
CPRC By-Laws and Policies & Procedures	Р		
Officer-Involved Death Public Reports / Memos	s P		

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	CITYCLERK
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\bigcap	DIVISION HEAD
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/	DEPARTMENT HEAD Alexander Nguyen
/	Assistant City Manager
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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/DIVISIC City Manager / Adn		Page 1 of 1
RECORD TITLE		GROUP NO.	REMARKS
Correspondence, General		С	Destroy after 2 years
Signing Authority Memo		С	Destroy after 2 years
Personnel Files		Р	
		•	
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CITY ATTORNE **DIVISION HEAD** DEPARTMENT HEAD Alexander Nguyen Assistant City Manager

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City Council Approval Date:	DEPARTMENT/D		ont / Building & Coloty	Page
June 21, 2016 RECORD TITLE	Community & Econ Dev GROU NO.			1 of 1
Correspondence, General		С		
Permits and inspection related documer correspondence	nts and	Р	Original destroyed wh	en microfilmed
Plans, calculations, reports, and related	correspondence	Р	Original destroyed wh	en microfilmed
Statistical Reports		С		
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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISIO Community & Econ		Page Enforcement 1 of 1
RECORD TITLE		GROUP NO.	REMARKS
Complaint Investigation Files		C	
Correspondence, General		С	
Field Maps, Weed Survey		С	
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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Community & Econ Dev Dept / Planning & Historic		Page 1 of 2	
RECORD TITLE	GROUP NO.		REMARKS	
Correspondence, General	С			
General Reference Data	Р	Includes special studies, interpretations, transportation redevelopment, zoning, population, statistics, school for the City's Planning Area which is City and City's Sphere of Influence.		
General Plan Documents	Р	Includes Ge	neral Plan Elements Community Plans	
Minutes and Resolutions	Р	Includes minutes for: CPC, CHB, HP BAAZA,DRB, EPC & EAC; Resolutions: C BAAZA		
Record of Survey (1 thru 1893)	Р	2.2.2.		
Planning Case Files:				
Design Review Board and DRC Case Files	Р	, Eus on L		
Parcel Maps (1 thru 275)	Р	Expire acco 1/2 years	rding to State Subdivision Map Act after 3	
Zoning Administrator:				
Plot Plan Review Case Files	Р	Storage Yar	1 - Shopping center; YS - Contractor's d; HR - Horse Ranch; MP - Manufacturing ight Manufacturing	
Amendments	Р			
Subdivisions (Named M-1 thru M-107)	Р			
Tracts (2006 thru 7568)	Р	Expired according to State Subdivision Map Act after 1/2 years		
Vacations and Name Changes	Р			

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISI Community & Eco Planning & Historia	n Dev Dept /	Page 2 of 2
RECORD TITLE	GROUP NO.		REMARKS
Current Planning Case Files		Includes: R-Rezoning; C - Conditional Use Permits Variance; Cal - Calendar cases; PRD - Planned Resid Development; COC - Certificiate of Compliance; Pl Parcel Map Waiver; LL - Lot Line Adjustment; Sp - Sp Plans; NS - Non-Conforming Status; and CR - Certific Appropriateness case files	
Advance Planning Case Files	Р	GP - General DA - Developm	P Ian; EPC, Environmental Protection Commission; nent Agreements
Annexations	Р		
Environmental Documents	Р	Includes EIR [®] Programs	s, EPC Administrative and Regional Planning
Maps (Tracts and Parcel Maps 7520 thru	present) P	Expires according to State Subdivision Map Act Aft years	
Historic Preservation Fund:			
Project Management files beginning with N 0001	No. P03- P	the order the	re not divided into types and are numbered in applications are received per fiscal year. All d together, starting 2003 to present.
Plan Check Files	Р		
Legal Notices - Proof of Publication throug 2008	h August C		
County/Agency Review Files	Р		f reviews and comments on County and other cts that fall within Riverside's Sphere of
Plan Check Binders	Р	Check withour binders by ad	iments for anything that has gone through Plan t a related case file. Documents are kept in dress: Parking Analysis, Covenants, s, Promissory Letters

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City Council Approval Date:	DEPARTMENT/DIVIS	SION	Page
June 21, 2016	Community & Ec	on Dev Dept	/ Economic Development 1 of 1
RECORD TITLE		GROUP NO.	REMARKS
Project Files		С	
General Correspondence		С	·
Grants		С	
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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Community & Econ Dev	Dept / A	Page dmin & Fiscal 1 of 1
RECORD TITLE		GROUP NO.	REMARKS
General Office Files and monthly activity rep	oorts	c	
Neighborhood Advisory Committee's (NAC'S	S)	С	
General Ledger (1972 - 1985)		Ρ	Vital records. Manual ledgers preceeding and overlapping automated accounting system. Original records may be destroyed after microfilming
Audit Reports (1972 - 1988) (ORIGINALS)		Ρ	Vital records. Reports prepared by outside auditor. Originals destroyed after microfilming
Contracts and Agreements thru 1996		Р	
Correspondence, General Subjects and Cor (Including Chronological Files)	respondence Files	С	
Litigation Files		С	
Subsidiary ledgers (1972-2/1988) - includes 1985) and the following automated accountir 2/1988)		Ρ	Vital records. Accounting handled by City Accounting Dept. Beginning 2/1988. Originals destroyed after microfilming

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City Council Approval Date:	DEPARTMENT/DI		leishberheed Esserence	Page
June 21, 2016 RECORD TITLE	Community & E	GROUP NO.	Neighborhood Engagement REMARKS	<u>1 of 1</u>
Neighborhood Advisory Committee's (NACs))	С		
Grants		С		
Project Files		С		
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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISI Community & Eco Successor Agency	n Dev Dept	: / Real Property &	Page 1 of 2
RECORD TITLE		GROUP NO.	-	REMARKS
Real Property Services:				
Appraisals		Р	Originals destroyed a	after microfilming/scanning
Correspondence, General		С		
Rights of Entry		С		
Project Files		Р	Originals destroyed a	after microfilming/scanning
Property Activity Files		Р	Originals destroyed a	after microfilming/scanning
Leases and Licenses		Р	Originals destroyed a	after microfilming/scanning
Relocation Files		Р	Originals destroyed a	after microfilming/scanning
Property acquisition environmental studies/files		Р	Originals destroyed after microfilming/scanning	
Successor Agency:				
Agreements		Р	Originals destroyed a	after microfilming/scanning
Bond Issues(Redevelopment Agency)		Р	Vital records. Origin microfilming/scannin	
Economic Assistance Program		С	Major actions approv documents in city cle	red by city council. Key rk files.
Historic Preservations		Р		ome records may be originals may be destroyed anning
Neighborhood Development Programs		с	Major actions approv documents in City Cl	red by City Council. Key erk's files.
Redevelopment Agency Board Meetging Packets through 1996	g - Agendas & Report	Р	Originals destroyed a	after microfilming/scanning
Redevelopment Agency Budgets (1970-	-1987)	Р	Became part of the C 1988. Originals destr microfilming/scannin	

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City Council Approval Date: June 21, 2016	DEPARTMENT Community & Successor A	& Econ Dev Dept	Page 2 of 2	
RECO	ORD TITLE	GROUP NO.	REMARKS	
Redevelopment Agency Financial Rep	orts - Annual	Р	Originals destroyed after microfilming/scanning	
Redevelopment Agency Financial Repo	orts - Other	P	Originals destroyed after microfilming/scanning	
Redevelopment Loans (Closed)		Р	File active until loan repayed. Some client information is confidential	
Redevelopment Project Areas:				
Appraisals		Р	Originals destroyed after microfilming/scanning	
Condemnations		Р	Originals destroyed after microfilming/scanning	
Correspondence, General Project Area	IS	С		
Demolitions/Removals		Р	Originals destroyed after microfilming/scanning	
Environmental Impact Reports		Р	Originals destroyed after microfilming/scanning	
Environmental, Economic, and other sp	pecial studies	Р	Originals destroyed after microfilming/scanning	
Facilities (Buildings & other structures)		Р	Originals destroyed after microfilming/scanning	
Land Acquisition		Р	Originals destroyed after microfilming/scanning	
Proposals - Selected Submittal		С		
Proposals - Other		С		
Redevelopment Area & Plan Ammendments		P	Originals destroyed after microfilming/scanni	
Relocations			Originals destroyed after microfilming/scanni	
Request for Proposal		С		

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City Council Approval Date: DEPARTMENT/DIV June 21, 2016 Community & E	IVISION Econ Dev - Housing & Homeless Svcs 1 of 1		
RECORD TITLE	GROUP NO.	REMARKS	
Consolidated Plan (formerly called Block Grant Program Administrative Records)	С	Documents related to HUD Consolidated Plan (consolidated format for grant applications).	
Housing Redevelopment Client Register	Ρ	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)	с		
Block Grant Program Administrative Records	с	Major actions approved by City Council. Key documents in City Clerk files.	
Housing	С	Note: Confidential records must be shredded at time of destruction.	
HOPWA (Housing Opportunities for Persons With Aids)	с		
HOME Investment Partnership Act	С		
ESG (Emergency Shelter Grants)	С		
Emergency Shelter Program	С	Major actions approved by city council. Key documents in city clerk files.	

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVI Finance / Admir		Page 1 of 1
RECORD TITLE		GROUP NO.	REMARKS
Budget Reports, Retention Copy		Р	
Financial Reports (CAFR)		Р	One copy of each yr. retained permanently
Special Studies		С	Includes Fees and Charges Report
Investment Transactions		С	
UUT Receipts and Support		С	
	Aller All		
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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/DI		Page 1 of 2
RECORD TITLE		GROUP NO.	REMARKS
Accident Report File - Accts. Rec.		C	
Accounts Payable Check Registers #600), 700, 800	С	
Accounts Payable Voucher Packages		С	
Authorizations - Additions to Fixed Asset	s	С	Light and Water/Fixed Assets
Accounts Receivable, Miscellaneous		С	
Asset Inventory		С	
Bank Statements		С	
Cash Receipts Daily		С	
Cash Reconciliations		С	
Accounts Payable Checks		Р	
Claims File, Damage to City Property, Ac	cts Rec.	С	
Construction Orders - Work Orders		С	
Contract Files, Leases & Agreements		С	
Journal and Budget entries		С	
Correspondence, General		С	
Deposit Trust Fund Records		С	
Employee Labor Transfers		С	
Employee Payroll File - Terminated		Р	

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Finance / Accounting		Page 2 of 2	
RECORD TITLE		GROUP NO.	REMARKS	
Equipment Usage Reports		C		
Fuel & Oil Reports		С		
General Accounting Division Information		С		
Stores Inventory Reports		С		
Job Cost Reports		С		
Journal Vouchers		С		
Payroll - California PERS Report		С		
Payroll Deductions Register		С		
Reports, Revenue Collections - Monthly		С	· · · · · · · · · · · · · · · · · · ·	
Treasurer's Cash Balance Sheet		С		
Trial Balance, G/L, Revenue, Expenditure	Reports	С		
Payroll Checks		С		
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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVIS Finance / Purchas		Page 1 of 1
RECORD TITLE		GROUP NO.	REMARKS
Purchase Orders		С	
Misc. Cash Receipts		С	
Formal Bids	· · · · · · · · · · · · · · · · · · ·	С	
Formal Bid Log		С	
Misc. Correspondence (Memos, Letters	s, etc.)	С	
Request for Quote Log		С	
Auction/Sales Records - Vehicles		С	Surplus City Vehicles & Police Forfeiture Vehicles
Auction/Sales Records - Misc. Property	/	С	Includes City Surplus & Police Items
Scrap Metal/Sales Records	and a second second second	С	
Salvage Transformers/Sales Records		С	
Purchasing Card Records		С	
City Council Gateway Receipts		С	
Miscellaneous Receipts Log		С	
RFP Log		С	Includes City Surplus & Police Items
Purchase Requisitions		С	

ind RECOMMENDED BY LEBK C 211 **APPROVED AS** an **TO FORM** ATTORNEY **APPROVED BY** 0 **ØIVISION HEAD APPROVED BY** DEPARTMENT HEAD

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City Council Approval Date: June 21, 2016	DEPARTMENT/D Finance / Rev	enue / Business	Page 1 of 1
RECORD TITLE		GROUP NO.	REMARKS
Application - Bicycle License		С	Refer to CVC 39005
Business Tax Balancing Reports		С	
Business Tax Registration Notice		С	
Bingo License Financial Reports		С	
Bingo License Organization records (cu	irrent owner)	С	These should be kept as long as owner remains the same.
Bingo License Organization records (pro	evious owner)	С	
Cash Balance, Daily		С	Batch and Walk-In
Miscellaneous Receipts (dept. copy - pink)		В	Original held in Accounting
Register, Bicycle Licenses Issued		Р	
Register, Renewal Stickers Issued		С	
Swap Meet, Outdoor Markets & Special	Shows	с	
Transient Occupancy Tax Financial Rec	cords	С	
Transient Occupancy Tax Owner Recor	rds	С	Should be kept as long as owner remains the same
Vehicle for Hire (permits) applications		С	5-10 years

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Finance / Revenue / Treas	Page ury 1 of 1	
RECORD TITLE	GROU	JP REMARKS	
Bank Deposit Books		Passbooks, Treasury Receipts (Armorec Transport/B of A Courier) - 1 Year	
Bank Records	С		
Cash Balance - Daily	C		
Credit Card Documentation	С		
Deposit Slips	С		
NCR Remakes	В	NCR Utility Payment Stubs	
Treasury Reports	С		
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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/DI Finance / Risk		Page 1 of 1
RECORD TITLE		GROUP NO.	REMARKS
Closed Liability Claim Files		С	
Closed Litigated Claim Files		С	
Insurance Policies		Р	
Insurance Certificates		С	······································
City Council Reports		С	
General Correspondence		С	
Requests for Payments		С	
Purchase Orders		С	
Contracts		С	
Liability Claim Reports		С	
Actuarial Reports		С	
Travel Files		С	
Certificates of Self-Insurance		С	
Special Event Insurance Certificates		С	
Performance Appraisals		Р	
SONG Risk Management Committee Fi	les	С	
Certificates of Insurance		С	

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D	Secure paperless system
С	
С	
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Р	Includes Rosters
С	Kept on hard drive and backup tape
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City Council Approval Date:	DEPARTMENT/DIVISION Fire / Disaster Preparedness Office	Page 1 of 1	
	GROUP		
RECORD TITLE	NO.	REMARKS	
Disaster Claims	С		
Grants	С		
Disaster Drills	С		
Vehicle Records for Life of Vehicle	С		
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	CITY CLERK	6-7-16 DATE	
APPROVED AS TO FORM	CITY ATTORNEY	<u>6 - 7- (6</u> DATE	
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APPROVED BY	DEPARTMENT HEAD	6-6-16 DATE	

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City Council Approval Date:	DEPARTMENT/DIVISIO	N	Page
June 21, 2016	General Services		1 of 1
RECORD TITLE		GROUP NO.	REMARKS
Correspondence, General (All Divisions)		C	
Capital Projects, Completed (Not Funded with Bonds-All Divisions)		С	
Capital Projects Funded with Bond Proceeds	S	C +15	Retain for 30 years
Commission Agendas, Reports & Minutes (A on Disabilities)	Airport & Commission	Ρ	
Service (Work) Requests - Fleet, Building Se	ervices & Publishing	С	
Access Card Records - Airport & Building Se	ervices	С	
Cell Tower Projects Files - Property Services	S	С	
Federal Aviation Administration Projects - Airport		Р	
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	EPARTMENT/DIVISION	Page 1 of 1
RECORD TITLE	GROUP NO.	REMARKS
Administration/Employee Personnel Files	С	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	Р	
Salary Schedules	P	
Employee Relations Files	P	· · · · · · · · · · · · · · · · · · ·
Labor Relations Files	Р	
Recruitment Files	С	Retention schedule shall be three years
Training Files	С	Retention schedule shall be five years after separation
EEO Reports	С	Retention schedule shall be five years after separation
I-9 Forms	С	Retention schedule shall be five years after separation
Employee Medical Records	С	Retention schedule shall be five years after separation
Worker's Compensation Claim Files	Р	
Duplicates or Non-Record Documents Pertaining	ng to Claims C	Retention schedule shall be seven years
Workers' Compensation Employee Medical Red	cords P	
Check Register	С	Retention schedule shall be five years
Material Safety Data Sheets	Р	
Injury Reports Investigation	Р	
Hazardous Waste Manifests	Р	· · · · · · · · · · · · · · · · · · ·
OSHA 200/300 Logs	Р	
Safety and Environmental Audits	Р	

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City Council Approval Date: June 21, 2016		ENT/DIVISION Page FION AND TECHNOLOGY 1 OF 1
RECORD TITLE	GROUP NO.	REMARKS
City Electronic Mail: Drafts and Transitory email	в	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	С	Five year retention.
Video - Enterprise Video Security Files (Parks, buildings, public places, etc.)	В	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	В	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	В	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	В	Thirty day retention. Backups are copies of data.
Data Backups - Files, databases, system data	В	Six month retention. Backups are copies of data.
Orthophotography Geographic Information Systems (GIS) image files.	Р	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/DIVISIO Library / Administra		Page 1 of 1
RECORD TITLE		GROUP NO.	REMARKS
Board of Library Trustees packets (minutes, a	agenda & reports)	Р	
Correpondence, General		С	
Customer Transactions (cards issued & circu	lation reports)	С	
Materials (books & media reports)		С	
Annual Reports (circulation, staffing & budget)	С	

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	City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISIO	N	Page 1 of 1
	June 21, 2016	Library / Accounting		1 of 1
	RECORD TITLE		GROUP NO.	REMARKS
Grants			С	
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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Mayor		Page 1 of 1
RECORD TITLE	μνιαγοι	GROUP NO.	REMARKS
Board and Commission Minutes, Agendas	, Reports	P	
Correspondence, General - Administrative		С	
Project Files		С	Includes Sister City Files, etc.
Promotional Video		, C	Includes Sister City Files, etc.
Youth Council		С	
ask Force Minutes, Agendas, Reports		Р	

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Mayor/Human Relations Commission		Pa nmission 1	age of 1
RECORD TITLE		GROUP NO.	REMARKS	
HRC Meeting Agendas, Meetings, Reports		P		inagen in the desired search
General correspondence		С		
HRC By-Laws and Policies & Procedures		Р		
HRC Publications		С		
			· · · · · · · · · · · · · · · · · · ·	
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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Riverside Metropolitan Mus	Page seum 1 of 3	
RECORD TITLE	GROL	REMARKS	
Administration		Charles a construction of the construction of	
Board Meetings- Digital recordings		5 years	
Board Agendas and Minutes	P		
Board Resolutions and Policies			
Committee Agendas and Minutes	Р	Collections, Exhibits, Development/ Budget	
Policies and Procedures Manuals	·P		
Fiscal			
Accounts	С	Purchase Orders/ Request for Payments	
Advertising	С		
Audits	C		
Budgets	C		
Claims	С		
Financial Statements (endowment)	C	Pcard/ Travel card	
Insurance (Temporary Exhibitions/Fine A	ts) C		
Grant Applications (unfunded)	C		
Grants Awarded	С		
Collections			
Accession Records	Р		
Donor Files	Р		
Loan Files	Р		
Insurance (Fine Arts for Permanent Collect	tions) P		
Appraisals (collection items)	Р		

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Riverside Metropolitan Museum		Page um 2 of 3
Julie 21, 2010	GROUP		
RECORD TITLE		NO.	REMARKS
Collections (Continued)			
Conservation/Preservation Records		Р	
Exhibit Files		Р	
Correspondence—Accession Related		Р	Moved from Personnel
Correspondence-Misc. Historic Resou	irces	Р	Moved from Personnel
Program Files		С	2 years after completion date
Publications		Р	
Personnel			
Agreements—Completed/Terminated		Р	HR to file all originals
Correspondence—General		С	
Authorizations		. Р	P1, P2, Time Off Requests
Consultants' Work Product		Р	Reports & studies
Buildings and Property - Historic Strue	ctures		
Structural Improvements and Repairs		Р	
Capital Improvements		Р	
Architectural/Engineering/Landscaping Plans, Drawings, Blueprints, etc.		Р	
Property Files		Р	
Property Activity Files		Р	
Property Maintenance Files		Р	
Equipment Inventories		С	
Equipment Maintenance		С	
Security Files		Р	
Public Relations			
Advertising		С	

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

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIV Arts & Cultural A		Page 1 of 1
RECORD TITLE		GROUP NO.	REMARKS
ARTS & CULTURAL AFFAIRS DIVISIO)N		
City Sponsorship Program		С	applications & granted requests
General Office Files and monthly activit	y reports	С	
Permits		С	film, special event, horse carriage, banner (horizontal)
Special Events/Projects		С	
Festival of Lights		C	
Cultural Accountibility Performance (CA	P) Meeting	С	Brown Act meeting
Fox Performing Arts Center- The Box a	nd/ or Showcase	С	applications, invoices, etc.
Legal Agreements		С	back up documentation
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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISIO PRCSD/ ADMINIST		Page 1 of 1
RECORD TITLE		GROUP NO.	REMARKS
Park and Recreation Commission - Agend	das, Minutes, Reports	Р	
Staff Hosted Community Meeting Records	6	С	
Fees and Charges Worksheets		С	
Grant Funded Project Files		С	
Donation Records		С	
Accident/Incident Reports	1440 a " - 52 o 44	С	
Project Files		С	
Usage Statistics & Reports		С	
ActiveNet Transactions		С	
Employee Training Logs/Info		С	
Pcard Statements & Request to Purchase	forms	С	
Audit Reports - Instructions, findings, resp	oonses	С	
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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVIS		Page 1 of 1
RECORD TITLE		GROUP NO.	REMARKS
Project Files		C	
Staff Hosted Community Meetings Records		С	
Official Notices		C	
Project Plans and Specifications - As builts, Bid De specifications, plans.	ocuments, details,	Р	
Construction Correspondence		С	
Soils Test, Structural Calculations, Survey Maps, I	Material Submittals	Р	
California Environment Quality Act - CEQA docum Certification, NOE	ients, Studies,	Р	
Grant Funded Project Files		С	
Facilities - Plans and Drawings, As-Builts, Repair Records		С	
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City Council Approval Date: June 21, 2016			Page 1 of 1
RECORD TITLE		GROUP NO.	REMARKS
Employee Training Logs/Info		С	
Grant Funded Project Files		С	
PRCSD Receipt Books		C .	·
Planning & Wrap-Up Guides		С	
Program Participant Registration and Liability	Waiver Forms	С	
Donation Records		С	
Facility Rental Application Records		С	
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	Council Approval Date: e 21, 2016	DEPARTMENT/DI PRCS/PARKS	VISION	Page 1 of 1
	RECORD TITLE		GROUP NO.	REMARKS
Equipment Rec	cords		С	
Hazardous Mat	erials Training Records		С	
OSHA Complia	nce - Inspections & Aud	lits	С	
Regulating Agencies Records - Regulating Agencies Correspondence, Reports, Recommendations		с		
	emicals Used at Faciliti age, MSDS, Disposal, F		· P	
Facilities - Plan Records	s and Drawings, As-Bui	lts, Repair	С	
Employee Trair	Employee Training Logs/Info		С	
Project Files		С	AND A COMPANY OF A CARE OF	

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City Council Approval Date: June 21, 2016	DEPARTMEN PRCS/SPE	IT/DIVISION	Page 1 of 1
RECORD TITLE		GROUP NO.	REMARKS
Short Range Transit Plan		Р	
Audit Reports - Instructions, findings, resp	oonses	С	
Employee Training Logs/Info		С	
Incident/accident video/audio files		С	
Incident/accident reports		С	
Fare increase documentation		Р	
Grant Funded Project Files		С	
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City Council Approval Date: June 21, 2016		NT/DIVISION CREATION	Page 1 of 1
RECORD TITLE		GROUP NO.	REMARKS
Public, Employee & Volunteer Incident/Acc	cident Report	C	
Grant Project Files		С	
PRCSD Dept. Receipt Books		С	
Staff Hosted Community Meeting Records		С	
PRCSD Activity Guides		Р	
Fees & Charges worksheets		С	
Planning & Wrap up Guides		С	
Program Participant Registration and Liability Waivers		С	
Facility Rental Records		С	
Pcard Statements & Request to Purchase	forms	С	
Donations Management Records		С	
Employee Training Logs/Info		С	

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City Council Approval Date: DEPARTMENT/DIVI June 21, 2016 Police Departme		Page 1 of 5
RECORD TITLE	GROUP NO.	REMARKS
Reports of Gun Sales - Duplicates	B	
Tapes - Audio/Telephone/Radio	B	· · · · · · · · · · · · · · · · · · ·
Claim Files	В	
In-car, interview room, and body worn camera videos	В	
Financial Accounting Reports	С	
Activity Reports (Statistical Information)	С	
Administrative Files re: Licences	С	
Admonishments	С	
Alarm Records	С	
Alcohol Beverage Control Permits	С	A CONTRACTOR OF CONTRACTOR
All Other Reports or Documents Generated by the Riverside Police Department Not Otherwise listed in this Schedule	С	
Asset Forfeiture Investigations/File	С	
Assisgnment Rosters	С	
Background Investigation - Non-Hired Applicants	С	
Bicycle Licenses	С	
Bingo Licenses	С	
California Vehicle Code Infractions	С	
Chemical Emissions Reports	С	
Cite & Release Citations	С	
Concealed Weapons Permits	С	
Copies of Citations forwarded to Court	С	
Correspondence to/from public	С	
Crime Analysis Reports	C	
Daily Officer Activity Logs	С	
Daily Schedule for Court	C	

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVIS		Page 2 of 5
RECORD TITL		GROUP NO.	REMARKS
Documentation of Counseling Memorar	nda	С	
False Alarm Reports		С	
Field Identification Cards		С	· · · · · · · · · · · · · · · · · · ·
Field Officer Audio		с	
Financial Accounting Reports		С	
Fingerprint Cards - Applicants		С	
Grievance Files		С	
Intradivision Reassignment for Disciplin	e –	С	· · · · · · · · · · · · · · · · · · ·
Investigative Logs (General and Specia	I Investigations)	С	· · · · · · · · · · · · · · · · · · ·
Juvenile Processing Reports		С	· · ·
Mace Licenses		С	
Misdemeanor and Infraction Reports		С	
Mobile Data Terminal Messages		С	
Narcotics Reports - No Arrest		С	
Negative Personnel Incident Report		С	· · · · · · · · · · · · · · · · · · ·
non Criminal Occurrence Reports		С	
Notificcation to Property Owner re: Asse	et Forfeiture	С	
Parking/Traffic Citations (Duplicates)		С	
Pawn Slips		С	
Performance Contract Memorandum		С	
Press Release		С	
Property Files		С	······································
Property Room Reports		С	
Radar Calibration Records		С	
Range Inventory		С	

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Police Department			Page 3 of 5
RECORD TITLE		GROUP NO.		REMARKS
Report Summaries		C		
Repossession/Impound Records		С		
Research Project Files		С		
Field Officer Audio		С		
Financial Accounting Reports		С		
Ride Along Waivers		С		
Schedules	V CHILLER	С		
Sign In Logs for Court		С		
Special Event Permits		С		
Statistical Reports to Department of Justice		С	and the	
Subpoenas		С	· · · · · · · · · · · · · · · · · · ·	
Survey Response Files (i.e. Data from Other	departments, etc)	С		
Terminated Pre-Employment Background Inv	vestigations	С		
Tracking System Records for Court		С		
Traffic Collision Reports (Non-Fatal)		С		
Uniform Crime Reports		С		
Arrest/Conviction H&S Section 11357(b)(c)(c) 11360 (b) after1/1/96 (Note: Mandatory destr conviction or date of arrest with no convictior	ruction from date of	с		
Citations for H&S 11357b, 11357c, 11360b J H&S 11357(e)	uvenile Citations under	с		
Crime Reports Involving Crimes Punishable state prison where prosecution has not been	by less than 8 years in initiated.	С		
Canine Use Reports		С		
Case Assignement Logs - General Investigat	tions	С		
External Complaints		C		
nternal Complaints	Sec.	С		
Internal Investigations (Excluding investigation Internal or external complaints)	ons arising out of	с		
nvestigations of External Complaints		С		

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISION Police Department		Page 4 of 5
RECORD TITLE		GROUP NO.	REMARKS
Investigations of Internal Complaints		C	
Officer Involved Shooting Reports		С	
Phtographs taken Invetigating a Canine L	Jse	с	
Reports and Investigations Prepared or F Early Warning System Policy	Reviewed pursuant to the	С	
Supplemental Reports of Memoranda re:	Canine Use	С	
Use of Force Memoranda re: Canine Use	9	С	
Felony Crime Reports Punishable by mor Prison where prosecution has not been ir		С	
Informant Files		С	
Lesson Plans used by Personnel and Tra	ining	С	
Arrest/Conviction H&S Section 11357(b)(11360(b) before 1/1/96 [See H&S 11361.	c)(d)(e) or H& S Section 5(c)]	С	
Juvenile Records [See WIC 826 & 781]		С	
Where suspect is Found "factually innoce Code Section 851.8	ent" pursuant to Penal	С	
Arson, Sex, and Narcotics Registrant File	S	С	
Background Investigtion of Employees		Р	
Case Assignment Logs - Homicide		Р	
Department Manual Revisions (Keep sep	arate from Manual)	Р	
Destruction of Firearms		Р	
Destrution of Narcotics		Р	
Felony Capital Crimes Punishable by Life	Imprisonment or Death	Р	
Personnel Files of Employees		Р	
Traffic Collision - Fatalities		Р	
Training Bulletins		Р	
Weapons Database (Weapons owned by Department Personnel, Etc.)	Department, Use By	Р	

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	DEPARTMENT/DIVISION Police Department		Page 5 of 5	
RECORD TITLE	GRO		IARKS	
Auto Theft Logs	C		IANKO	
Chemical/Film Inventories	С			
Inventory of Departmental Property	С			
Log of Departmental Equipment provided to En	nployee C			
Vehicle Maintenance and Repair Records	С			
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City Council Approval Date:	DEPARTMENT/DIVISIO	N	Page
June 21, 2016	PUBLIC WOR	PUBLIC WORKS DEPARTMENT	
RECORD TITLE	the set of the	OUP IO.	REMARKS
1911 Acts		P	
Annexations - Completed	Section of the	P	
Capital project files (design and construction)		с	
Community Service Districts		с	
Construction permits		с	
Encroachment permits		P	
Engineering studies and reports		P	
Environmental documents and studies		с	
Field books, Land Records		Р	
General correspondence		с	
Improvement plans (Mylar)		P	
Misc., permits, tree, oversize load		C	
Non-capital grant		с	
Parking citation collection documents		с	
Parking citation correction forms		С	
Parking services daily logs		С	
Parking services hearing documents		C	
Preferential parking applications		С	
Records of survey		P	
Regulatory reports and studies		c	
Safety records		c	
Sewer connection fee payments		Ρ.	
Sewer rate and connection fee studies		с	

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		Page
June 21, 2016 RECORD TITLE	PUBLIC WORKS DEPARTMEN GROUP NO.	T 2 of 2 REMARKS
Shopping cart retrieval records	С	and an
Solid waste rate studies	С	
Solid waste weight tickets	В	
Street files	С	
Street opening permits	С	
Subdivision maps	Р	
Subdivision files	Р	
Ties and benchmarks	Р	
Traffic speed and count data and speed surveys	С	
Traffic studies including traffic impact studies	C	
Work orders	С	
WQCP compliance reports	С	
WQCP permits	Р	
WQCP reports and studies	Р	

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	City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISI RPU/ADMINISTR/		Page 1 of 1
	RECORD TITLE		GROUP NO.	REMARKS
Historica	al Data		Р	Includes history of Public Utilties
Special S	Studies/Reports		С	
Board of Hearing	Public Utilities- Minutes, Ager	ndas, Packets, Public	Р	
Legislati	ve Comments		С	
General	Correspondence (Board of Pu	blic Utilties)	С	
Safety R	Safety Records		С	
Regulatory Reports/Studies		С	Special compliance with NERC accomodation on retention- see note	
Energy F	Energy Risk Management Records		С	Deal Sheets
Internal /	Audit Reconciliation Records		С	

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Note: NERC Rules of Procedure 9.2 Retention Requirements- The Compliance Enforcement Authority records management policy will require that information and data generated or received pursuant to Compliance Program activities, including Compliance Audits, Self-Certifications, Spot Checks, Compliance Investigations, Self-Reports, Periodic Data Submittals, Exception Reporting, and Compliantes, as well as a hearing process, will be retained for the longer of (i) five (5) years or (ii) any retention period specified in a Reliability Standard or by FERC or another Applicable Governmental Authority. The obligation to retain information and data commences upon the initiation of the Compliance Program activity that produces the data or information. If the information or data is material to the resolution of a controversy, the retention period for such data shall not commence until after the controversy is resolved.

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	NT/DIVISION	dministration	Page 1 of 1
RECORD TITLE	GROUP NO.	REMARKS	
Assessments - Water Company (By City)	Р		
Assessments - Water Company (On City)	Р		
Customer Card File - Water	С		그는 영화 관계에 다
East Riverside Water Company File	Р		
East Riverside Water Company Stock - Active and Released	Р		
General Reference Data	С	Specification in engineering res	
Planning Maps	Р		
Project Files - Water	Р		
Riverside Water Company Files	Ρ.		
Riverside Water Company, Active Class A	Р		
Riverside Water Company, Active Contract holders	Р		
Riverside Water Company, Contractholders Released	Р		
Riverside Water Company, Shareholders Released	Р		
Southwest Water Company	Р	Historical WC r service order ca	ecords (Atlas maps ards)
Twin Buttes Water Company Files	Р	Historical WC r	ecords
Twin Buttes Water Company Stock - Active and Released	Р		

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City Council Approval Date: June 21, 2016	DEPARTMENT/DIVISI RPU/WATER ENGINEERING/R		Page CES/OPERATIONS 1 of 2	
		GROUP		
RECORD TITL	E	NO.	REMARKS	
Booster and Well		Р	Operations records, schematics, O& M Manuals, Permits (drinking water or AQMD to operate)	
Water Quality Records		Р	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		С	Operations records (routes sheets)	
Blending Model		С	Water quality projections by day (blending parameters regulation)	
Specifications		Р		
Water Production Records		Р	Production meter reads	
Water Level/Stage Pressure F	Readings	۶P	in Scada	
Engineering Work Order Files	Engineering Work Order Files		Includes Engineers Work Orders, inspection records, material submittals and as-built plans.	
Service Orders, Service Chan Order Card Files/Index	ge Orders, Service	Р	Includes internal index from cross-referencing by street name	
Southwest & Rvsd Highland W and Service Records	/C Index Cards	Р	Southwest served LaSierra area	
Water Improvement Plans		Ρ	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 Lette Receipts	rs and Payment	Ρ	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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	PARTMENT/DIVISION PU/WATER NGINEERING/RESOI	JRCES	/OPERATIONS	Page 2 of 2	
Historical Plans, Maps and Ref	erence	Ρ	Gage Canal Drawings Files/Historical Maps,	Riverside County Assessor Maps, s, 1911 Act Atlas Maps, Old Tube Southwest Atlas Maps, er Drawings,Landscape ans for RPU facilities	
Agreements		Ρ	agreements not retain	, consultant and all original ned by City Clerk or County aster Water Meter Agreement, greements, etc.)	
General Reference Data		С		pared by outside entities. Reports water quality), modeling results,	
Historical Data		Р		y, Groundwater measurements, rements, data collected by RPU ultant, etc.	
Comment Letters		С	EIRs, regulatory requ	irements, etc.	
Studies / Investigations		Р		Studies and Investigations if and/or our consultant.	
Correspondence with the State		С	Drought, CasGem, et	с.	
Correspondence with Outside A	Agencies	С	SBVWCD pumping in	formation, etc.	

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City Council Approval Date: June 21, 2016		ENT/DIVISION WER RESOURCI		nge of 1
RECORD TITLE		GROUP NO.	REM	States and States
Settlement Transaction Documentation		С	Supporting emails, correspondence related validated of the Power Bills	
Project Files		С	i e SONGS IPP Transmission Ho	
Power Scheduler/Traders Logs		C	E-Logger trader logs	
Deal Sheets		,C		
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	PARTMENT/DIVISION	ce/Rates	Page 1 of 2	
RECORD TITLE	GROUP NO.			
Annual Financial Report	Р	Electric and Water (Including copy	PB and WC) One	
Annual Financial Report supporting work papers/documentation	С	Electric and Water (Including	PB and WC)	
June Financial Statement Year End work pape	rs C	Electric and Water (Including	PB and WC)	
Quarterly financial PowerPoint presentations and supporting work papers		Electric and Water (Including	PB and WC)	
Monthly & Quarterly Financial Statement work	papers C	Electric and Water (Including	PB and WC)	
Bond Issuance documents	С	Electric and Water - life of Bo	nd plus 5 years	
Bond Reimbursement requests and supporting documentation		Electric and Water - life of Bond plus 5 years		
Continuing Bond Disclosures	С	Electric and Water - life of Bo	nd plus 5 years	
Bond Remarketing Reports and supporting documentation	С	Electric and Water - life of Bond plus 5 years		
Annual Deposit Interest Rate Calculation - Boa	rd Memo C	Electric and Water		
June Account Receivable Analysis reporting	С	Electric and Water (Including	PB and WC)	
General Fund Transfer memos and supporting documentation.		Electric and Water		
Budget supporting documentation	С	Electric and Water (Including	PB and WC)	
Work Order Summary	С	Electric and Water		
Open/Closed Work Order Reports	С	Electric and Water		
Capital Leases contracts and amortization sch	edules C	Electric (Life of lease)		
City of Banning reconciliation and payments	С	Electric - per agreement		

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City Council Approval Date: June 21, 2016		RTMENT/DIVISION c Utilities - Finance/Rates		Page 2 of 2	
RECORD TITLE		GROUP NO.	REMARKS		
Other Agency Funding Reconciliation	s (CIA)	С	Electric and Water (life dep any)	pendent on requirements, if	
Rules and Rate Schedules		Р	Electric and Water		
Customer Rate Change Requests	8.2.2	С	Electric and Water		
Billing System Rate Change Request	S	С	Electric and Water		
Public Hearing Documents		С	Electric and Water (Including PB and WC)- 2 yea		
Rate Case Files		С	Electric and Water (Includi	ing PB and WC)- 10 years	
Cost of Service Studies (Consultants)		С	Electric and Water (Includi	ing PB and WC)- 10 years	
Contracts/Service Agreements		С	Electric and Water		
Retail Sales Statistics/CAFR Statistic	5	С	Electric and Water		

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			y Council Approval Date: DEPARTMENT/DIVISION ne 21, 2016 RPU/CUSTOMER SERVICE		
	RECORD TITLE		GROUP NO.	REMARKS	
Depo	sit Receipt Books		С	Cash Armor Book- Cash Pick Ups	
Cashi	ering Payement Validation Slip		С		
_	te Paperwork		С		
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City Council Approval Date: June 21, 2016	RPU/ELE		Page 1 of 2
RECORD TITLE	GROUP NO.		IADKO
Operations Daily Report	P	REM	IARKS
Data Books, Substation	C I		
Design File	c		
Drawings	Р		
Fault Studies	С		
Field Books	Р		
General Reference Data	С	Spec development, engine	eering research
GO 95, 165, 174 Inspection and Corrective Action Records	С		
GO 95 Pole Strength Calculations	Р		<u></u> _
GO 128 Underground Facility As-Built Drawings	Р		
GO 165 Intrusive Inspection Records	Р		
Joint Pole Authorization	Р		
Joint Pole Card	С		
Load Sheets	С		
Марѕ	Р	Circuit Maps	
Board - Minutes, Agendas, Packets	Р	c	
Co-ordinating Committee - Minutes, Agendas, Packets	Р		
Safety Committee - Minutes, Agendas, Packets	Р		
NERC-CIP Compliance Submittals and Evidence	С	see note: NERC Rules	
Operating Reports, Substation	Р		
Organization Files	С	APPA, CMUA, IBEW, IEE	E, UAC, AND WSCC
Photographic Records	P		

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City Council Approval Date: DEPARTMENT/D June 21, 2016 Public Utilities		Page 2 of 2
RECORD TITLE	GROUP NO.	REMARKS
Print Files, Substation	Р	
Product Evaluation	С	
Purchase Order Files, Substation	Р	
Purchase Orders and Requisitions (support documents)	С	Supporting document to purchase order and requisitions
Relay Calculation Files	Р	
Relay Instruction Books	Р	In-service relays only
Relay Setting Files	Р	In-service relays only
Reports, Accident	С	
Reports, Environmental Impact	Р	
Reports, Safety	С	
RP3 Application	P	Submittal and evidence documents
Special Studies, Regular	C	
Special Studies, Substation	Р	
Specifications	Р	
Street Lighting	P	
Substation Design	Р	
Transformer Records	Р	
Work Orders, Complete	Р	
Work Orders, Incomplete	С	

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City Council Approval Date: DEPARTMENT/DIVISION June 21, 2016 RPU/CENTRAL STORES		Page 1 of 1
RECORD TITLE	GROUP NO.	REMARKS
Original Material Requisitions	C	
Material Return- Credit	С	
Travel Cards	С	Purchase History Usage
Tub Card Dividers	С	History Usage
Unmatched Vendor Invoices	С	
RPU Work Orders	С	
Stock Item Request	С	
Fixed and Moveable Asset Forms	С	
Inventory Adjustment Forms	С	
Release Authorization- Annual Purchase Order	С	
Central Stores Material Requisition (Dept.)	С	

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