RECORDS RETENTION SCHEDULE

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

Recommended by:	Micse	1-10-2020
Approved as to form:	City Clerk	1-7-70
Approved by:	Division Head	1-1-2-e Date
Approved by:	Department Head	1-7-20 Date

RECORDS RETENTION SCHEDULE

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

RECORDS RETENTION SCHEDULE

C = 2 TO 15 YEARS P = PERMANENT

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

RECORDS RETENTION SCHEDULE

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

RECORDS RETENTION SCHEDULE

C = 2 TO 15 YEARS P = PERMANENT

Department/Division:

City Clerk/Administration

GROUP

City Council Approval Date:

RECORD TITLE

February 4, 2020

Total Pages:

COMMENTS

Public Records Act Requests	С	
Research Files for Historical		
Purposes	P	
Uniform Code Books	Р	
Code of Ethics and Conduct		
Complaints	С	
City Clerk's Office Policies and		
Procedures	С	
Loyalty Oaths	Р	
Recommended by:	City Clerk	1-6-2020 Date
Approved as to form:	City Attorney	- (-13-20 Date
Approved by:	Liva Assev Division Head	1/6/2020 Date
Approved by:	Department Head	1-6-2020 Date

RECORDS RETENTION SCHEDULE

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	City Clerk/Records	1
RECORD TITLE	GROUP	COMMENTS
Transfer Lists	Р	
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-		
Recommended by:	Church	1-6-2020
ŕ	City Clerk	Date
	Orleant)	
Approved as to form:	they for the	- (-13-2
	City Attorney	. Date
	\mathcal{S}^{\bullet}	1/4/2
Approved by:	Coa Cessio	114/2020
	Division Head	Date
Approved by:	Church	1-6-2020
Apploted by.	Department Head	Date

RECORDS RETENTION SCHEDULE

C = 2 TO 15 YEARS P = PERMANENT

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	City Council	1
RECORD TITLE	GROUP	COMMENTS
Correspondence	С	
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Recommended by:	City Clerk	1-7-2020
	City Clerk	Date
	Old Herry	- 1-13-20
Approved as to form:	The state of the s	
	City Attorney	Date
. Uson	/hhall Ill	1-7-2020
Approved by:	May finny	
	Division Head	Date
Approved by:	March Level	Date (-7-2020
Approved by:	Department Head	Date
	Department nedd	Date

Page 1 of 1

RECORDS RETENTION SCHEDULE

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	City Manager/Administration	1
RECORD TITLE	GROUP	COMMENTS
Correspondence	С	
Signing Authority Memos	С	
Personnel Files	Р	
4		
	$\Omega I \rightarrow$	
Recommended by:	Checol	1-7-2020
	City Clerk	Date
	ON OF	- 1-12 1
Approved as to form:	May token	_///-/020
	City Attorney	Date
,		1.7.28
Approved by:		_ / / 20
	Division Head	Date
	(1/1/1	1.7.20
Approved by:	4	
	Department Head	Date

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

Recommended by:	Chicol	1-7-2020
	City Clerk	Date
Approved as to form:	Jag Fenn	- (-13-20
	City Afformey	Date
Approved by:	Could	Can 7,2020
	Division Head	Date
Approved by:	loaff)	1/7/2020
	Department Head	Date

RECORDS RETENTION SCHEDULE

C = 2 TO 15 YEARS P = PERMANENT

ger-Housing & ess GROUP	1 COMMENTS
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	С

Approved as to form:

City Clerk

Date

1-13-20

City Attorney

Date

Approved by:

Division Head

Date

1 • 7 • 20

Department Head

Date

RECORDS RETENTION SCHEDULE

C = 2 TO 15 YEARS P = PERMANENT

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	CED - Admin and Fiscal	1
RECORD TITLE	GROUP	COMMENTS
General Office Files and Monthly Activity Reports	С	
Neighborhood Advisory Committees (NAC's)	С	
General Ledger (1972-1985)	Р	
Audit Reports (1972-1988) (Originals)	P	
Contracts and Agreements Through 1996	Р	
Correspondence, General Subjects and Correspondence Files (Including Chronological Files) Litigation Files	C	
Linganorriles	<u>C</u>	
Subsidiary Ledgers (1972- 2/1988) - Includes Manual Ledgers (1972-1985) and the Following Automated Accounting System Reports (1985-2/1988)	P	
Recommended by:	City Clerk	1-9-2020 Date
Approved as to form:	City Attorney	/-/3-20 Date
Approved by:	Division Head C	1/7/20 Date
Approved by:	Department Head	1-9-75 Date

RECORDS RETENTION SCHEDULE

C = 2 TO 15 YEARS P = PERMANENT

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	CED - Arts and Cultural Affairs	1
RECORD TITLE	GROUP	COMMENTS
City Sponsorship Program	С	
General Office Files and		
Monthly Activity Reports	С	
Permits	С	
Special Events/Projects	С	
Festival of Lights	С	
Cultural Accountability Performance (CAP) Meeting	С	
Fox Performing Arts Center, Riverside Municipal Auditorium	С	
The Box, Showcase	С	
Recommended by:	City Clerk City Clerk	<u> -9-2020</u> Date
Approved as to form:	City Attorney	
Approved by:	Marguy Haught Division Hopa of	1/7/2026 Date
Approved by:	Department Head	_1-8-20 Date

RECORDS RETENTION SCHEDULE

C = 2 TO 15 YEARS **P** = PERMANENT

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	CED - Building & Safety	1
RECORD TITLE	GROUP	COMMENTS
Correspondence, General	С	
Permits and Inspection Related		
Documents and		
Correspondence	Р	
Plans, Calculations, Reports,		
and Related Correspondence	Р	
Statistical Reports	С	
Uniform Code Books	Р	
Water State Control of the Control o		
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		. ^
Recommended by:	Chical	1-9-2020
	City Clerk	Date
		1 12 7
Approved as to form:	July 1 gere	(-13-20
	City Attorney	Date
		7 1 - 0 -70
Approved by:		1-9-70
	Division Read	Date
Approved by:		1-9-20
Approved by.		

Date

Department Head

RECORDS RETENTION SCHEDULE

C = 2 TO 15 YEARS P = PERMANENT

Total Pages:

Department/Division:

CED - Code Enforcement

City Council Approval Date:

February 4, 2020

rebruary 4, 2020	CED - Code Enlorcement	l ¹
RECORD TITLE	GROUP	COMMENTS
Complaint Investigation Files	С	
Correspondence, General	С	
Field Maps, Weed Survey	С	
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Recommended by:	Much	1-7-2020
	City Clerk	Date
	The Pour	- 1.13 7
Approved as to form:	There I get	1.13.70
	City Attorney	Date 1/7/2020
		1/7/2020
Approved by:	0/2	
	Division Head	Date
	(1 6-7
Approved by:		1-8-20
	Department Head	Date

RECORDS RETENTION SCHEDULE

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	CED-Economic Development	
RECORD TITLE	GROUP	COMMENTS
Project Files	С	
Correspondence, General	С	
Grants	С	
		-
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		1-9-2000
Recommended by:	There	
	City Clerk	Date
A result of the forms	Com forces	- (-13-20
Approved as to form:	City Attornov	Date
	City Attorney	
Approved by:	1 (25hn)	1/07/2020
Apploted by.	Division Head	Date
Approved by:		1-9-20
• • • • • • • • • • • • • • • • • • • •	Department Head	Date

RECORDS RETENTION SCHEDULE

C = 2 TO 15 YEARS P = PERMANENT

City Council Approval Date:	Department/Division: CED - Neighborhood	Total Pages:
February 4, 2020	Engagement	1
RECORD TITLE	GROUP	COMMENTS
Grants	С	
Project Files	С	
Recommended by:	Cr Third	(-9-2020
,	City Clerk	Date
Approved as to form:	City Attorney	1.13-20 Date
Approved by:	City Attorney	1/0/7020
Approved by:	División Head	Date
Approved by:		1-9-20
	Department Head	Date

RECORDS RETENTION SCHEDULE

C = 2 TO 15 YEARS P = PERMANENT

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

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	CED - Planning and Historic	2
RECORD TITLE	GROUP	COMMENTS
Recommended by:	Quisol	1-9-2020
	City Clerk	2 Date
Approved as to form:	City Attorney	/ · /3 - 20 Date
Approved by: (Division/Head	
Approved by:	Department Head	1-9-20 Date

RECORDS RETENTION SCHEDULE

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

RECORDS RETENTION SCHEDULE

City Council Approval Date:	Department/Division: CED - Real Property -	Total Pages:
February 4, 2020	Successor Agency	2
RECORD TITLE	GROUP	COMMENTS
Redevelopment Project Areas:		
Appraisals	Р	
Condemnations	Р	
Correspondence, General Project Areas	С	
Demolitions/Removals	P	
Environmental Impact Reports	P	
Environmental, Economic, and Other Special Studies	Р	
Facilities (Buildings & Other Structures)	P	
Land Acquisition Files	Р	
Land Disposition Files	Р	
Request for Proposals - Selected Submittal	С	
Request for Proposals - Other	С	
Redevelopment Area & Plan Amendments	Р	
Relocations	P	
Recommended by:	CityClerk	
Approved as to form:	City-Attorney	1-13-20 Date
Approved by:	Division Head	
Approved by:	Department Head	_1-8-20

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	Finance - Accounting	2
RECORD TITLE	GROUP	COMMENTS
Accident Report File - Accts.	`\	
Rec.	С	
Accounts Payable Check		
Registers #600, 700, 800	С	
Accounts Payable Voucher		
Packages	С	
Authorizations - Additions to		
Fixed Assets	C	
Accounts Receivable -		
Miscellaneous	С	
Asset Inventory Bank Statements	C	
Cash Receipts Daily	С	
Cash Reconciliations	C	
Accounts Payable Checks	P	
Accounts rayable checks	<u> </u>	
Claims File, Damage to City		
Property, Accounts Receivable	С	·
Construction Orders - Work		
Orders	С	
Contract Files, Leases &	·	
Agreements	C .	
Journal and Budget Entries	С	
Correspondence, General	C	
Deposit Trust Fund Records	С	Att More and Great and a control of the control of
Employee Labor Transfers	<u>C</u> .	
Employee Payroll File - Terminated		·
Equipment Usage Reports	Р	
Fuel & Oil Reports	С	
General Accounting Division	С	
Information	C	
Stores Inventory Reports	C	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Job Cost Reports	С	
Journal Vouchers	С	· · · · · · · · · · · · · · · · · · ·
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City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	Finance - Accounting	2
RECORD TITLE	GROUP	COMMENTS
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	

Recommended by:	Micil	1-9-2020
	City Clerk	Date
Approved as to form:	(They form	1-13-20
	City Attorney	Date
Approved by:	Namy Nasua	19/2020
	Division Head	Date
Approved by:	92	1/7/20
	Department Head	Date

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	Finance - Administration	1
RECORD TITLE	GROUP	COMMENTS
Budget Reports, Retention		
Сору	P	
Financial Reports (CAFR)	Р	
Special Studies	С	
Investment Transactions	С	
UUT Receipts and Support	С	

Recommended by:	City Clerk City Clerk	
Approved as to form:	City Attorney,	- (-13-20 Date
Approved by:	Division Head	1/H2v Date
Approved by:	Department Head	1/3/20 Date

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

Recommended by:	City Clerk Col	1- 9-2020 Date
Approved as to form:	City Attorney	- /- /3 · 2ø Date
Approved by:	Division Head'	1/7/2020 Date
Approved by:	Department Head	

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

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

City Council Approval Date:	Department/Division: Finance - Revenue/Business	Total Pages:
February 4, 2020	Tax	2
RECORD TITLE	GROUP	COMMENTS
Recommended by: Approved as to form:	City Clerk City Attorney	1-9-2020 Date 1-13-20 Date
Approved by:	Marie Piri Division Head	<u>DI · D7 · 2D2D</u>
Approved by:	Department Head	1-7-2020 Date

RECORDS RETENTION SCHEDULE

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	Finance - Revenue/Treasury	1
RECORD TITLE	GROUP	COMMENTS
Bank Records	С	
Cash Balance - Daily	С	
Credit Card Documentation	С	
Deposit Slips	С	
Treasury Reports	С	

	44 -	

Recommended by:	City Clark	1-9-2020 Date
Approved as to form:	City Clerk City Attorney	1.13.2c Date
Approved by:	Division Head	1/8/2020 Date
Approved by:	Department Head	<u>1/9/20</u> Date

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	Finance - Risk Management	1
RECORD TITLE	GROUP	COMMENTS
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 Files	С	
Certificates of Insurance	С	

Committee Files	C	
Certificates of Insurance	С	
Recommended by:	City Cody	1-9-2020
	City Clerk	Date /-/3 - 2 o
Approved as to form:	City Attorney	Date
Approved by:	Marie Rini	01-07-2020
	Division Head	Date
Approved by:	44	1/7/2
	Department Head	Date

RECORDS RETENTION SCHEDULE

City Council Approval Date:	Pire/Disaster Preparedness Office	Total Pages:
February 4, 2020		
RÉCORD TITLE	GROUP	COMMENTS
Disaster Claims	С	
Grants	С	
Disaster Drills	С	
Vehicle Records	С	
Recommended by:	Thicol	1-14-2020
Recommended by.	City Clerk	Date
Approved as to form:	City Attorney	
Approved by:	Ja Wag Ha	1-7-2020 Date
Approved by:	Division Head) 1-7-20
	Department Head	Date

CITY OF RIVERSIDE RECORDS RETENTION SCHEDULE

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

RECORDS RETENTION SCHEDULE

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	Fire/Administration	2
RECORD TITLE	GROUP	COMMENTS
Recommended by:	~ Third	1-14-2020
	City Clerk	Date
Approved as to form:	Jun Hu	1-13-20
	City Attorney	Date
Approved by:	Ja Way Hear	1-7-2020
	Division Head	Date
Approved by:	Martial More) 1-7-20
	Department Head	Date

RECORDS RETENTION SCHEDULE

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

Projects - Airport	Р	
Recommended by:	City Clerk	
Approved as to form:	City Attorney	- /-/3-20 Date
Approved by:	Division Head	
Approved by:	Department Head	

RECORDS RETENTION SCHEDULE

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

RECORDS RETENTION SCHEDULE

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	Human Resources	2
RECORD TITLE	GROUP	COMMENTS
Recommended by:	City Clerk)	1-14-2020 Date
Approved as to form:	City Afformey	1-13-20 Date
Approved by:	División Head	1-09-2020 Date
Approved by:	Department Head	1-07-2020 Date

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

Recommended by:	Micol	1-8-2020
	City Clerk	Date
Approved as to form:	fing to ger	(-13-20)
	City Afforney	Date
Approved by:	C. Tille	1/7/2020
	Division Head	Date
Approved by:	My Maller	1/1/2020
•	Department Head	Date

RECORDS RETENTION SCHEDULE

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	Library Administration	1
RECORD TITLE	GROUP	COMMENTS
Board of Library Trustees Packets (Minutes, Agenda,		
and Reports)	P	
Correspondence, General	C	
Customer Transactions (Cards Issued and Circulation Reports)	С	
Materials (Books and Media Reports)	С	
Recommended by:	City/Clerk)	1-10-2020 Date
Approved as to form:	City Attorney	/-/3-Ze Date
Approved by:	Division Head	/2 /20 Date
Approved by:	Department Head	1/9/20

RECORDS RETENTION SCHEDULE

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	Library Accounting	1
RECORD TITLE	GROUP	COMMENTS
Grants	С	
		(, , , , , , , , , , , , , , , , , , ,
Recommended by:	Mics	1-10-2020 Date
	City Clerk	Date
	Charles and the second	1-13-20
Approved as to form:	Company (CF-	/ .
	City Attorney	Date
		la la
Approved by:		
	Division Head	Date
		1/9/20
Approved by:		- 1/20
	Department Aead	, , Date

RECORDS RETENTION SCHEDULE

C = 2 TO 15 YEARS P = PERMANENT

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	Mayor - Administration	1
RECORD TITLE	GROUP	COMMENTS
Board and Commission Minutes, Agendas, Reports	Р	
Correspondence, General - Administrative	С	
Project Files	С	
Promotional Video	С	
Youth Council	С	
Task Force Minutes, Agendas, Reports	Р	
Recommended by:	C Lucol	1-6-2020
	City Clerk	1-6-2020 Date
Approved as to form:	City Attorney	

Approved as to form:

City Clerk

Date

1.13-20

City Attorney

Date

Approved by:

Division Head

Date

1.6.20

Date

RECORDS RETENTION SCHEDULE

City Council Approval Date:	Department/Division:	Total Pages:
	Mayor - Human Relations	
February 4, 2020	Commission	1
RECORD TITLE	GROUP	COMMENTS
Human Relations Commission		
Minutes, Agendas, Reports	P	
General Correspondence	С	
Human Relations Commission By-Laws and Policies &		
Procedures	Р	
Human Relations Commission	·	
Publications	С	
Recommended by:	c Shicil	1-20-20
	City Clerk	Date
Approved as to form:	Fait them	- 1-13-20
Approved as to form.	City Attorney	Date
Approved by:	(MAO)	1.6.20
	Division Head	Date
Approved by:		1.6.20
	Department Head	Date

RECORDS RETENTION SCHEDULE

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

Recommended by:	City Clerk	_1-14-2020 Date
Approved as to form:	City Attorney	1-13-20 Date
Approved by:	Division Head	7 Jan 2020 Date
Approved by:	Jelis Des	7 Jan 2020 Date
	Department Head	Date

RECORDS RETENTION SCHEDULE

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

Recommended by:	City Clerk	1-10-2020 Date
Approved as to form:	City Attorney	
Approved by:	Division Head	
Approved by:	Department Head	/-10-20 Date

RECORDS RETENTION SCHEDULE

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	PRCS - Community Services	1
RECORD TITLE	GROUP	COMMENTS
Employee Training Logs/Info	С	
Grant Funded Project Files	С	
PRCSD Receipt Books	С	
Planning & Wrap-Up Guides	С	
Program Participant Registration and Liabilty Waiver		
Forms	С	
Donation Records	С	
Facility Rental Application		
Records	С	

Recommended by:	City Clerk	1-10-202	<u>O</u>
Approved as to form:	City Attorney	1-13-2	<u>P</u>
Approved by:	Division Head	48/2020	Date
Approved by:	Department Head	1-10-20	Date

RECORDS RETENTION SCHEDULE

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

Recommended by:	Chicol	1-10-2020
	City Clerk	Date
Approved as to form:	City Attorney	/- (3 - 2e Date
Approved by:	Be Ralul	1-7-20
	Division Head	Date
Approved by:	Add G	1-10-20
	Department Head	Date

RECORDS RETENTION SCHEDULE

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

Recommended by:	Licol	1-10-2020
	City Clerk	Date
Approved as to form:	Jany fater	1.13-20
	City Attorney	Date
Approved by:	Randy Ma amin	1/7/2020
	Division Head	Date
Approved by:	ady Ex	1-10-20
	Department Head	Date

RECORDS RETENTION SCHEDULE

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	PRCS - Recreation	1
RECORD TITLE	GROUP	COMMENTS
Public, Employee & Volunteer		
Incident/ Accident Reports	С	
Grant Project Files	С	
PRCSD Department 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	C	
P-Card Statements & Request	C	
to Purchase Forms	С	
Donations Management		
Records	С	
Employee Training Logs/Info	С	

Recommended by:	City Clerk	
Approved as to form:	City Attorney	(-13-Z) Date
Approved by:	Division Head	1/8/2020 Date
Approved by:	Department Head	<u> </u>

RECORDS RETENTION SCHEDULE

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	PRCS - Special Transit	1
RECORD TITLE	GROUP	COMMENTS
Short Range Transit Plan	Р	
Audit Reports - Instructions, Findings, Responses	С	
Employee Training Logs/Info	С	
Incident/Accident Video/ Audio Files	С	
Incident/Accident Reports	С	
Fare Increase Documentation	С	
Grant Funded Project Files	С	

Recommended by:	City Clerk	
Approved as to form:	City Attorney	1-13-Zu Date
Approved by:	Division Head	./7/2020 Date
Approved by:	Department Head	/-10-20 Date

CITY OF RIVERSIDE RECORDS RETENTION SCHEDULE

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

CITY OF RIVERSIDE RECORDS RETENTION SCHEDULE

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

CITY OF RIVERSIDE RECORDS RETENTION SCHEDULE

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

CITY OF RIVERSIDE RECORDS RETENTION SCHEDULE

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

CITY OF RIVERSIDE RECORDS RETENTION SCHEDULE

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

RECORDS RETENTION SCHEDULE

GROUP

Department/Division:

Police

B = LESS THAN 2 YEARS C = 2 TO 15 YEARS

City Council Approval Date:

Destruction of Narcotics

RECORD TITLE

February 4, 2020

P = PERMANENT

Total Pages:

COMMENTS

Date

Bosh control rigidones		
Felony Capital Crimes Punishable by Life		
Imprisonment or Death	Р	
Personnel Files of Employees	P	
Traffic Collision - Fatalities	P	
Training Bulletins	Р	
NA Destada (NA		
Weapons Database (Weapons		
Owned by Department, Use by Department Personnel, Etc.)	. P	
Auto Theft Logs	C	
Chemical/Film Inventories	C	
Inventory of Departmental		
Property	. С	
Log of Departmental		
Equipment Provided to		-
Employee	. C	
Vehicle Maintenance and	·	
Repair Records	С	
Recommended by:	Chiral	/ -10-2820 Date
	City Clerk	Date
		1-13-20
Approved as to form:	Jeng for	
	City Attorney	Date
Approved by:	3.33.30	1-9-20
	Division Head	Date
	De-	1-9-20
Approved by:		. , , ,

DepartmentHead

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

Recommended by:	City Clark	1-10-2020	
Approved as to form:	City Clérk	1-13-20	
Approved by:	City Attorney		
Approved by:	Division Head	1/9/20	
	Department Head	Do	зtс

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	Public Utilities - Central Stores	1
RECORD TITLE	GROUP	COMMENTS
Original Material Requisitions	С	
Material Return - Credit	С	
Public Utility Work Orders	С	
Stock Item Request	Р	
Fixed and Moveable Asset		
Forms	P	
Central Stores Material		
Requisition (Department)	С	

Recommended by:	Micsel	1-10-2020
,	City Clerk	Date
Approved as to form:	City Attorney	1-13-20 Date
Approved by:	A Lord	1)A)colo Date
Approved by:	Division Head	1 9 20 Date
	Department Head	Date

City Council Approval Date:	Department/Division: Public Utilities - Customer	Total Pages:
February 4, 2020	Service	1
RECORD TITLE	GROUP	COMMENTS
Deposit Receipt Books	С	
Rebate Paperwork	С	
Customer Account Information		
and Correspondence	С	

Recommended by:	Aucil	1-10-2020
,	City Clerk	Date
Approved as to form:	Flag for the	1-13-20
	City Attorney	Date
Approved by:	For	1-8-2020
	Division Head	Date
Approved by:	Jalla C	1/9/20
	Department Head	Date

City Council Approval Date:	Department/Division: Public Utilities - Electrical	Total Pages:
Folkright 1 2000	Engineering	
February 4, 2020	GROUP	2 COMMENTS
RECORD TITLE		COMMENTS
Operations Daily Report	P	
Data Books, Substation	C	
Design File	C	
Drawings	Р	
Fault Studies	С	
Field Books	Р	
General Reference Data	С	
GO 95, 165, 174 Inspection and		
Corrective Action Records	C	
GO 95 Pole Strength		
Calculations	P	
GO 128 Underground Facility	F	
As-Built Drawings	P	
Go 165 Intrusive Inspection	· ·	
Records	P	
Joint Pole Authorization	P	
Joint Pole Card	C	
Load Sheets	C	
Maps	. Р	
Coordinating Committee	. F	
Minutes, Agendas, Packets	P	
Operating Reports, Substation	P	
Organization Files	C	
Photographic Records	Р	
Print Files, Substation		
Product Evaluation	P	
Purchase Order Files,	<u> </u>	
Substation	B	•
Purchase Orders and	Р	
Requisions (Support	·	
Documents)	C	
Relay Calculation Files	Р	
Relay Instruction Books	P P	
Relay Setting Files	P P	
Reports, Accident	<u>C</u>	
Reports, Environmental Impact	P	
Reports, Safety	С	

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

Recommended by:	City Clerk City Clerk	(-10-2	Date
Approved as to form:	City Attorney	(-13-20	D ate
Approved by:	MM	1/9/1020	
Approved by:	Division Head Department Head	1 9/2020	Date Date

RECORDS RETENTION SCHEDULE

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

Recommended by:	City Clerk City Clerk	
Approved as to form:	City Attorney	/-/5-20 Date

RECORDS RETENTION SCHEDULE

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	Public Utilities - Electric Field	2
RECORD TITLE	GROUP	COMMENTS
Approved by:	M Division Head	<u>i Jajuro</u> Date
Approved by:	All M Cl	1/9/20
	Department Head	Date

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

RECORDS RETENTION SCHEDULE

C = 2 TO 15 YEARS P = PERMANENT

City Council Approval Date:	Department/Division:	Total Pages:
February 4, 2020	Public Utilities - Finance/Rates	2
RECORD TITLE	GROUP	COMMENTS
Rate Case Files	С	
Cost of Service Studies		
(Consultants)	С	
Contracts/Service Agreements	С	
Retail Sales Statistics/CAFR		
Statistics	C	
Recommended by:	City Clerk City Clerk	1-10-2020 Date
Approved as to form:	City Attorney	- /-/3-20 Date
Approved by:	División Read	1/9/2020 Date
Approved by:	Department Head	Date

City Council Approved Date:	Domartmont/Division	Total Dagger
City Council Approval Date:	Department/Division:	Total Pages:
	Public Utilities - Power	
February 4, 2020	Resources	1
RECORD TITLE	GROUP	COMMENTS
Setlement Transaction		"
Documentation	С	
Project Files	Р	
 Power Scheduler/Trader Logs	С	
Deal Sheets	С	
Environmental, Health and		
Safety	С	
Regulatory Compliance	С	
Internal Reports and		
Inspections	С	
Purchasing Records	С	
Project Files	С	
Historic Value - Generation	Р	
Recommended by:	(Saical	1-10-2020
	City/Clerk	Date
		1 12 2
Approved as to form:	E Play	1-13-20
	City Attorney	Date
Approved by:	12	
	Division Head	Date
	(, / (/)	1/4/2
Approved by:	Mila	1110120
	Department Head	Date

RECORDS RETENTION SCHEDULE C = 2 TO 15 YEARS P = PERMANENT

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

Recommended by:

Approved as to form:

City Clerk

Page 1 of 2

1-10200 Date 1-13-70

City Council Approval Date: February 4, 2020	Department/Division: Public Utilities - Water Administration	Total Pages: 2	
RECORD TITLE	GROUP	COMMENTS	
Approved by:	City Attorney	1/8/20	Date
Approved by:	Division Head - Cl	1/8/20	Date
	Department Head		Date

RECORDS RETENTION SCHEDULE C = 2 TO 15 YEARS P = PERMANENT

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

City Council Approval Date:	Department/Division: Public Utilities - Water Engineering/Resources/	Total Pages:
February 4, 2020	Operations	2
RECORD TITLE	GROUP	COMMENTS
Approved as to form:	City Attorney	/- (3-2° Date
Approved by:	Division Head,	1/8/20
Approved by:	Department Head	_ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \

CITY OF RIVERSIDE RECORDS RETENTION SCHEDULE

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

RECORDS RETENTION SCHEDULE

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

Recommended by:	Third	1-6-2020
	City Clerk	Date
Approved as to form:	ofly of the	1-15-20
	City Attorney	Date
Approved by:	Cind Roug	1/6/20
	Division Head	Date
Approved by:	dis Martin	1/6/20
	Department Head	Date