

HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

Copies or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term “records” shall include all records as defined by the California Public Records Act.

STRUCTURE: CITY-WIDE, DEPARTMENTS & DIVISIONS

The City-wide retention schedule includes those records all departments have in common (e-mails, letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. The department retention schedules may be organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule, or look in the index to the schedules (provided after approval.)

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free office space and computer storage space
- Reduce the cost of records storage – paper and electronic
- Eliminate duplication of effort within the City
- Find records faster
- Determine what media should be used to store records

AUTHORIZATION TO DESTROY RECORDS (Paper or Electronic Records):

Destruction or deletion of an **official (original) record** that has exceeded its retention period must be **authorized prior to destruction or deletion.**

- If there is a **minimum** retention (“**Minimum 2 years**”), the destruction / deletion must be authorized before it is destroyed, as it is an official (original) record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed “When No Longer Required.”

- If there is **NOT** a minimum retention (“When No Longer Required”), it does NOT need to be authorized prior to destruction, as it is a preliminary draft, copy, or the Content is NOT Substantive.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. **“Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or resolution).”**

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the “Destroy Paper after Imaged & QC’d” below for the Legal Requirements for the electronic record to be the official (original) record.

Records Description: The record series (a group of like records).

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition: **Active (guideline):** How long the file remains in the immediate office area
Inactive (guideline): How long the file is in off-site storage, stored electronically in accordance with law (see below)
Total Retention: The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

P = Permanent

Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (guideline) terms used in State law: Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk or other **Unalterable Media** which does not allow changes

Scan / Import (guideline): “S” indicates the record should be scanned into the document imaging system;
“I” indicates the record should be electronically imported into the document imaging system;
“M” indicates the record was microfilmed

Destroy Paper after Imaged & QC’d (quality checked) / Trustworthy Electronic Record: “Yes” means the electronic record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format) **IF (these are the legal requirements for the electronic record to serve as the official (original) record)** the electronic record is also **placed on Unalterable Media, Imutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed** which is **stored in a safe & separate location**. Employees are required to Quality Check (“QC’d”) both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes**; other legal mandates may apply.

Legend for legal citations (§: Section)

CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
PRC: Public Resources Code
USC: United States Code (US)

CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops: Cal. Atty. Gen.: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|--|---------------|---|---|------------------------|-------------------------|------------------------------|------------------------------------|---|
| <i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i> <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| CITY-WIDE (Used by All Departments) | | | | | | | | |
| Lead Dept. | CW-001 | Accident / Incident Reports - MEMBERS OF THE PUBLIC Employees are sent to Human Resources | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Lead Dept. | CW-002 | Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1) |
| Lead Dept. (managing the contract) | CW-003 | Agreements & Contracts: ADMINISTRATION (Class Instructors / Equipment / Maintenance / Performers / Special Events) (RFP - Request for Proposal, Successful Proposal, etc.) Send All Original Agreements or Contracts to the City Clerk, all Insurance Certificates to Risk Management (upload in Origami Database) | Completion + 5 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City preference; Errors & Omissions is not applicable; Statute of Limitations: Contracts & Spec's=4 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090 |
| Lead Dept. | CW-004 | Agreements & Contracts: ADMINISTRATION (WITH Grant Funding) (Project Administration, Certified Payrolls, Project Schedules, RFP - Request for Proposal, Successful Proposal, etc.) Send All Original Agreements or Contracts to the City Clerk, all Insurance Certificates to Risk Management (upload in Origami Database) | Completion + 10 years or After Funding Agency Audit, if required, whichever is longer | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Developers=comp. + 10 years; CCP §337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133GC §34090 |

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| Lead Dept. | CW-005 | <p>Agreements & Contracts: ADMINISTRATION (WITHOUT Grant Funding) (Project Administration, Certified Payrolls, Project Schedules, RFP - Request for Proposal, Successful Proposal, etc.)</p> <p>Send All Original Agreements or Contracts to the City Clerk, all Insurance Certificates to Risk Management (upload in Origami Database)</p> | Completion + 10 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City preference; Covers E&O Statute of Limitations; Statute of Limitations: Contracts & Spec's=4 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090 |
| Lead Dept. | CW-006 | <p>Agreements & Contracts: UNSUCCESSFUL BIDS, PROPOSALS or RESPONSES to INFORMAL RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract</p> <p>Informal Bids not conducted by Purchasing EXCLUDES ELECTRIC - See Public Utilities</p> | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Includes unopened bids; GC §34090 |
| Lead Dept. | CW-007 | Appeals / Administrative Hearings | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Final Decision is filed with the project that was appealed; GC §34090 |
| Lead Dept. | CW-008 | Boards, Commissions, & Committees: EXTERNAL Organizations / Regional Boards & Commissions - Agendas, Minutes, Resolutions, or other documents (e.g. County Board of Supervisors) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Non-records |
| City Clerk | CW-009 | Boards, Committees, Commissions, Advisory Bodies: Citizen Advisory Created by the City Council Agendas & Staff Reports, Audio or Video Recordings, Minutes Send Originals to the City Clerk | Copies - When No Longer Required | | Mag | | | The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7 |

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| Lead Dept. | CW-010 | Bonds: Bid Bonds | After issuance of Notice to Proceed | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Security; GC §34090 |
| Lead Dept. | CW-011 | Bonds: Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permits, Monitoring Bonds | Release of Bond / Letter of Credit | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Security; GC §34090 |
| Division Providing Service / Work | CW-012 | Citizen Request Database (3-1-1 / 311) / Call Center Database / Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | Yes: Until Work is Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; GC §34090 |
| Staffing Dept. | CW-013 | Committees: Employee Committees , Employee Staff Meetings / Department Staff Meetings Agendas & Minutes | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Staffing Dept. | CW-014 | Committees: Subcommittees of the City Council / Standing Committees / Ad-Hoc Committees Agendas & Minutes | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference to be in alignment with Audio and Video recordings; All actions are made by the City Council; GC §34090 |
| Lead (Responding) Dept. | CW-015 | Complaints / Concerns from Citizens (Excludes Police Officers) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City preference; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090 |
| Lead Dept. | CW-016 | Copies or duplicates of any record | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090.7 |

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| Dept. that Authors Document or Receives the City's Original Document | CW-017 | <p>Correspondence - ROUTINE (Content relates in a SUBSTANTIVE way to the conduct of the public's business) (e.g. e-mail, Letters, Memorandums, Administrative, Chronological, General Files, etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business</p> | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (2017) 2 Cal.5th 608 GC §34090 |
| Dept. that Authors Document or Receives the City's Original Document | CW-018 | <p>Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda NOT retained in the ordinary course of business Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, PowerPoint presentations, speaker cards, speech notes, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)</p> | When No Longer Required | | Mag, Ppr | | | <p>Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500, 64 Ops. Cal. Atty. Gen. 317 (1981); City of San Jose v. Superior Court (2017) 2 Cal.5th 608</p> |

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| Lead Dept. | CW-019 | Developer Deposit Accounts / Developer Impact Fee Accounts (Escrow Accounts) | Closed + 5 years | Yes: Until Maturity | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; (meets municipal government auditing standards); GC §34090 |
| Lead Dept. | CW-020 | Drafts & Notes: Drafts that are revised (retain final version) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 7927.500 |
| Dept. that Authors Document or Receives the City's Original Document | CW-021 | E-mail (all) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City preference; GC §34090 |
| Lead Dept. | CW-022 | GIS Database / Data / Layers (both City-wide and Specialized) | Indefinite (Perm.) | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq. |
| Lead Dept. | CW-023 | Grant Applications funded by the City's General Fund | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Finance maintains payable information in Accounts Payable; GC §34090 |
| Lead Dept. | CW-024 | Grants (UNSUCCESSFUL Applications, Correspondence) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |

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| Lead Dept. | CW-025 | Grants / CDBG Administration (Community Development Block Grant) / Reimbursable Claims / FEMA Reimbursements / OES Reimbursements (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records | After Funding Agency Audit, if required - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090 |
| Lead Dept. | CW-026 | Newspaper Clippings | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Non-records - may be obtained from the newspaper company; GC §34090 |
| Lead Dept. | CW-027 | P-Card statements and applications (Detailed backup and receipts are retained in Lead Department) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; meets municipal government auditing standards; GC §34090 |
| Human Resources | CW-028 | Personnel Files (Department Copies) except Police Send all originals to Human Resources | Do Not Retain In Departments OR Separation or Transfer + 4 years | Before Annual Evaluation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Originals are retained by Human Resources; GC §34090.7 |
| Lead Dept. | CW-029 | Personnel Files (Supervisor's Notes) | Shred After Incorporation into Performance Evaluation or Documented Discipline | Before Annual Evaluation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq. |

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| Lead Dept. | CW-030 | Photographs | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary Drafts (retention is placed on the final record in which the photograph is published in, if any); destroy unnecessary photographs. GC §§34090 |
| Lead Dept. (Who Uses the Vehicle) | CW-031 | Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 13 CCR 1234(e); VC 34505.5(c); 49 CFR 396.11; GC §34090 |
| Lead Dept. | CW-032 | Public Relations / Press Releases | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Lead Dept. (Who Ordered the Appraisal) | CW-033 | Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc. | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not accessible to the public; GC §§34090, 7928.705 |
| Lead Dept. (Who Ordered the Appraisal) | CW-034 | Real Estate Appraisal Reports: Purchased Property, Funded Loans | Minimum 5 years | Yes: Before Purchase | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090 |
| Lead Dept. | CW-035 | Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Newsletters, Plans / Strategic Plans, etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Non-Records |
| Lead Dept. | CW-036 | Reference Materials: Internal Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Newsletters, Plans / Strategic Plans, etc.: Produced by YOUR DEPARTMENT Send all Administrative Policies to the City Manager | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |

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| Lead Dept. | CW-037 | Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Newsletters, Administrative Policies, Plans / Strategic Plans, etc.: Produced by OTHER Departments | When Superseded | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Copies; GC §34090.7 |
| Lead Dept. | CW-038 | Reports and Studies (Historically significant - e.g., Zoning Studies) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Administratively and Historically significant, therefore retained permanently; GC §34090 |
| Lead Dept. | CW-039 | Reports and Studies (other than Historically significant reports - e.g. Annual Reports) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Information is outdated after 10 years; If historically significant, retain permanently; GC §34090 |
| Lead Dept. | CW-040 | Special Event Permits | Expiration + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 et seq. |
| Lead Dept. | CW-041 | Special Projects / Subject Files / Issue Files | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 et seq. |
| Lead Dept. | CW-042 | Subpoenas (appearance or duces tecum) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 et seq. |
| Lead Dept. | CW-043 | Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |

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|---|---------------|--|-------------------------------------|--------|-------------------|------------------------------|------------------------------------|--|
| <p><i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Lead Dept. | CW-044 | <p>Training Presented by City Staff - Target Solutions / Vector Solutions</p> <p>(Attendance Rosters or Sign-in Sheets, Outlines and Materials; includes Ethics, Harassment, & Safety Training & Tailgates)</p> | <p>Indefinite - Minimum 5 years</p> | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | <p>Department preference; Ethics & Harassment Prevention Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b); 53237.2(b); LC §6401.9(f),</p> |
| Lead Dept. | CW-045 | <p>Training Presented by City Staff - COURSE RECORDS</p> <p>(Attendance Rosters or Sign-in Sheets, Outlines and Materials; includes Ethics, Harassment, & Safety Training & Tailgates / Tailboards)</p> | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | <p>Department preference; Meets OSHA requirements; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b); LC §6401.9(f),</p> |
| Lead Dept. | CW-046 | <p>Volunteer Time Cards / Unpaid Intern Timecards / Sign-in Sheets / Waivers</p> <p>Volunteer applications are retained by Human Resources</p> | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | <p>Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12960, 34090</p> |

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE HEARINGS

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <i>If the record is not listed here, refer to the Retention for City-Wide Standards. Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| ADMINISTRATIVE HEARINGS / OFFICE OF ADMINISTRATIVE HEARINGS | | | | | | | | |
| City Clerk | CC-000 | Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1) |
| City Clerk | CC-001 | Agenda Packets: City Council, Housing Authority, Redevelopment Agency, Successor Agency, Oversight Board, Authorities and Corporations Includes Appeals, Budgets, Annual Financial Reports (CAFR, ACFR) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| City Clerk - NOTE FROM DIANE - These old paper agenda packets should be imaged, no matter how old | CC-002 | Agenda Packets: Historic Preservation Fund Committee, Planning Commission, Transportation Board Advisory Bodies created by the City Council that has approval authority, or that have been imaged | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE HEARINGS

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards. Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> | | | | | | | | |
| <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| <p>City Clerk - NOTE FROM DIANE - This is so you can destroy old paper agenda packets</p> | <p>CC-003</p> | <p>Agenda Packets: Airport Commission, Board of Ethics, Board of Library Trustees, Board of Public Utilities, Budget Engagement Commission, Commission of the Deaf, Commission on Aging, Commission on Disabilities, Community Police Review Commission, Cultural Heritage Board, Human Relations Commission, Human Resources Board, Museum of Riverside Board, Parks & Recreation Commission Advisory Bodies created by the City Council that are Advisory Only, or are in Paper Format</p> | <p>Minimum 5 years</p> | | <p>Mag, Mfr, OD, Ppr</p> | <p>S / I</p> | <p>Yes: After QC & OD</p> | <p>Department preference; GC \$34090</p> |

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE HEARINGS

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|---|-----------------|------------------------|-------------------|---------------------------------------|------------------------------------|--|
| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards.</i></p> | | | | | | | | |
| <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> | | | | | | | | |
| <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| City Clerk | CC-004 | <p>Agreements & Contracts, Amendments - ALL INFRASTRUCTURE / IMAGED or SCANNED, Covenants, JPAs, Liens, MOUs, Public Agencies, Water</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Scope of Work, all attachments and exhibits)</i></p> <p>Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc.</p> | P | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | <p>Department Preference; All infrastructure contracts should be permanent for emergency response; Statute of Limitations is 10 years for Errors & Omissions; 4 years for all contracts; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)</p> |

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE HEARINGS

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|--|---------------|--|-------------------------------------|------------------------|-------------------|------------------------------|------------------------------------|--|
| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards. Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| City Clerk - NOTE FROM DIANE - This is so you can destroy old paper agreements & contracts | CC-005 | <p>Agreements & Contracts, Amendments - ALL NON-INFRASTRUCTURE / NOT IMAGED or SCANNED: Professional Services Agreements, Tenant / Lease Agreements - NOT IMAGED or SCANNED</p> <p>Agreement or Contract includes all contractual obligations (e.g. Scope of Work, all attachments and exhibits)</p> <p>Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.</p> | Completion + 10 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Statute of Limitations is 10 years for Errors & Omissions; 4 years for all contracts; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a) |
| City Clerk | CC-006 | Board & Commission / Committee Applications / Ethnic Origin Surveys (All, whether appointed or not) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| City Clerk | CC-007 | Board & Commission / Committee Maddy Act Lists / Vacancy Notices | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| City Clerk | CC-008 | Bonds: Bid Bonds | After issuance of Notice to Proceed | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Security; GC §34090 |
| City Clerk | CC-009 | Bonds: Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permits, Monitoring Bonds | Release of Bond / Letter of Credit | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Security; GC §34090 |
| City Clerk | CC-010 | City Articles of Incorporation | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |

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| HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| City Clerk | CC-011 | Claim Forms | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City Attorney manages Claim Files; GC \$34090 |
| City Clerk | CC-012 | Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ELECTRONICALLY FILED / DATABASE (SouthTech) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | Statements filed electronically are required for 10 years; City maintains copies only; original statements are filed with FPPC; GC \$81009(f)(g); GC \$84615 |
| City Clerk | CC-013 | FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): DESIGNATED EMPLOYEES & CONSULTANTS (specified in the City's Conflict of Interest code) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | City maintains original statements; GC \$81009(e)&(g) |
| City Clerk | CC-014 | FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): PUBLIC OFFICIALS / 87200 Filers (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | Standard municipal government practice; City maintains copies only; original statements are filed with FPPC; GC \$81009(f)&(g) |
| City Clerk | CC-015 | FPPC Economic Interest Filings (FPPC Form 635 / 602) - Lobbyist Authorization / Reporting | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | 2 CCR 18615(f), GC \$34090 |
| City Clerk | CC-016 | FPPC Form 801 (Gift to Agency Report) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | Must post on website; GC \$81009(e) |
| City Clerk | CC-017 | FPPC Form 802 (Event Ticket / Pass Distributions Agency Report) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | Should post on website for 4 years; GC \$81009(e) |
| City Clerk | CC-018 | FPPC Form 803 (Behested Payment Report) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | GC \$81009(e) |

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards. Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| City Clerk | CC-019 | FPPC Form 806 (Agency Report of Public Official Appointments) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | Must post on website; 2 CCR 18702.5; GC \$34090; GC §81009(e) |
| CITY CLERK ELECTIONS (CONSOLIDATED) | | | | | | | | |
| City Clerk | CC-020 | Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): SUCCESSFUL CANDIDATES (Elected Officials) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | Paper must be retained for at least 2 years; GC §81009(b)&(g) |
| City Clerk | CC-021 | Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES - PRIOR TO ELECTRONIC FILING | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | Paper must be retained for at least 2 years; GC §81009(b)&(g) |
| City Clerk | CC-022 | Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED - WITH or WITHOUT Committees | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Campaign statements must be posted on the City's website within 72 hours and remain on line for 4 years; Statements filed electronically are required for 10 years; GC §81009(b)&(g); GC §84615 |
| City Clerk | CC-023 | Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies) | 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | Paper must be retained for at least 2 years; GC §81009(f)&(g) |
| City Clerk | CC-024 | Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | Paper must be retained for at least 2 years; GC §81009(c)&(g) |
| City Clerk | CC-025 | Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - SUCCESSFUL CANDIDATES | Term of Office + 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100 |
| City Clerk | CC-026 | Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - UNSUCCESSFUL CANDIDATES | Election + 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100 |

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE HEARINGS

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards. Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| City Clerk | CC-027 | <p>Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications to fill a Vacancy on the City Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)</p> | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| City Clerk | CC-028 | Elections - HISTORICAL Files (Copies of Sample Ballot, Copy of Resolution Declaring Results, etc.) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| City Clerk | CC-029 | Elections - Petitions (Initiative, Recall or Referendum) - IF INSUFFICIENT | Final Examination + 1 year after petition examination | | Ppr | | | Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400 |
| City Clerk | CC-030 | Elections - Petitions (Initiative, Recall or Referendum) - IF SUFFICIENT | Results + 8 months | | Ppr | | | Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400 |
| (End of Elections Section) | | | | | | | | |
| City Clerk | CC-031 | Ethics - City's Code of Ethics | Superseded + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §§ 3105, 12946, 12960, 34090, 53235.2(b) |
| City Clerk | CC-032 | Ethics - Training Certificates for City Council, Board and Commission Members (FPPC Public Officials / 87200 Filers) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §§ 3105, 12946, 12960, 34090, 53235.2(b) |

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE HEARINGS

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards. Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> | | | | | | | | |
| <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| City Clerk | CC-033 | Historical Records / Archives, City Charters, Copyrights, Trademarks, Photographs, Historical Projects Anniversaries, Incorporation, City Seal, Awards of significant historical interest, Grand Openings, etc. | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | City Clerk determines historical significance; records can address a variety of subjects and media. GC §34090 |
| City Clerk | CC-034 | Minutes: City Council, Housing Authority, Redevelopment Agency, Successor Agency, Oversight Board, Authorities and Corporations | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090(e) |
| City Clerk | CC-035 | Minutes / Logs / Notes: City Council Closed Sessions | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 |
| City Clerk | CC-036 | Minutes: Advisory Bodies Appointed by the City Council - Historic Preservation Fund Committee, Planning Commission, Transportation Board, Airport Commission, Board of Ethics, Board of Library Trustees, Board of Public Utilities, Budget Engagement Commission, Commission of the Deaf, Commission on Aging, Commission on Disabilities, Community Police Review Commission, Cultural Heritage Board, Human Relations Commission, Human Resources Board, Museum of Riverside Board, Parks & Recreation Commission | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(e) |
| City Clerk | CC-037 | Oath of Office / Appointments: City Council, Board and Commission Members | Separation + 6 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113 |

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE HEARINGS

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards. Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| City Clerk | CC-038 | Ordinances (City Council, Redevelopment Agency) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090(e) |
| City Clerk | CC-039 | Passport Transmittals | 24 months | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | US Passport requirement to destroy forms monthly; GC §34090 |
| City Clerk | CC-040 | Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall or Referendum Petitions | 1 year | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Law requires 1 year for petitions; GC §50115 |
| City Clerk | CC-041 | Public Records Requests / Subpoenas Duces Tecum / Summons / GovQA Database | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| City Clerk | CC-042 | Recorded Documents: Deeds, Deed Outs, Easements, Final Order of Condemnation, Full Reconveyance, Liens, Notice of Completion | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(a) |
| City Clerk | CC-043 | Recordings: Audio or Video - City Council, Housing Authority, Redevelopment Agency, Successor Agency, Oversight Board, Authorities and Corporations, Planning Commission | Minimum 5 years | | Mag | | | Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7 |

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE HEARINGS

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|------------------------|---------------|---|-----------------|--------|-------------------|------------------------------|------------------------------------|----------------------------------|
| City Clerk | CC-044 | Recordings: Audio or Video - Advisory Bodies Appointed by the City Council - Historic Preservation Fund Committee, Planning Commission, Transportation Board, Airport Commission, Board of Ethics, Board of Library Trustees, Board of Public Utilities, Budget Engagement Commission, Commission of the Deaf, Commission on Aging, Commission on Disabilities, Community Police Review Commission, Cultural Heritage Board, Human Relations Commission, Human Resources Board, Museum of Riverside Board, Parks & Recreation Commission | P | | Mag | | | GC §34090(e) |
| City Clerk | CC-045 | Records Management: Records Destruction Authorization Forms & Certifications, Records Retention Amendments, Records Transfer Lists and Inventories, Inventory & Disposition of Records Forms (All Departments) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Department preference; GC §34090 |
| City Clerk | CC-046 | Resolutions: City Council, Housing Authority, Redevelopment Agency, Successor Agency, Oversight Board, Authorities and Corporations, Planning Commission | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090(e) |

If the record is not listed here, refer to the Retention for City-Wide Standards.

Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).

RECORDS RETENTION SCHEDULE: AIRPORT

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|--|---------------|---|----------------------------------|--------|-------------------|---------------------------------------|------------------------------------|---|
| <i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| AIRPORT | | | | | | | | |
| Airport | AIR-001 | Above Ground Storage Tank (Airport Owned) Tank Monitoring, Inspections and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records, CUPA Inspections, including letters of correction and citations | 20 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); EPA recommends that formal test records or reports be retained for the life of the container; GC §34090 |
| Airport | AIR-002 | Aircraft Accident / Incident Reports: Aircraft (sent to FAA) | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| City Clerk | AIR-003 | Airport Commission - Agendas & Staff Reports, Audio or Video Recordings, Minutes Send Originals to the City Clerk | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7 |
| Airport | AIR-004 | Airport Noise Measurements, yearly day-night average sound levels | Minimum 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; 14 CFR 150 et seq.; GC §34090 |
| Airport | AIR-005 | Airport Security Access Applications / AOA Access Personnel Records / Gate User Acknowledgements / Proximity Cards (Employees and Tenants) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Airport | AIR-006 | Airport State License / Certifications (Safety Inspections) | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| City Clerk | AIR-007 | Airport Tenant Agreements and Insurance Certificates | Copies - 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference for use in possessory interest; GC §34090.7 |
| Airport | AIR-008 | CalTrans Aeronautics Inspections (Annual - Includes letters of corrections and citations) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |

RECORDS RETENTION SCHEDULE: AIRPORT

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Lead Dept. (Managing the Project) | AIR-009 | <p>Capital Improvement Projects (CIP): MAINTENANCE-ONLY PROJECTS - No Change in Infrastructure</p> <p>All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.)</p> | Completion + 5 years or After Funding Agency Audit, if required, whichever is longer | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference - meets municipal government auditing standards; Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §34090 |
| Lead Dept. (Managing the Project) | AIR-010 | <p>Capital Improvement Projects (CIP): Administration File / Construction Management</p> <p>Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Permits for Construction, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs , Safety. SWPPP / WPCP, etc.</p> | Completion + 10 years or After Funding Agency Audit, if required, whichever is longer | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090 |
| Lead Dept. (Managing the Project) | AIR-011 | <p>Capital Improvement Projects (CIP): Drawings, Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"</p> | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Drafts should be destroyed; GC §34090 |

RECORDS RETENTION SCHEDULE: AIRPORT

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Lead Dept. (Managing the Project) | AIR-012 | <p>Capital Improvement Projects (CIP): Permanent File</p> <p>Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.</p> | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090 |
| Lead Dept. (Managing the Project) | AIR-013 | <p>Capital Improvement Projects (CIP): Design & Construction Standards - Authored by the City for Construction of City Infrastructure (CIP or Land Development)</p> | P | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; GC §34090 |
| Lead Dept. (Managing the Project) | AIR-014 | <p>Capital Improvement Projects (CIP): Environmental Determinations: Correspondence and internal staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA</p> | Project Approval or Denial + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167.6; GC §34090 |
| Airport | AIR-015 | Citations / Lease Enforcement Actions / Rules & Regulations Enforcement / Notices of Violations (includes written noise and safety complaints) | Resolution + 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (consistent with other Code Enforcement and Operational Complaints); GC §34090 et seq. |
| Airport | AIR-016 | Daily and Quarterly Inspections / Section 139 Inspections / App 139 Database | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 14 CFR 139.402; GC §34090 et seq. |

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| Airport | AIR-017 | Emergency Operations Plan / Disaster Recovery Plan / Earthquake Information, Airport Certification Manual, Airport Emergency Plan | Until Superseded | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Most are non-records; GC §34090 |
| Airport | AIR-018 | FAA Inspections / Reports / FAA Forms: Daily Inspection Logs & Maintenance Work Orders; Meter Reading & Adjustments, Facility Maintenance Logs, Radio Equipment Operation Records, NavAid & AWOS Error Data, Certification & Inspections; NOTAMS , Technical Performance Records | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Regulations imply these are kept permanently, "...one copy to be kept in the permanent records of the facility..."; GC §34090, 14 CFR 171.13 - 171.327 |
| Airport | AIR-019 | Grants - Airport - FAA Only | Final Expenditure Report + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; meets municipal government auditing standards; 14 CFR 152.213, 152.307; GC §34090 |
| Airport | AIR-020 | NOTAM (Notice to Airmen) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Airport | AIR-021 | Oil / Water Separator - Airport | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference (consistent with stormwater / NPDES requirements; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq. |
| Airport | AIR-022 | Safety Risk Management Analysis / Mitigations | Minimum 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 14 CFR 139.402; GC §34090 et seq. |
| Public Works / Engineering | AIR-023 | Stormwater: NPDES Annual Reports - Airport | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090 |

RECORDS RETENTION SCHEDULE: AIRPORT

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| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| Public Works / Engineering | AIR-024 | Stormwater: NPDES Permits (Co-Permittee) - - Airport | Expiration + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090 |

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <i>If the record is not listed here, refer to the Retention for City-Wide Standards.</i> <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement or resolution.) | | | | | | | | |
| CITY ATTORNEY | | | | | | | | |
| City Attorney | CA-001 | Legal Case Management Software (CityLaw) | Indefinite - Minimum 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; municipal government auditing standards is 5 years - Finance retains records of payments; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090, |
| Lead Depart. (Subject that was Appealed) | CA-002 | Administrative Hearings (Dangerous Animals, etc.) | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090.7 |
| City Attorney | CA-003 | Amicus Briefs | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| City Attorney | CA-004 | City Attorney Opinions | Minimum 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| City Attorney | CA-005 | Claim for Damages / Claims Against the City / Verified Tort Claims | Minimum Final Resolution + 5 years | Yes: Until Resolution | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; municipal government auditing standards is 5 years - Finance retains records of payments; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090, |
| City Attorney | CA-006 | Invoice Backup for Outside Counsel (Details are Confidential) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; meets municipal government auditing standards; GC §34090 |
| City Attorney | CA-007 | Lawsuits / Litigation - May include correspondence, pleadings, transcripts, appeals, Court Decisions, etc. | Final Resolution + 5 years | Yes: Until Resolution | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Meets municipal government auditing standards; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090, |
| City Attorney | CA-008 | Legal Advice Files | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

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| <i>If the record is not listed here, refer to the Retention for City-Wide Standards.</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: <i>Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement or resolution.)</i> | | | | | | | | |
| City Clerk | CA-009 | Settlement Agreements (Send all Final Settlement Agreements to the City Clerk) | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC \$34090.7 |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <i>If the record is not listed here, refer to the Retention for City-Wide Standards. Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| CITY CLERK | | | | | | | | |
| City Clerk | CC-001 | Agenda Packets: City Council, Housing Authority, Redevelopment Agency, Successor Agency, Oversight Board, Authorities and Corporations Includes Appeals, Budgets, Annual Financial Reports (CAFR, ACFR), Affidavits of Posting, etc. | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC \$34090 |
| City Clerk - NOTE FROM DIANE - These old paper agenda packets should be imaged, no matter how old | CC-002 | Agenda Packets: Airport Commission, Board of Ethics, Historic Preservation Fund Committee, Planning Commission, Transportation Board Advisory Bodies created by the City Council that has approval authority, or that have been imaged | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC \$34090 |

RECORDS RETENTION SCHEDULE: CITY CLERK

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards. Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| City Clerk - NOTE FROM DIANE - This is so you can destroy old paper agenda packets | CC-003 | <p>Agenda Packets: Board of Library Trustees, Board of Public Utilities, Budget Engagement Commission, Commission of the Deaf, Commission on Aging, Commission on Disabilities, Community Police Review Commission, Cultural Heritage Board, Human Relations Commission, Human Resources Board, Museum of Riverside Board, Parks & Recreation Commission</p> <p>Advisory Bodies created by the City Council that are Advisory Only, or are in Paper Format</p> | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC \$34090 |
| City Clerk | CC-004 | <p>Agreements & Contracts, Amendments - ALL INFRASTRUCTURE / IMAGED or SCANNED, Covenants, JPAs, Liens, MOUs, Public Agencies, Water</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Scope of Work, all attachments and exhibits)</i></p> <p>Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc.</p> | P | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; All infrastructure contracts should be permanent for emergency response; Statute of Limitations is 10 years for Errors & Omissions; 4 years for all contracts; CCP §§337. 337.1(a), 337.15, 343; GC \$34090, Contractor has retention requirements in 48 CFR 4.703(a) |

RECORDS RETENTION SCHEDULE: CITY CLERK

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| City Clerk - NOTE FROM DIANE - This is so you can destroy old paper agreements & contracts | CC-005 | <p>Agreements & Contracts, Amendments - ALL NON-INFRASTRUCTURE / NOT IMAGED or SCANNED: Professional Services Agreements, Tenant / Lease Agreements - NOT IMAGED or SCANNED</p> <p>Agreement or Contract includes all contractual obligations (e.g. Scope of Work, all attachments and exhibits)</p> <p>Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.</p> | P | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Statute of Limitations is 10 years for Errors & Omissions; 4 years for all contracts; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a) |
| City Clerk | CC-006 | Board & Commission / Committee Applications / Ethnic Origin Surveys (All, whether appointed or not) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| City Clerk | CC-007 | Board & Commission / Committee Maddy Act Lists / Vacancy Notices | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| City Clerk | CC-008 | City Articles of Incorporation | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| City Clerk | CC-009 | Claim Forms | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City Attorney manages Claim Files; GC §34090 |
| City Clerk | CC-010 | Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ELECTRONICALLY FILED / DATABASE (SouthTech) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Statements filed electronically are required for 10 years; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g); GC §84615 |

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| HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| City Clerk | CC-011 | FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): DESIGNATED EMPLOYEES & CONSULTANTS (specified in the City's Conflict of Interest code) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | City maintains original statements; GC §81009(e)&(g) |
| City Clerk | CC-012 | FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): PUBLIC OFFICIALS / 87200 Filers (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | Standard municipal government practice; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g) |
| City Clerk | CC-013 | FPPC Economic Interest Filings (FPPC Form 635 / 602) - Lobbyist Authorization / Reporting | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | 2 CCR 18615(f), GC §34090 |
| City Clerk | CC-014 | FPPC Form 801 (Gift to Agency Report) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | Must post on website; GC §81009(e) |
| City Clerk | CC-015 | FPPC Form 802 (Event Ticket / Pass Distributions Agency Report) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | Should post on website for 4 years; GC §81009(e) |
| City Clerk | CC-016 | FPPC Form 803 (Behested Payment Report) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | GC §81009(e) |
| City Clerk | CC-017 | FPPC Form 806 (Agency Report of Public Official Appointments) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | Must post on website; 2 CCR 18702.5; GC §34090; GC §81009(e) |
| CITY CLERK ELECTIONS (CONSOLIDATED) | | | | | | | | |
| City Clerk | CC-018 | Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): SUCCESSFUL CANDIDATES (Elected Officials) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | Paper must be retained for at least 2 years; GC §81009(b)&(g) |

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| City Clerk | CC-019 | Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES - PRIOR TO ELECTRONIC FILING | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Paper must be retained for at least 2 years; GC §81009(b)&(g) |
| City Clerk | CC-020 | Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED - WITH or WITHOUT Committees | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Campaign statements must be posted on the City's website within 72 hours and remain on line for 4 years; Statements filed electronically are required for 10 years; GC §81009(b)&(g); GC §84615 |
| City Clerk | CC-021 | Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies) | 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | Paper must be retained for at least 2 years; GC §81009(f)&(g) |
| City Clerk | CC-022 | Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC | Paper must be retained for at least 2 years; GC §81009(c)&(g) |
| City Clerk | CC-023 | Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - SUCCESSFUL CANDIDATES | Term of Office + 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC \$17100 |
| City Clerk | CC-024 | Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - UNSUCCESSFUL CANDIDATES | Election + 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100 |
| City Clerk | CC-025 | Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications to fill a Vacancy on the City Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |

RECORDS RETENTION SCHEDULE: CITY CLERK

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards. Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| City Clerk | CC-026 | Elections - HISTORICAL Files (Copies of Sample Ballot, Copy of Resolution Declaring Results, etc.) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| City Clerk | CC-027 | Elections - Petitions (Initiative, Recall or Referendum) - IF INSUFFICIENT | Final Examination + 1 year after petition examination | | Ppr | | | Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400 |
| City Clerk | CC-028 | Elections - Petitions (Initiative, Recall or Referendum) - IF SUFFICIENT | Results + 8 months | | Ppr | | | Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400 |
| (End of Elections Section) | | | | | | | | |
| City Clerk | CC-027 | Ethics - City's Code of Ethics | Superseded + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §§ 3105, 12946, 12960, 34090, 53235.2(b) |
| City Clerk | CC-028 | Ethics - Training Certificates for City Council, Board and Commission Members (FPPC Public Officials / 87200 Filers) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §§ 3105, 12946, 12960, 34090, 53235.2(b) |
| City Clerk | CC-029 | Historical Records / Archives, City Charters, Copyrights, Trademarks, Photographs, Historical Projects Anniversaries, Incorporation, City Seal, Awards of significant historical interest, Grand Openings, etc. | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | City Clerk determines historical significance; records can address a variety of subjects and media. GC §34090 |
| City Clerk | CC-030 | Logs / Audio Recordings / Notes: City Council Closed Sessions | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 |

RECORDS RETENTION SCHEDULE: CITY CLERK

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards. Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> <p>Minutes: Advisory Bodies Appointed by the</p> | | | | | | | | |
| City Clerk | CC-031 | <p>City Council - Historic Preservation Fund Committee, Planning Commission, Transportation Board</p> <p>Airport Commission, Board of Ethics, Board of Library Trustees, Board of Public Utilities, Budget Engagement Commission, Commission of the Deaf, Commission on Aging, Commission on Disabilities, Community Police Review Commission, Cultural Heritage Board, Human Relations Commission, Human Resources Board, Museum of Riverside Board, Parks & Recreation Commission</p> <p>Minutes: City Council, Housing Authority, Redevelopment Agency, Successor Agency, Oversight Board, Authorities and Corporations</p> | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(e) |
| City Clerk | CC-032 | <p>Oath of Office / Appointments: City Council, Board and Commission Members</p> | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(e) |
| City Clerk | CC-033 | Ordinances (City Council, Redevelopment Agency) | Separation + 6 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113 |
| City Clerk | CC-034 | Passport Transmittals | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090(e) |
| City Clerk | CC-035 | Passport Transmittals | 24 months | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | US Passport requirement to destroy forms monthly; GC §34090 |

RECORDS RETENTION SCHEDULE: CITY CLERK

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| City Clerk | CC-036 | Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall or Referendum Petitions | 1 year | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Law requires 1 year for petitions; GC §50115 |
| City Clerk | CC-037 | Public Records Requests / Subpoenas Duces Tecum / Summons / GovQA Database | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| City Clerk | CC-038 | Recorded Documents: Deeds, Deed Outlets, Easements, Final Order of Condemnation, Full Reconveyance, Liens, Notice of Completion | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090(a) |
| City Clerk | CC-039 | Recordings: Audio or Video of Public Meetings- City Council, Housing Authority, Redevelopment Agency, Successor Agency, Oversight Board, Authorities and Corporations, Planning Commission Historic Preservation Fund Committee, Transportation Board, Airport Commission, Board of Ethics, Board of Library Trustees, Board of Public Utilities, Budget Engagement Commission, Commission of the Deaf, Commission on Aging, Commission on Disabilities, Community Police Review Commission, Cultural Heritage Board, Human Relations Commission, Human Resources Board, Museum of Riverside Board, Parks & Recreation Commission | Minimum 5 years | | Mag | | | Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7 |

RECORDS RETENTION SCHEDULE: CITY CLERK

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| City Clerk | CC-040 | Records Management: Records Destruction Authorization Forms & Certifications, Records Retention Amendments, Records Transfer Lists and Inventories, Inventory & Disposition of Records Forms (All Departments) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Department preference; GC \$34090 |
| City Clerk | CC-041 | Resolutions: City Council, Housing Authority, Redevelopment Agency, Successor Agency, Oversight Board, Authorities and Corporations, Planning Commission | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC \$34090(e) |

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| CITY COUNCIL SUPPORT | | | | | | | | |
| City Council Support | COU-001 | Project Files / Subject Files (Subjects will change over time) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 et seq. |
| Finance | COU-002 | Travel Records / Expense Reports | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090.7 |

RECORDS RETENTION SCHEDULE: CITY MANAGER'S OFFICE
(Grants, Internal Audit, Office of Sustainability, PIO)

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| CITY MANAGER'S OFFICE | | | | | | | | |
| City Manager's Office | CMO-001 | Legislative Advocacies, Support or Opposition to proposed Federal or State Legislation | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC \$34090 |
| City Manager's Office | CMO-002 | Project Files / Subject Files (Subject will change over time) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC \$34090 et seq. |
| Finance | CMO-003 | Travel Records / Expense Reports | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC \$34090.7 |
| CITY MANAGER'S OFFICE / GRANTS (Oversight) | | | | | | | | |
| Lead Dept. | CMO-004 | Grants / CDBG Community Development Block Grant) / Reimbursable Claims / FEMA Reimbursements / OES Reimbursements The Lead Department Managing the Grant is responsible for retaining all final / official records | After Funding Agency Audit, if required - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC \$34090 |
| CITY MANAGER'S OFFICE / INTERNAL AUDIT | | | | | | | | |
| City Manager's Office / Internal Audit | CMO-005 | Internal Audits and Audit Reports | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC \$34090 |

RECORDS RETENTION SCHEDULE: CITY MANAGER'S OFFICE
(Grants, Internal Audit, Office of Sustainability, PIO)

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i> <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| CITY MANAGER'S OFFICE / OFFICE OF SUSTAINABILITY | | | | | | | | |
| City Manager's Office / Sustainability | CMO-006 | Climate Action Plan Implementation, Greenhouse Gas Reduction, Meetings, Meeting Agendas, etc. | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC \$34090 |
| CITY MANAGER'S OFFICE / PUBLIC INFORMATION OFFICER | | | | | | | | |
| City Manager's Office / PIO | CMO-007 | Public Relations / Press Releases (except Fire and Police) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC \$34090 |

**RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT
(Building, Code Enforce, Econ Dev / Successor Agency, Planning, Real Property)**

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|--|-------------------------|-----------|-------------------|------------------------------|------------------------------------|---|
| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| BUILDING & SAFETY | | | | | | | | |
| Lead Dept. | CEDD-001 | Permit Database (POSSE PLS / Computronix - and Permits Plus Legacy Database) | Indefinite (Perm) | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference - Data is interrelated; GC §34090, H&S §19850 |
| Comm. & Econ. Develop. / Building & Safety | CEDD-002 | Activity Reports | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts not retained in the ordinary course of business (Reports can be re-run from the database); GC §34090 |
| Comm. & Econ. Develop. / Building & Safety | CEDD-003 | Address Files / Building Permits | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090, H&S §19850 |
| Comm. & Econ. Develop. / Building & Safety | CEDD-004 | Building Plans / Construction Plans - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090 |
| Comm. & Econ. Develop. / Building & Safety | CEDD-005 | Building Plans / Construction Plans - Cancelled or Withdrawn | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090 |
| Comm. & Econ. Develop. / Building & Safety | CEDD-006 | Building Plans / Construction Plans - Expired | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; CBC §104.7; H&S§19850, GC §34090 |
| Comm. & Econ. Develop. / Building & Safety | CEDD-007 | Building Plans / Construction Plans - Finalled - TENANT IMPROVEMENTS | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090 |

**RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT
(Building, Code Enforce, Econ Dev / Successor Agency, Planning, Real Property)**

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <i>If the record is not listed here, refer to the Retention for City-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| Comm. & Econ. Develop. / Building & Safety | CEDD-008 | Building Plans / Construction Plans - Finalled - SINGLE FAMILY RESIDENTIAL & APPURTENANCES | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090 |
| Comm. & Econ. Develop. / Building & Safety | CEDD-009 | California Building Codes / Uniform Building Codes | Minimum While Ordinance is in Force | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §50022.6 |
| Comm. & Econ. Develop. / Building & Safety | CEDD-010 | Certificate of Occupancy (CofO) | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Comm. & Econ. Develop. / Building & Safety | CEDD-010.5 | Construction Waste Management / Reduction | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Comm. & Econ. Develop. / Building & Safety | CEDD-011 | Copyright Release Forms / Requests & Permissions to Receive Copies of Plans (to and from Architects) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Comm. & Econ. Develop. / Building & Safety | CEDD-012 | Correction Notices - Building | Minimum When Permit is Finalled | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (Preliminary Drafts); GC §34090 |
| Comm. & Econ. Develop. / Building & Safety or Public Works / Engineering | CEDD-013 | Geotechnical and Soils Reports / Structural Reports (all) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |

**RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT
(Building, Code Enforce, Econ Dev / Successor Agency, Planning, Real Property)**

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| HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| Comm. & Econ. Develop. / Building & Safety | CEDD-014 | Plan Check Comments | Minimum When Permit is Finalled | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference (Preliminary Drafts); GC \$34090 |
| Comm. & Econ. Develop. / Building & Safety | CEDD-015 | Stop Work Notices | Minimum When Permit is Finalled | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference (Preliminary Drafts); GC \$34090 |
| CODE ENFORCEMENT | | | | | | | | |
| Comm. & Econ. Develop. / Code Enforcement | CEDD-016 | Code Enforcement Database (Goenforce) | Indefinite Minimum Close of Individual Case + 2 years | Yes (all) | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference - Data is interrelated; GC \$34090 |
| Comm. & Econ. Develop. / Code Enforcement | CEDD-017 | Code Enforcement / Abatement Case Files (Includes Citations, Notice of Violations, Photos, and Code Enforcement Complaint Letters) Send all Liens to the City Clerk | Minimum 2 years | Yes: Until Resolution | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; Liens are approved by a resolution and retained permanently as required by law; GC \$34090 |
| Comm. & Econ. Develop. / Code Enforcement | CEDD-018 | Hearing Officer Determinations / Appeals of Code Enforcement Actions | Minimum 2 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | GC \$34090 |
| Comm. & Econ. Develop. / Code Enforcement | CEDD-019 | Notice of Violations / Code Enforcement Citations / Reminder Notices | Minimum 2 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; GC \$34090 |
| ECONOMIC DEVELOPMENT (includes Successor Agency) | | | | | | | | |
| Comm. & Econ. Develop. / Econ. Develop. | CEDD-020 | Cannabis Applications & Permits | Expiration + 2 years | Yes: During Event | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC \$34090 |
| Comm. & Econ. Develop. / Econ. Develop. | CEDD-021 | Economic Development Projects | Minimum 2 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; GC \$34090 |

**RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT
(Building, Code Enforce, Econ Dev / Successor Agency, Planning, Real Property)**

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| HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| Comm. & Econ. Develop. / Econ. Successor Agency | CEDD-022 | Redevelopment Projects & Project Areas (Ensure Planning has all Environmental Documents, Engineering has all CIP Projects, and City Clerk has all Real Property records for Permanent retention) | Completion + 10 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; GC §34090 |
| Public Works / Engineering | CEDD-023 | Redevelopment Projects & Project Areas CIP Projects built by Redevelopment Agency, if any | Send to Engineering | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; GC §34090 |
| Community Development / Planning | CEDD-024 | Redevelopment Projects & Project Areas Environmental Documents / CEQA Permits, EIRs, Categorical Exemptions, Negative Declarations, etc. | Send to Planning | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| City Clerk | CEDD-025 | Redevelopment Projects & Project Areas Real Property: Deeds, Easements, Rights of Way | Send to City Clerk | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090(a) |
| PLANNING | | | | | | | | |
| Lead Dept. | CEDD-039 | Permit Database (POSSE PLS / Computronix - and Permits Plus Legacy Database) | Indefinite (Perm) | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference - Data is interrelated; GC §34090, H&S §19850 |

**RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT
(Building, Code Enforce, Econ Dev / Successor Agency, Planning, Real Property)**

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| Comm. & Econ. Develop. / Planning | CEDD-040 | <p>Planning Projects - Discretionary & Ministerial - Approved Permanent Entitlements & Permits</p> <p>(Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans, Soils Reports, etc.)</p> <p>Examples: Conditional Use Permits (CUPs) Density Bonus Development Permit General Plan / General Plan Amendments Public Art Rezones Specific Plan Tentative Subdivision Maps / Parcels Maps Use Permits Variance Zoning Clearance Zoning Ordinance / Updates</p> | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090, 34090.7 |
| Comm. & Econ. Develop. / Planning | CEDD-041 | Advanced Planning / Long Range Planning / Project Implementation (Final Documents only) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Comm. & Econ. Develop. / Planning | CEDD-042 | Annexations / Boundaries / Consolidations / LAFCO | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Census Bureau | CEDD-043 | Census, Demographics | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | (Non-Records - Census Bureau is OFR) |

**RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT
(Building, Code Enforce, Econ Dev / Successor Agency, Planning, Real Property)**

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| Comm. & Econ. Develop. / Planning | CEDD-044 | Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - Where Planning is the Lead Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project | Project Approval or Denial + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167.6; GC §34090 |
| Comm. & Econ. Develop. / Planning | CEDD-045 | Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Notice of Exemption (NOE), etc.) / CEQA Inside City boundaries - Where Planning is the Lead | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090 |
| Comm. & Econ. Develop. / Planning | CEDD-046 | General Plan, Elements and Amendments / Master Plans, Specific Plans, Land Use Plans and Amendments; General Plan Interpretations | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| City Clerk | CEDD-047 | Historic Preservation Fund Committee - Agendas & Staff Reports, Audio or Video Recordings, Minutes Send Originals to the City Clerk | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7 |
| Comm. & Econ. Develop. / Planning | CEDD-048 | Historical Designations / Historical Landmarks | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Comm. & Econ. Develop. / Planning | CEDD-049 | Materials Boards | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts not retained in the ordinary course of business; GC §34090 |

**RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT
(Building, Code Enforce, Econ Dev / Successor Agency, Planning, Real Property)**

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|---|---|-------------------|-------------------|------------------------------|------------------------------------|--|
| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| City Clerk | CEDD-050 | Planning Commission - Agendas & Staff Reports, Audio or Video Recordings, Minutes, Resolutions Send Originals to the City Clerk | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7 |
| Comm. & Econ. Develop. / Planning | CEDD-051 | Temporary Use Permits (Approved & Unapproved) Banner Permits, Special Event Permits, Tree Removal Permit, etc. | Expiration + 2 years | Yes: During Event | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Comm. & Econ. Develop. / Planning | CEDD-052 | Zoning Clearance Forms / Zoning Verification Letters | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Comm. & Econ. Develop. / Planning | CEDD-053 | Zoning Maps (Historically Significant) | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Comm. & Econ. Develop. / Planning | CEDD-054 | Zoning Ordinance Amendments / Zone Changes | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (copies); GC §34090.7 |
| REAL PROPERTY / SUCCESSOR AGENCY REAL PROPERTY | | | | | | | | |
| Lead Dept. | CEDD-055 | Real Property Database | Indefinite (Perm) | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference - Data is interrelated; GC §34090, H&S §19850 |
| Division Providing Service / Work | CEDD-056 | Leases, Licenses Negotiations | Termination of Lease or License + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; CCP §§337 et seq., GC §34090 |

**RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT
(Building, Code Enforce, Econ Dev / Successor Agency, Planning, Real Property)**

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| Comm. & Econ. Develop. / Real Property | CEDD-057 | Real Property: Deeds, Easements, Rights of Way - HISTORICALLY SIGNIFICANT RECORDS: Copy of recorded document, Title Insurance, etc. Send all final recorded documents to the City Clerk | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Comm. & Econ. Develop. / Real Property | CEDD-058 | Real Property: Deeds, Easements, Rights of Way - NOT HISTORICALLY SIGNIFICANT RECORDS: Real Estate Appraisals, Unsuccessful Proposals, Alternative Studies, Grants, Insurance Certificates, Relocations, etc. Send all final recorded documents to the City Clerk | Completion + 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; all statute of limitations have expired; CCP §337 GC §34090 |

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| COMMUNICATIONS & MARKETING | | | | | | | | |
| Commun. & Marketing | CM-001 | City Magazine | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Commun. & Marketing | CM-002 | Government Access Channel Programming / Community Programming / Cable TV Programming | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Lead Depart. | CM-003 | Graphics, Photos and Art for Various Records: Brochures, Displays, Exhibits, Fact Sheets, Newsletters, Plans, Presentations, Publications, Reports, Studies | Copies; When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | The Requesting / Lead Department / Office of Record retains the final record for the retention period based upon the CONTENT of the record; GC §60201 |
| Commun. & Marketing | CM-004 | Public Relations | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Commun. & Marketing | CM-005 | Video Recordings - Public Areas / Public Activity (Does not record regular and ongoing operations) | When No Longer Required | | Mag | | | Does not record regular and ongoing operations; GC §34090.6 et seq. |
| Commun. & Marketing | CM-006 | Video Recordings - Regular and Ongoing operations or Building Security See City Clerk's schedule for City Council Video Recordings | 1 year | | Mag | | | Records regular and ongoing operations or Building Security; GC §34090.6 et seq. |

RECORDS RETENTION SCHEDULE: FINANCE

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| FINANCE / ADMINISTRATION | | | | | | | | |
| Finance / Lead Div. and RPU / Lead Div. | FIN-001 | Financial Services Database / ERP Database (One Solution) | Indefinite - Minimum 25 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | For Compliance with FERC (Federal Energy Regulatory Commission) requirements (accumulated depreciation according to functional classification of plant, and service life of property and the percentage of salvage and cost of removal for property retired from each account for depreciable utility plant are required for 25 years); Meets municipal government auditing standards; 18 CFR 125.3; GC §34090 |
| Finance / Admin. | FIN-002 | Audit Reports / Annual Comprehensive Financial Report (ACFR) and related Audit Opinions | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference: GC §34090 et seq. |
| Finance / Admin. | FIN-003 | Audit Work Papers | Drafts - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference: (preliminary drafts); GC §34090 |
| Finance / Admin. | FIN-004 | Audits - Single Audits / Transportation Audits / PERS Audit, FEMA or OES Audits, etc. | Minimum 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (exceeds municipal government auditing standards to ensure FEMA or OES does not recoup money); GC §34090 |

RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| RPU / Electric Delivery | FIN-005 | Depreciation Schedules for Electric Plants | 25 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | For Compliance with FERC regulations (accumulated depreciation according to functional classification of plant, and service life of property and the percentage of salvage and cost of removal for property retired from each account for depreciable utility plant are required for 25 years); Meets municipal government auditing standards; 18 CFR 125.3; GC §34090 |
| FINANCE / DEBT & CITY TREASURER | | | | | | | | |
| Finance / Admin. | FIN-006 | Bonds & Bond Sales (Revenue Bonds) / Official Statements / Transcripts / Certificates of Participations (COPs) / General Obligation Bonds / Revenue Bonds / Assessment District Bonds / CFD Bonds - Includes Continuing Disclosure Reports | Maturity, Fully Defeased + 10 years | Yes: Until Maturity | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq. |
| City Clerk | FIN-007 | Investment Reports | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7 |
| Finance / Admin. | FIN-008 | Investments / Arbitrage / Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund)) | Maturity, Fully Defeased + 10 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Exceeds auditing standards; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900 |
| City Clerk | FIN-009 | Treasurer's Reports (in City Council Agenda Packet) | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7 |

RECORDS RETENTION SCHEDULE: FINANCE

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p> | | | | | | | | |
| <p>FINANCE / BUDGET</p> | | | | | | | | |
| City Clerk | FIN-010 | Budget Engagement Commission - Agendas & Staff Reports, Audio or Video Recordings, Minutes Send Originals to the City Clerk | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7 |
| Finance / Budget | FIN-011 | Budgets - Adopted / Final | P | Yes: Current Fiscal Year | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 et seq. |
| Finance / Budget | FIN-012 | Budgets - Preliminary, Backup Documents | Drafts - When No Longer Required | Yes: Current Fiscal Year | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary Drafts / Content Not Substantive; GC §34090 et seq. |
| <p>FINANCE / BUSINESS LICENSE</p> | | | | | | | | |
| Finance / Business License | FIN-013 | Business License Database / ERP Database (HdL) | Indefinite - Minimum 5 years | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference - Data is interrelated; GC §34090, H&S §19850 |
| Finance / Business License | FIN-014 | Business License Applications, Registrations and Renewals | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Meets auditing standards; GC §34090 et seq. |
| Finance / Business License | FIN-015 | Dog License Applications, Registrations and Renewals | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Meets auditing standards; GC §34090 et seq. |

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| <p>FINANCE / GENERAL ACCOUNTING</p> | | | | | | | | |
| Finance / General Accounting | FIN-016 | 1099's, 1096's, DE542 (California Report of Independent Contractors) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436 |
| Finance / General Accounting | FIN-017 | Accounts Payable / Invoices and Backup - except P-Card statement Detailed backup and receipts, which are retained by Departments (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.) | 10 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference to pass grant audits (meets municipal government auditing standards); GC §34090 |
| Finance / General Accounting | FIN-018 | Accounts Receivable / Revenue / Our Invoices to Outside Entities: Insurance Companies, Franchise Fees, DUI Billing, Transient Occupancy Tax (TOT), Auctions of Surplus Property, Credit Card Payment Receipts, Tenant Billing / Rent, etc. | 5 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; (meets municipal government auditing standards); GC §34090 |
| Finance / General Accounting | FIN-019 | Assessment Districts / Community Facilities Districts / Landscape Maintenance Districts / Street Lighting Districts / Special Districts (Engineers Reports are retained by the City Clerk in the City Council Agenda Packets) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Finance / General Accounting | FIN-020 | Bank Statements and Trustee Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, Wire Transfers | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §§34090, 26 CFR 31.6001-1 |
| Finance / General Accounting | FIN-021 | Bankruptcies - NOT pursued | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts not retained in the ordinary course of business; GC §34090 |

RECORDS RETENTION SCHEDULE: FINANCE

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| Finance / General Accounting | FIN-022 | Bankruptcies - Where a claim is filed | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; liens for unpaid water bills are good for 10 years, unless extended; GC §34090, R&T §3105; WTR §§36729, 37212 |
| Finance / General Accounting | FIN-023 | Checks / Warrant Register Report (issued) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Financial system can re-create reports accurately; GC §34090 |
| Finance / General Accounting | FIN-024 | Checks / Warrants (Cashed or Returned / NSF) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Meets auditing standards; GC §34090 |
| Finance / General Accounting | FIN-025 | Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090, 26 CFR 31.6001-1 |
| Finance / General Accounting | FIN-026 | Donation Forms and Records / Raffle Prize Forms | 5 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; (meets municipal government auditing standards); GC §34090 |
| Finance / General Accounting | FIN-027 | Escheat (Unclaimed money / uncashed checks) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090 |
| Finance / General Accounting | FIN-028 | Fixed Assets - Annual Listing (Source Documents) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Meets auditing standards; GC §34090 |
| Finance / General Accounting | FIN-029 | Journal Entries / Journal Vouchers / Budget Adjustments (Excludes Public Utilities) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337 |
| Finance / General Accounting | FIN-030 | Property Damage Claims / Restitution / Recovery of Damages to City Property / Subrogation Claims:/ City's Invoices to Insurance Companies | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Meets municipal government auditing standards; GC §34090 |

RECORDS RETENTION SCHEDULE: FINANCE

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| Finance / General Accounting | FIN-031 | Reports, Financial Reports Created by the Finance Database, General Ledgers Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, etc. | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Financial system can re-create reports accurately; GC §34090 |
| Finance / General Accounting | FIN-032 | Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, etc. | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Meets auditing standards; GC §34090 |
| Finance / General Accounting | FIN-033 | Vehicle Titles (Pink Slips) | Sale or Disposal | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Given to Auction House / New Owner; GC §34090 |
| Finance / General Accounting | FIN-034 | W-9s | Vendor Inactive + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Meets IRS auditing standards; GC §34090 |
| FINANCE / PAYROLL | | | | | | | | |
| Finance / Lead Div. | FIN-035 | Financial Services Database / ERP Database (One Solution) | Indefinite - Minimum 25 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | For Compliance with FERC regulations (accumulated depreciation according to functional classification of plant, and service life of property and the percentage of salvage and cost of removal for property retired from each account for depreciable utility plant are required for 25 years); Meets municipal government auditing standards; 18 CFR 125.3; GC §34090 |

RECORDS RETENTION SCHEDULE: FINANCE

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| Finance / Payroll | FIN-036 | CalPERS Reports, Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Most recent records are stored on CalPERS website; Department Preference; Retained to match other auditing periods; GC §34090 |
| Finance / Payroll | FIN-037 | Checks / Warrant Register Report - Payroll Only | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Finance / Payroll | FIN-038 | Checks / Warrants - Cancelled - Payroll Only | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090, 26 CFR 31.6001-1 |
| Finance / Payroll | FIN-039 | DE-6, DE-7, DE-9 DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc. | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090 |
| Finance / Payroll | FIN-040 | Employee Payroll File (may include W-4s) | Separation + 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1 |
| Finance / Payroll | FIN-041 | Employment Verifications (From lenders or other outside companies) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Non-records, content is not substantive; GC §34090 et seq. |
| Finance / Payroll | FIN-042 | Garnishments, Child Support, Court Orders regarding Employee Wages | Completion + 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Finance / Payroll | FIN-043 | Payroll Reports (includes Leave Registers, time Transaction Reports, etc. | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; (meets municipal government auditing standards); GC §34090 |

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p> | | | | | | | | |
| Finance / Payroll | FIN-044 | PERS Statements | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Finance / Payroll | FIN-045 | Time Sheets / Time Cards / Overtime Sheets / Overtime Cards | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference to facilitate grant audits or claim reimbursements; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090; 29 CFR 516.5 & 516.6(c); Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090 |
| Finance / Payroll | FIN-046 | W-2's | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1 |
| Finance / Payroll | FIN-047 | W-4's | No Longer in Effect + 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | |
| FINANCE / PURCHASING | | | | | | | | |
| Finance / Purchasing | FIN-048 | Bidding Database (Planet Bids) / Unaccepted Proposals Specifications and Successful Proposals / Agreements and Contracts are retained outside the database | Indefinite - Minimum 6 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | FERC regulations require 6 years for unaccepted bids; 18 CFR 125.3; GC §34090 |
| Finance / Purchasing | FIN-049 | Purchase Orders, Purchasing Projects | Indefinite - Minimum 6 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | FERC regulations require 6 years; 18 CFR 125.3; GC §60201 |

RECORDS RETENTION SCHEDULE: FINANCE

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| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Finance / Purchasing | FIN-050 | Warehouse Inventory / Parts Database (Was Central Stores in Public Utilities prior to 2021) | Minimum 25 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | For Compliance with FERC regulations; Meets municipal government auditing standards; 18 CFR 125.3; GC §60201 |
| FINANCE / RISK MANAGEMENT | | | | | | | | |
| Finance / Risk Manage. | FIN-051 | Origami Database (Insurance Certificates) | Indefinite Minimum 11 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Covers E&O Statute of Limitations; CCP §§336(a), 337 et. seq., GC §60201 et seq. |
| City Attorney | FIN-052 | Claim for Damages / Claims Against the City / Verified Tort Claims | Final Resolution + 5 years | Yes: Until Resolution | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; municipal government auditing standards is 5 years - Finance retains records of payments; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090, |
| Finance / Risk Manage. | FIN-053 | Insurance Certificates for Vendor Contracts (prior to Origami) | 11 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Covers E&O Statute of Limitations; CCP §§336(a), 337 et. seq., GC §60201 et seq. |
| Finance / Risk Manage. | FIN-054 | Insurance Policies - General Liability, Workers Compensation Excess Liability | Expiration + 4 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Covers statute of limitations; CCP §337 et seq.; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i); GC §§ 911.2, 34090 |
| Finance / Risk Manage. | FIN-055 | Insurance Policies - Property, Fire, Theft, etc. | Expiration + 4 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Covers statute of limitations for contracts; CCP §337 et seq.; GC §34090 |

RECORDS RETENTION SCHEDULE - FIRE

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p> | | | | | | | | |
| <p>FIRE ADMINISTRATION</p> | | | | | | | | |
| Fire / Admin. | FR-001 | Fire Incident RMS (Firehouse) | Indefinite - Minimum 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; GC §34090 et seq. |
| Fire / Admin. | FR-002 | Background Files - Successful Employee Applicants (Fire employees only) | Separation + 4 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; State Law & POST requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; ; 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090; 29 USC 1113 |
| Fire / Admin. | FR-003 | Background Files - Unsuccessful Employee Applicants (Fire Employees only) | 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090 |
| Fire / Admin. | FR-004 | ISO Insurance Ratings | 15 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (rated every 10 years); GC §34090 |
| Fire / Admin. | FR-005 | Monthly Statistical Reports / Run Statistics | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq. |
| City Clerk | FR-006 | Mutual Aid Agreements, Joint Power Authorities (Local and State) | Copies - When No Longer Required | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City Clerk is OFR; GC §34090.7 |
| Fire / Admin. | FR-007 | Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC § 34090 et seq. |
| Fire / Admin. | FR-008 | Strike Team Reimbursement (OES / FEMA) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |

RECORDS RETENTION SCHEDULE - FIRE

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p> | | | | | | | | |
| <p>FIRE / EMERGENCY MEDICAL SERVICES (EMS)</p> | | | | | | | | |
| Fire / EMS | FR-009 | ePCR Database (ImageTrend) | Indefinite - Minimum 20 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated (e-PCRs must be retained 20 years - see EMS); GC §34090 et seq. |
| Fire / EMS | FR-010 | Controlled Substance Logs, Inventories / Drug Logs | 3 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference - required for 3 years; 21 CFR §1304.04, 1310.04; 22 CCR 70263 and 71233; FA §32003(e), B&P 4081; GC §34090 |
| Fire / EMS | FR-011 | EMS Complaints | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Statute of Limitations for health providers is 3 years; Call Records are required for 3 years; 13 CCR 1100.7, CCP §340.5, GC §34090 |
| Fire / EMS | FR-012 | HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act) | Superseded + 6 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 24 CFR 164.530(j) |
| Fire / EMS | FR-013 | Patient Care Reports / PCRs / e-PCRs (EMS transportation) Reports: ALL (medical and non-medical.) Includes e-PCR Database / Electronic Patient Care Report Database | 20 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; minors are required until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §§1797.98e 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3 |
| <p>FIRE / CUPA - Certified Unified Program Agency - PA - Participating Agency / Fire Prevention</p> | | | | | | | | |
| Fire / CUPA & Fire Prevention | FR-014 | Fire Billing Database / Fire Inspection Billing Invoices | Indefinite - Minimum 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; GC §34090 et seq. |
| Fire / CUPA & Fire Prevention | FR-015 | CUPA Files Chain of Custody | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |

RECORDS RETENTION SCHEDULE - FIRE

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| Fire / CUPA & Fire Prevention | FR-016 | <p>CUPA Files</p> <p>Chemical Classification Correction Notice / Letter, Chemical Classification Summary Report, Correspondence, Lab Results, Confidential Notes to File, Photographs, Storm Drainage Site Map, Site Assessment Reports, Site Assessment / Mitigation Letters, Environmental oversight Agreements, Site Assessment Invoices, Site Assessment Sample Data, Site Assessment Correspondence</p> | P | Yes (all) | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; 19 CCR 2775.1, 19 CCR 5090.7; GC §34090 |
| Fire / CUPA & Fire Prevention | FR-017 | <p>CUPA Files</p> <p>Enforcement: Administrative Enforcement Order, Certificate of Return to Compliance, Failure to Comply Letter, Inspection Report & Notice of Violation, Judgement / Legal Settlements, Notice of Violation & Notice to Comply, Proof of Service letters, Discharge Notification / Service Requests</p> | P | Yes (all) | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; 19 CCR 5090.6, 19 CCR 5100.8, 19 CCR 5100.8, 19 CCR 5100.6 GC §34090 |
| Fire / CUPA & Fire Prevention | FR-018 | <p>CUPA Files</p> <p>Hazardous Waste Determination Documentation, Hazardous Waste Generator Inspection Report, Hazardous Waste Tank Closure Certification, Hazardous Waste Control program, Site Mitigation</p> | P | Yes (all) | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; 19 CCR 2775.1, 19 CCR 5090.7; GC §34090 |
| Fire / CUPA & Fire Prevention | FR-019 | <p>CUPA Files</p> <p>Hazardous Waste Self-Audit Checklist / CUPA Self-Audit Report</p> | 5 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; 19 CCR 5090.6, 19 CCR 5100.8, 19 CCR 5100.8, 19 CCR 5100.6 GC §34090 |
| Fire / CUPA & Fire Prevention | FR-020 | <p>CUPA Files</p> <p>State Records: Hazardous Materials Business Plans & Annual Certification</p> | When No Longer Required | Yes (all) | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Submitted electronically to California Environmental Reporting System (CERS); 27, CCR 15185 et seq. |

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| Fire / CUPA & Fire Prevention | FR-021 | CUPA Files Aboveground and Underground Storage Tanks: Inspection Reports, Installation Plans, Modification Plans, Removal Plans | Life of the Tank + 5 years | Yes (all) | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; GC §34090 |
| Fire / CUPA & Fire Prevention | FR-022 | Hazardous Materials Business Plans (HMBP), Inventories, Permits, etc. | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| FIRE MARSHAL / FIRE PREVENTION | | | | | | | | |
| Fire / Fire Prevention | FR-023 | Development Review / Fire Sprinkler, Fire Safety Plans (Final, Fire Safety Approved Plans Only) | Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Required for the Life of the Structure or Activity, or Minimum 5 years whichever is longer for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4; GC §34090 |
| Fire / Fire Prevention | FR-024 | Fire Alarm Inspection & Testing | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Certain Property Owners are required to test and certify every 5 years; GC §34090 |
| Fire / Fire Prevention | FR-025 | Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Fires, Modification / Alternative Methods or Materials / Fire Citations / Notice of Violations | Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Required for the Life of the Structure or Activity, or Minimum 5 years whichever is longer for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4; GC §34090 |
| Fire / Fire Prevention | FR-026 | Fire Prevention Programs (Fire Prevention Week, etc.) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC § 34090 et seq. |
| Fire / Fire Prevention | FR-027 | Permits: Fire Code Permits / Special Event Permits (assembly permits, burn permits, candle permits, tent permits, open flame, etc.) | Expiration of Permit + 2 years | Yes: Before Event | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |

RECORDS RETENTION SCHEDULE - FIRE

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| Fire / Fire Prevention | FR-028 | Permits: Operational Permits (Long-term operations) : High Piled Storage, Sprinkler Plans, etc. | Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer | Yes: Before Event | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC § 34090 et seq. |
| Fire / Fire Prevention | FR-029 | Plans: Fire Safety Plans / Fire Construction Documents / Fire Sprinkler Plans (Final, Approved by the Fire Department Only) | Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Required to be retained for Completion + 180 days; CFC §106.4; GC §34090 et seq |
| Fire / Fire Prevention | FR-030 | Public Information / Education (when produced internally) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| <p>FIRE / OFFICE OF EMERGENCY MANAGEMENT (OEM)</p> | | | | | | | | |
| Fire / OEM | FR-031 | Community Emergency Response Team (CERT) Applications, Disaster Service Worker Oaths, Registration authorizations, Background and LiveScan record, Equipment Distribution Form, etc.) | Inactive / Separation + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12960, 34090; 29 USC 1113 |
| Fire / OEM | FR-032 | Disaster Reimbursement / FEMA Claims / OES Claims / Strike Team Reimbursement | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Fire / OEM | FR-033 | Drills / EOC Activations | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |

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| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Fire / OEM | FR-034 | Emergency Preparedness Plans | When Superseded | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| City Clerk | FR-035 | Mutual Aid Agreements, Joint Power Authorities (Local and State) | Copies - When No Longer Required | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City Clerk is OFR; GC §34090.7 |
| Fire / OEM | FR-036 | Urban Search and Rescue (USAR) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| FIRE / OPERATIONS / SUPPRESSION | | | | | | | | |
| Fire / Ops | FR-037 | Fire Operations & Equipment Database (Fire House Calls for Service, etc.) | Indefinite - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; GC §34090 et seq. |
| Fire / Ops | FR-038 | Fire Investigations - Arson & Capital Crimes Only | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq. |
| Fire / Ops | FR-039 | Fire Investigations - OTHER Than Arson & Capital Crimes | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 et seq. |
| Fire / Ops | FR-040 | Fire Station Inspection Reports | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Fire / Ops | FR-041 | PPE Checklists (Personal Protective Equipment Checklists) | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Fire / Ops | FR-042 | Pre-Fire Plans | When Superseded | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Fire / Ops | FR-043 | Ride-A-Long Waivers | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |

RECORDS RETENTION SCHEDULE - FIRE

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| Fire / Ops | FR-044 | Station Log Books / Red Books | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| FIRE / TRAINING | | | | | | | | |
| Fire / Training | FR-045 | _ Training Database (Vector Solutions / Target Solutions) | Indefinite - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; GC §34090 et seq. |
| Fire / Training | FR-046 | Training File (by employee - in Vector Solutions Database) Individual Training Certificates, Continuing Education for Paramedics | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Meets OSHA requirements; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b) |

**RECORDS RETENTION SCHEDULE: GENERAL SERVICES
(Building Services, Capital Improvement, Fleet, Property Management)**

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| <p align="center">GENERAL SERVICES / BUILDING SERVICES</p> | | | | | | | | |
| Division Providing Service / Work | GS-001 | Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes - After QC & OD | Data is interrelated; GC \$34090 |
| Division Providing Service / Work | GS-002 | Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes - After QC & OD | Preliminary drafts (the database is the original); GC \$34090 |
| Division Providing Service / Work | GS-003 | Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes - After QC & OD | City Preference; CCP §§338 et seq., 340 et seq., 342, GC \$34090 |
| <p align="center">GENERAL SERVICES / CAPITAL IMPROVEMENTS</p> | | | | | | | | |
| Lead Dept. (Managing the Project) | GS-004 | Capital Improvement Projects (CIP): MAINTENANCE-ONLY PROJECTS - No Change in Infrastructure All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.) | Completion + 5 years or After Funding Agency Audit, if required, whichever is longer | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference - meets municipal government auditing standards; Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Specs=4 years, CCP §337 et. seq., GC \$34090 |

**RECORDS RETENTION SCHEDULE: GENERAL SERVICES
(Building Services, Capital Improvement, Fleet, Property Management)**

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|--|--|-----------------------------|--------------------------|---------------------------------------|------------------------------------|--|
| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Lead Dept. (Managing the Project) | GS-005 | <p>Capital Improvement Projects (CIP): Administration File / Construction Management</p> <p>Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Permits for Construction, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs, Safety. SWPPP / WPCP, etc.</p> | <p>Completion + 10 years or After Funding Agency Audit, if required, whichever is longer</p> | <p>Yes: Until Completed</p> | <p>Mag, Mfr, OD, Ppr</p> | <p>S / I</p> | <p>Yes: After QC & OD</p> | <p>Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Specs=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090</p> |
| Lead Dept. (Managing the Project) | GS-006 | <p>Capital Improvement Projects (CIP): Drawings, Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"</p> | <p>P</p> | <p>Yes (all)</p> | <p>Mag, Mfr, OD, Ppr</p> | <p>S / I</p> | <p>Yes: After QC & OD</p> | <p>Drafts should be destroyed; GC §34090</p> |
| Lead Dept. (Managing the Project) | GS-007 | <p>Capital Improvement Projects (CIP): Permanent File</p> <p>Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.</p> | <p>P</p> | <p>Yes: Until Completed</p> | <p>Mag, Mfr, OD, Ppr</p> | <p>S / I</p> | <p>Yes: After QC & OD</p> | <p>Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090</p> |

**RECORDS RETENTION SCHEDULE: GENERAL SERVICES
(Building Services, Capital Improvement, Fleet, Property Management)**

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|--|---------------|--|--------------------------------------|--------|-------------------------|---------------------------------------|------------------------------------|---|
| <i>If the record is not listed here, refer to the Retention for City-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| Lead Dept. (Managing the Project) | GS-008 | Capital Improvement Projects (CIP): Environmental Determinations: Correspondence and internal staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA | Project Approval or Denial + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167.6; GC §34090 |
| City Clerk | GS-009 | Commission on Disabilities - Agendas & Staff Reports, Audio or Video Recordings, Minutes Send Originals to the City Clerk | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7 |
| GENERAL SERVICES / FLEET MANAGEMENT | | | | | | | | |
| Lead Dept. | GS-010 | AQMD Permits - for Generators, etc. | Issue Date + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 40 CFR 70.6; GC §34090 |
| General Services / Fleet Management | GS-011 | Fleet - Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090; 13 CCR 1234(c) |
| General Services / Fleet Management | GS-012 | Fleet - Tire Disposal / Waste Manifests | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 14 CCR 18459.3; GC §34090 |
| General Services / Fleet Management | GS-013 | Fleet - Used Oil Disposal Manifests | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq. |

**RECORDS RETENTION SCHEDULE: GENERAL SERVICES
(Building Services, Capital Improvement, Fleet, Property Management)**

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|--|--|--------|-------------------|---------------------------------------|------------------------------------|--|
| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| General Services / Fleet Management | GS-014 | Fleet - Vehicle & Equipment History Files - Includes Aerial Devices / Crane Maintenance and Special Transit Buses Maintenance, Brakes, Smog Certificates, etc. | Disposal of Vehicle or Equipment + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR 344.80 & 81; 18 CFR 125.2(a)(4); 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 3 CCR 1234(f); GC §34090 |
| Lead Dept. | GS-015 | Generator Operation Logs & Inspections | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | AQMD Rule 1470; Form 400-E-13a instructions; GC §34090 |
| General Services / Fleet Management | GS-016 | Inspections or Audits by the CHP (Fleet) | 5 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 34090 |
| Division Providing Service / Work | GS-017 | Work Orders / Service Requests / Service Orders - CRM / CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Data is interrelated; GC §34090 |
| Division Providing Service / Work | GS-018 | Work Orders / Service Requests / Service Orders - All Information Entered in CRM / CMMS Database (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts (the database is the original); GC §34090 |
| Division Providing Service / Work | GS-019 | Work Orders / Service Requests / Service Orders - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090 |

**RECORDS RETENTION SCHEDULE: GENERAL SERVICES
(Building Services, Capital Improvement, Fleet, Property Management)**

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|--|---|-----------------------------|--------------------------|---------------------------------------|------------------------------------|--|
| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p> | | | | | | | | |
| <p align="center">GENERAL SERVICES / PROPERTY MANAGEMENT</p> | | | | | | | | |
| Lead Dept. (Managing the Project) | GS-020 | <p>Capital Improvement Projects (CIP): MAINTENANCE-ONLY PROJECTS - No Change in Infrastructure</p> <p>All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.)</p> | <p>Completion + 5 years or After Funding Agency Audit, if required, whichever is longer</p> | <p>Yes: Until Completed</p> | <p>Mag, Mfr, OD, Ppr</p> | <p>S / I</p> | <p>Yes: After QC & OD</p> | <p>Department preference - meets municipal government auditing standards; Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §34090</p> |
| Division Providing Service / Work | GS-021 | <p>Lease / Tenant Records / Move-in & Move-out / Disputes (Includes Magnolia Shopping Center and other properties)</p> | <p>Termination of Lease + 2 years</p> | | <p>Mag, Mfr, OD, Ppr</p> | <p>S / I</p> | <p>Yes: After QC & OD</p> | <p>Department Preference; CCP §§337 et seq., GC §34090</p> |

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|---|--|--------|-------------------|------------------------------|------------------------------------|--|
| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| <p>CDBG (Community Development Block Grants)</p> | | | | | | | | |
| Housing & Human Services / CDBG | H&HS-001 | Grants / CDBG Administration (Community Development Block Grant) / Reimbursable Claims / FEMA Reimbursements / OES Reimbursements (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records, Subrecipients | After Funding Agency Audit, if required - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090 |
| <p>HOUSING AUTHORITY</p> | | | | | | | | |
| Housing & Human Services / Housing Authority | H&HS-002 | Affordable Housing Projects: Withdrawn / Rejected | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Housing & Human Services / Housing Authority | H&HS-003 | Applications for Loans / Rental Programs / Silent Seconds, etc.: Not Qualified / Rejected | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Housing & Human Services / Housing Authority | H&HS-004 | Housing Programs: Affordable Housing Projects, Rehabilitation, First Time Home Buyers, HOME / CDBG Housing Projects WITHOUT a Recapture / Resale Restriction | Loan Pay-off + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 2 CFR 200.334; 24 CFR 92.508(a)(c), & 570.502, 982.158, 884.214; 29 CFR 97.42; GC §34090 |

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|--|---|--------|-------------------|------------------------------|------------------------------------|--|
| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Housing & Human Services / Housing Authority | H&HS-005 | <p>Housing Programs: Affordable Housing Projects, Rehabilitation, First Time Home Buyers, HOME, Affordable Covenants and Restrictions / CDBG Housing Projects</p> <p>WITH a Recapture / Resale Restriction</p> | 5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)(c)(2) & 570.502(b), 982.158, 884.214; 29 CFR 97.42; GC §34090 |
| Housing & Human Services / Housing Authority | H&HS-006 | HUD Plans: Consolidated Annual Performance and Evaluation Review (CAPER) / Comprehensive Housing Affordability Strategy (CHAS) / Consolidated Action Plan / Analysis of Impediments to Fair Housing Choices / Citizen Participation Plan / Action Plans / HOPA / HOPWA (Housing Opportunities for Persons with AIDS), Emergency Solutions Grants (ESG), etc. | Expiration + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Required for 5 years; 24 CFR 91.105(h); GC §34090 |
| Housing & Human Services / Housing Authority | H&HS-007 | Mobilehome Registrations | Expiration of Registration + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Housing & Human Services / Housing Authority | H&HS-008 | Mobilehome Rent Increase Complaints | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Housing & Human Services / Housing Authority | H&HS-009 | Mobilehome Rent Control Rent Increases | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| HUMAN SERVICES | | | | | | | | |

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Housing & Human Services / Human Services | H&HS-010 | Grant RFPs (Request for Proposals) and Proposals (Successful and Unsuccessful (may be funded by General Fund, CDBG or other funding sources)) | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334 2- 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR; OMB Circular A-133; GC §34090 |
| Housing & Human Services / Human Services | H&HS-011 | Homeless / Unhoused Referrals | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Housing & Human Services / Human Services | H&HS-012 | Homeless Services, Outreach - FUNDED BY OUTSIDE GRANTS | After Funding Agency Audit, if required - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Standard municipal government practice (Meets auditing standards); Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090; GC §8546.7 |
| Housing & Human Services / Human Services | H&HS-013 | Homeless Services, Outreach - FUNDED BY THE GENERAL FUND | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Standard municipal government practice (Meets auditing standards); GC §34090 |

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| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| Housing & Human Services / Human Services | H&HS-014 | Program Reports (Annual Reports are submitted to City Council) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Housing & Human Services / Housing Authority | H&HS-015 | Rental Assistance (funded by various sources - CDBG (Community Development Block Grant), ESG (Emergency Solutions Grants), HOME (HOME Investment Partnerships Program), HOPA /HOPWA (Housing Opportunities for Persons with AIDS) | Completion + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 2 CFR 200.334; 24 CFR 92.508(a)(c), & 570.502, 982.158, 884.214; 29 CFR 97.42; GC §34090 |
| Housing & Human Services / Housing Authority | H&HS-016 | Rental Assistance Property Management: Tenant Income Verifications, Inspection Reports | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 24 CFR 982.158(e); 29 CFR 97.42; |
| OUTREACH SERVICES | | | | | | | | |
| Housing & Human Services / Outreach Services | H&HS-017 | Code Enforcement - Housing & Human Services Only | Minimum 2 years | Yes: Until Resolution | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; GC §34090 |
| Housing & Human Services / Outreach Services | H&HS-018 | Notice of Violations / Code Enforcement Citations / Reminder Notices - Housing & Human Services Only | Minimum 2 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; GC §34090 |

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| <i>If the record is not listed here, refer to the Retention for City-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Housing & Human Services / Outreach Services | H&HS-019 | Public Safety and Engagement Team.(PSET) / Homeless Services | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334-2- 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR; OMB Circular A-133; GC §34090 |

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & WORKERS COMPENSATION & SAFETY

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|--|---------------|--|------------------------------------|-------------------------------|-------------------|---------------------------------------|------------------------------------|---|
| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS : Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| <p>HUMAN RESOURCES</p> | | | | | | | | |
| Human Resources | HR-001 | 1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage) & Transmittal Form) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090 |
| Human Resources | HR-002 | Benefit Plan Documents (CalPERS, Dental, Vision, etc.) | Duration of the Contract + 6 years | Yes: For Duration of Contract | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 4 years after personnel actions; 29 CFR 1627.3(b)(2); 29 USC 1027; 28 CCR 1300.85.1; GC §34090 |
| Human Resources | HR-003 | California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference to match retention for personnel files; All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090 |
| Human Resources | HR-004 | Classification / Reorganization Studies / Compensation Studies (for employee classifications and department structures) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090 |
| Human Resources | HR-005 | DE-34 (California EDD Report of New Employees) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090 |

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & WORKERS COMPENSATION & SAFETY

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> | | | | | | | | |
| <p>HOLDS : Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Human Resources | HR-006 | Deferred Compensation (City Statements) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Produced by Deferred Comp. Provider; GC §304090, 26 CFR 31.6001.1 |
| Human Resources | HR-007 | DMV Pull Notices - ALL | When Superseded or Upon Separation | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090 |
| Human Resources | HR-008 | EDD Claims & Forms (Employment Development Department) / Unemployment Claims and Determinations | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; meets municipal government auditing standards; GC §34090 |
| Human Resources | HR-009 | Employee Investigations | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference to match retention for personnel files; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090; |
| Human Resources | HR-010 | Equal Opportunity Reporting: EEO-4 Reports and records required to generate EEO-4 report (Self-identification Form, etc.) | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 29 CFR 1602.30; 29 CFR 1602.31, 29 CFR 1602.32; GC §34090 |
| Human Resources | HR-011 | Family Leave / FMLA Claims | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; meets municipal government auditing standards; GC §34090 |

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & WORKERS COMPENSATION & SAFETY

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> | | | | | | | | |
| <p>HOLDS : Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Human Resources | HR-012 | Grievances | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference to match retention for personnel files; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5; 26 CFR 31-6001-1 |
| City Clerk | HR-013 | Human Resources Board - Agendas & Staff Reports, Audio or Video Recordings, Minutes Send Originals to the City Clerk | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7 |
| Human Resources | HR-014 | I-9s | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090 |
| Human Resources | HR-015 | Job Descriptions / Job Classification / Job Specifications (Adopted by Resolution) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; State Law requires 4 years for employment actions; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5 |
| Human Resources | HR-016 | Livescan Applications for Volunteers | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & WORKERS COMPENSATION & SAFETY

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> | | | | | | | | |
| <p>HOLDS : Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Human Resources | HR-017 | <p>Personnel Files - Employee Background File (Except for Fire and Police) Selected Employees have Background Files which include LiveScan Responses / CORIs (Criminal Offender Record Information)</p> | Separation + 6 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | <p>Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090, LC 1198.5</p> |
| Human Resources | HR-018 | <p>Personnel Files - Employee File (Official Personnel File) Includes Application, Discipline, Evaluations, Policy Acknowledgements, Employee's Oath of Office / Oath for Disaster Worker, Harassment Prevention Training Certificates, PAF / Action Forms, Miscellaneous - Physical Location, Outside Employment, etc.)</p> | Separation + 6 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | <p>Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC 1198.5</p> |
| Human Resources | HR-019 | <p>Personnel Files - Medical File Pre-employment Medical Clearances, ADA Accommodations, Fit for Duty, Respiratory Fit Tests, etc.</p> | Separation + 30 years; OR Termination of Benefits + 5 years (whichever is longer) | Yes: Until Separation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | <p>Medical Files for all employees are required to be maintained at least the duration of employment plus thirty (30) years; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090</p> |

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & WORKERS COMPENSATION & SAFETY

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> | | | | | | | | |
| <p>HOLDS : Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Human Resources | HR-020 | Recruitment and Testing File / NeoGov Database Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Background Checks, etc. | Hiring Decision + 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090 |
| Human Resources | HR-021 | Volunteer / Unpaid Intern Applications / Agreements - Successful Selected Volunteers have Background Files which include LiveScan Clearance Documentation | Inactive / Separation + 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12960, 34090 |
| Human Resources | HR-022 | Volunteer / Unpaid Intern Applications / Agreements - Unsuccessful Selected Volunteers have Background Files which include LiveScan Clearance Documentation | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12960, 34090; 29 USC 1113 |
| Human Resources | HR-023 | Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc. | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | LC §6401.9(f), GC §34090 |

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & WORKERS COMPENSATION & SAFETY

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS : Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| HUMAN RESOURCES / WORKERS COMPENSATION | | | | | | | | |
| Human Resources / Workers Compen. | HR-024 | Workers Compensation Claims (Includes all Accident, Incident, or Injury Reports, From DWC-1 Forms from Employees) | P | Yes: Until Separation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090 |
| HUMAN RESOURCES / SAFETY | | | | | | | | |
| Human Resources / Safety | HR-025 | Employee Mishap Reports (no DWC-1 form filed by the Employee) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Human Resources / Safety | HR-026 | OSHA Citations and Inspections | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c |
| Human Resources / Safety | HR-027 | OSHA Logs - 200, 300, 301, 301A | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a), 8 CCR §3203(b)(1), GC §34090.7; LC §6429c |
| Human Resources / Safety | HR-028 | Safety Committee / Safety Steering Committee | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 et seq. |
| Human Resources / Safety | HR-029 | Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used) | 30 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090 |

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES & WORKERS COMPENSATION & SAFETY

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|--|-----------------|--------|-------------------|---------------------------------------|------------------------------------|---|
| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> | | | | | | | | |
| <p>HOLDS : Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Human Resources / Safety | HR-030 | Safety Investigations | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §34090 et seq.; LC §6429c |
| Human Resources / Safety | HR-031 | Workplace Safety Audits / Site Inspection Forms / Self Inspections / Job Site Inspections / Facility Inspections | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 et seq. |

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| <p align="center">INNOVATION & TECHNOLOGY</p> | | | | | | | | |
| Innovation & Technology | I&T-000 | Aerial Photographs (Historical - Analog / Paper, Black & White aerial photos of the City) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Innovation & Technology | I&T-001 | Backups - DAILY, WEEKLY | When No Longer Required | Yes | Mag. | | | Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq. |
| Innovation & Technology | I&T-002 | Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line - SB 272) | When Superseded | | Mag. | | | GC §34090 et seq. |
| Innovation & Technology | I&T-003 | Network Configuration Maps & Plans | When No Longer Required | | Mag. | | | Preliminary documents not retained in the ordinary course of business; GC §34090 et seq. |
| Innovation & Technology | I&T-004 | UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP / (WORM / DVD-r / CD-r / Blue Ray-R / Optical Disk) or other unalterable media that does not permit additions, deletions, or changes | Follows the Retention of the Official Record | | OD | | | For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq. |
| Innovation & Technology | I&T-006 | Video Recordings - Does NOT Record regular and ongoing operations or Building Security | When No Longer Required | | Mag | | | Does not record regular and ongoing operations; GC §34090.6 et seq, |
| Innovation & Technology | I&T-005 | Video Recordings - Records regular and ongoing operations or Building Security See City Clerk's schedule for City Council Video Recordings | 1 year | | Mag | | | Records regular and ongoing operations or Building Security; GC §34090.6 et seq, |

RECORDS RETENTION SCHEDULE: LIBRARY

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|--|---------------|---|----------------------------------|-------------------|-------------------|------------------------------|------------------------------------|--|
| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p> | | | | | | | | |
| LIBRARY | | | | | | | | |
| Library | LIB-001 | _Library Information / Library Management System Database (Polaris) | Indefinite - Minimum 2 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data Fields / Records are interrelated; GC §34090 |
| Finance | LIB-002 | Cash Receipts / Revenue Backup | Copies - When No Longer Required | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; (meets municipal government auditing standards); GC §34090 |
| Library | LIB-003 | Comment Cards / How are We Doing? | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090 |
| Library | LIB-004 | Contest Entries (Photo Contests, etc.) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090 |
| Library | LIB-005 | Contest Winners (Photo Contests, etc.) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090 |
| Library | LIB-006 | Contracts for Performers, Instructors, Digital Services / Subscription for On-Line Services All other official / original records: City Clerk is the Office of Record | Completion + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 |
| Finance / Accounting | LIB-007 | Donation Forms and Records / Raffle Prize Forms | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Send originals to Finance; GC §34090.7 |
| Lead Dept. | LIB-008 | Facility Rental Applications (Room Reservations, etc.) | 2 years | Yes: Before Event | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 |

RECORDS RETENTION SCHEDULE: LIBRARY

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Library | LIB-009 | Grants: LSTA (Library Services and Technology), CLLS (California Library Literacy Services); or other Grants Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records | Final Expenditure + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090 |
| Lead Dept. | LIB-010 | Incident Reports / Disruptive Patrons / Exclusions | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Department preference to retain repeat offenders longer; GC §34090 |
| Library | LIB-011 | Library Art, Artists and/or Projects - Temporary Exhibits | Completion + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 |
| City Clerk | LIB-012 | Library Board of Trustees - Agendas & Staff Reports, Audio or Video Recordings, Minutes Send Originals to the City Clerk | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7 |
| Library | LIB-013 | Library Programs - Education, Youth & Families, Lifelong Learning, etc. (Program Manager's Records) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Department preference; GC §34090 |
| Library | LIB-014 | Library Statistics / Circulation Reports | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Can be re-printed from Library Database; may be placed in Library Board's Agenda Packet; GC §34090 et seq. |
| Library | LIB-015 | Patron Applications / Internet User Agreements (Entered into Library Information Database) | When No Longer Required | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Source Drafts - Entered into Library Information Database; GC §34090 |
| Library | LIB-016 | Program Sign Ups (e.g. Summer Reading) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Preliminary / Transitory documents not retained in the ordinary course of business; GC §34090 |

RECORDS RETENTION SCHEDULE: LIBRARY

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p> | | | | | | | | |
| Lead Dept. | LIB-017 | Registrations / Sign-ins / Waivers (Signed by participants, or their parent or guardian) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 et. seq. |
| Library | LIB-018 | Waivers / Release Forms (Artists / Exhibitor's work in Display Cases / Transportation Waivers) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 et. seq. |

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards.</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| MAYOR | | | | | | | | |
| Mayor | MAY-001 | Proclamations / Commendations / Memoriums / Recognitions, etc. | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 et seq. |
| Mayor | MAY-002 | Project Files / Subject Files (Subject will change over time) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 et seq. |
| Mayor | MAY-003 | Riverside Youth Council - All Records | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (not an advisory board to the City Council); GC §34090 et seq. |
| Mayor | MAY-004 | Task Force / Mayor Task Force - All Records | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (not an advisory board to the City Council); GC §34090 et seq. |
| Finance | MAY-005 | Travel Records / Expense Reports | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090.7 |

RECORDS RETENTION SCHEDULE: MUSEUM

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| MUSEUM | | | | | | | | |
| Museum | MU-001 | Artifact and Specimen Collection Records, including Invoices and appraisals (Documentation of Value) Museum of Riverside, Harada House and Heritage House) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Finance / General Accounting | MU-002 | Donation Forms and Records / Raffle Prize Forms | Copies - When No Longer Required | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Send originals to Finance; GC §34090.7 |
| Museum | MU-003 | Museum Exhibitions / Temporary Exhibitions (Temporary Exhibitions or Displays / Temporary Events) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference (Institutional archive); GC §34090 |
| City Clerk | MU-004 | Museum of Riverside Board - Agendas & Staff Reports, Audio or Video Recordings, Minutes Send Originals to the City Clerk | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7 |
| Museum | MU-005 | Program Manager's Files: Activity / Special Programs / Event Files: After-School, Children's Programs, Gardening, Botany Programs, etc. IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Department preference; GC §34090 |
| Museum | MU-006 | Rosters / Sign-in / Sign-Out Sheets for classes and programs | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 |
| Museum | MU-007 | Schedules / Hours (classes and staff) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090 |

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| ARTS & CULTURAL AFFAIRS | | | | | | | | |
| City Clerk | PR&CS-001 | Cultural Heritage Board - Agendas & Staff Reports, Audio or Video Recordings, Minutes Send Originals to the City Clerk | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7 |
| Parks, Recreation & Comm. Services / Arts & Cultural Affairs | PR&CS-002 | Film Permits | Expiration of Permit + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 et. seq. |
| Parks, Recreation & Comm. Services / Arts & Cultural Affairs | PR&CS-003 | Public Art / Art In Public Places Program (ALL Projects) - Proposed / Not Completed / Unsuccessful Applications Proposed or Unsuccessful Permanent or Temporary (not purchased, nor installed projects) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Parks, Recreation & Comm. Services / Arts & Cultural Affairs | PR&CS-004 | Public Art / Art In Public Places Program (Permanent Projects) - Completed, Accepted Applications Completed Permanent artworks, including deaccessioned artworks (materials, specifications, artist, etc.) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Parks, Recreation & Comm. Services / Arts & Cultural Affairs | PR&CS-005 | Public Art / Art In Public Places Program (Temporary Exhibits or Displays / Temporary Events) - Completed Completed Temporary artwork displays, or cultural Arts | Completion + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |

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| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| Parks, Recreation & Comm. Services / Arts & Cultural Affairs | PR&CS-006 | Public Art Inventory & Acquisition Invoices and Documentation of Value & Restoration | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC \$34090 |
| Parks, Recreation & Comm. Services / Arts & Cultural Affairs | PR&CS-007 | Special Event Permits, Special Events | Expiration + 2 years | Yes: During Event | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC \$34090 |
| PARKS | | | | | | | | |
| Lead Dept. | PR&CS-010 | Generator Operation Logs & Inspections for City Hall Generator only | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | AQMD Rule 1470; Form 400-E-13a instructions; GC \$34090 |
| Lead Dept. | PR&CS-011 | Herbicide or Pesticide Application Forms | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (agricultural pesticide records are required for 2 years); GC \$34090; 3 CCR 6623, 40 CFR 110.3(d) |
| Parks, Recreation & Comm. Services / Parks | PR&CS-012 | Playground Inspections | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC \$34090 |
| Lead Dept. | PR&CS-013 | Tree DATABASE (West Coast Arborists) | Indefinite - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; GC \$34090 |
| Lead Dept. | PR&CS-014 | Tree Maintenance, Trimming, Arborists Reports (ALL City-owned trees) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC \$34090 |

RECORDS RETENTION SCHEDULE: PARKS, RECREATION & COMMUNITY SERVICES
(Arts & Cultural Affairs, Parks, Recreation, Planning Design, Special Transit)

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Lead Dept. (Responsible for the Work) | PR&CS-015 | Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System) / ASSET MANAGEMENT DATABASE | Indefinite - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; GC §34090 |
| Lead Dept. (Responsible for the Work) | PR&CS-016 | Work Orders / Service Requests - All Information Entered in CMMS Database / ASSET MANAGEMENT DATABASE (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts (the database is the original); GC §34090 |
| Lead Dept. (Responsible for the Work) | PR&CS-017 | Work Orders / Service Requests - NOT entered in CMMS Database / ASSET MANAGEMENT DATABASE (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City Preference: CCP §§338 et seq., 340 et seq., 342, GC §34090 |

RECORDS RETENTION SCHEDULE: PARKS, RECREATION & COMMUNITY SERVICES
(Arts & Cultural Affairs, Parks, Recreation, Planning Design, Special Transit)

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| <p>PLANNING & DESIGN</p> | | | | | | | | |
| Parks, Recreation & Comm. Services / Planning & Design | PR&CS-018 | Capital Improvement Projects (CIP) - where Parks & Recreation is the Lead: MAINTENANCE- ONLY PROJECTS (Painting, Re-Roof, etc. - No change in Infrastructure Configuration) | Completion + 5 years or After Funding Agency Audit, if required, whichever is longer | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §34090 |
| | | All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.) | | | | | | |
| Parks, Recreation & Comm. Services / Planning & Design | PR&CS-019 | Capital Improvement Projects (CIP) - where Parks & Recreation is the Lead: Administration File | Completion + 10 years or After Funding Agency Audit, if required, whichever is longer | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090 |
| | | Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs , Safety. SWPPP / WPCP, etc. | | | | | | |

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Parks, Recreation & Comm. Services / Planning & Design | PR&CS-020 | Capital Improvement Projects (CIP) - where Parks & Recreation is the Lead: Permanent File Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc. | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090 |
| Parks, Recreation & Comm. Services / Planning & Design | PR&CS-021 | Drawings - where Parks & Recreation is the Lead: Record Drawings, Maps, Large-Format Drawings, Survey Record Maps, "As-Built" | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Drafts should be destroyed; GC §34090 |
| Lead Dept. (Managing the Project) | PR&CS-022 | Capital Improvement Projects (CIP): Environmental Determinations: Correspondence and internal staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA | Project Approval or Denial + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §34090 |
| RECREATION | | | | | | | | |
| Parks, Recreation & Comm. Services / Recreation | PR&CS-023 | Recreation Activity Registration Database (ActiveNet) | Indefinite - Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Department preference; GC §34090 |

RECORDS RETENTION SCHEDULE: PARKS, RECREATION & COMMUNITY SERVICES
(Arts & Cultural Affairs, Parks, Recreation, Planning Design, Special Transit)

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Parks, Recreation & Comm. Services / Recreation | PR&CS-024 | Activity Guide / Class Guide / Program Guide (Final) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Department preference; GC §34090 |
| Parks, Recreation & Comm. Services / Recreation | PR&CS-025 | Applications / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Waivers of Liability / Permissions: Camps, Field Trips, Authorization to give Medicine, etc. | 2 years | Yes: During Class or Program | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 |
| City Clerk | PR&CS-026 | Commission on Aging - Agendas & Staff Reports, Audio or Video Recordings, Minutes Send Originals to the City Clerk | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7 |
| Parks, Recreation & Comm. Services / Recreation | PR&CS-027 | Evaluations / Surveys (Programmatic Evaluations of Recreation programs) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Content Not Substantive / Preliminary drafts / Transitory records; GC §34090 |
| Parks, Recreation & Comm. Services / Recreation | PR&CS-028 | Incident Reports / Disruptive Patrons | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 |
| Parks, Recreation & Comm. Services / Recreation | PR&CS-029 | Liability Waivers (if separate from another record) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 |
| Parks, Recreation & Comm. Services / Recreation | PR&CS-030 | Park Facility Use Requests / Field Rentals / Facility Use Applications and Permits (Includes Insurance Certificates and ABC Permits where appropriate) | Expiration of Permit + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 et. seq. |

**RECORDS RETENTION SCHEDULE: PARKS, RECREATION & COMMUNITY SERVICES
(Arts & Cultural Affairs, Parks, Recreation, Planning Design, Special Transit)**

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <i>If the record is not listed here, refer to the Retention for City-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| City Clerk | PR&CS-031 | Parks & Recreation Commission - Agendas & Staff Reports, Audio or Video Recordings, Minutes Send Originals to the City Clerk | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7 |
| Parks, Recreation & Comm. Services / Recreation | PR&CS-032 | Program Manager's Files: Activity / Special Programs / Event Files: After-School, Children's Programs, Gardening, Health Programs, Sports Programs, etc. IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Department preference; GC §34090 |
| Parks, Recreation & Comm. Services / Recreation | PR&CS-033 | Rosters / Sign-in / Sign-Out Sheets for classes and programs | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §34090 |
| Parks, Recreation & Comm. Services / Recreation | PR&CS-034 | Schedules / Hours (classes and staff) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090 |
| SPECIAL TRANSIT | | | | | | | | |
| Parks, Recreation & Comm. Services / Special Transit | PR&CS-035 | Transit Reservation Database (ActiveNet) | Indefinite - Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Department preference; GC §34090 |
| Parks, Recreation & Comm. Services / Special Transit | PR&CS-036 | Transit Route Match Database | Indefinite - Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | Department preference; GC §34090 |

RECORDS RETENTION SCHEDULE: PARKS, RECREATION & COMMUNITY SERVICES
(Arts & Cultural Affairs, Parks, Recreation, Planning Design, Special Transit)

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Parks, Recreation & Comm. Services / Special Transit | PR&CS-037 | Customer Comments (If the Content relates in a substantive way to the conduct of the public's business) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC § 34090 |
| Parks, Recreation & Comm. Services / Special Transit | PR&CS-038 | Driver's Daily Check-ins / Vehicle Pre-Checks / Drivers Manifests | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090; 13 CCR 1234(c) |
| Parks, Recreation & Comm. Services / Special Transit | PR&CS-039 | Funding & Grants: FTA, Others: Equipment (Buses, Vehicles) and Real Property Equipment is defined as "useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5,000. Includes rolling stock and all other such property used in the provision of public transit service Includes all records, including application, administration, reports, audits, etc. | Disposition / Sale + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | FTA Retention for Equipment Records. "The three year retention period for the equipment records starts from the date of the equipment's disposition or replacement or transfer". Equipment is defined as "useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5,000. Includes rolling stock and all other such property used in the provision of public transit service". 5 years meets auditing standards and federal requirements; FTA - Circular_5010_1D, III(7); OMB Circular A-110 & A-133; GC §34090 |

RECORDS RETENTION SCHEDULE: PARKS, RECREATION & COMMUNITY SERVICES
(Arts & Cultural Affairs, Parks, Recreation, Planning Design, Special Transit)

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p> | | | | | | | | |
| Parks, Recreation & Comm. Services / Special Transit | PR&CS-040 | <p>Funding & Grants: FTA, Others: Excluding Equipment (Buses, Vehicles) and Real Property</p> <p>Includes all records, including application, administration, reports, audits, etc.</p> | Close (Final Expenditure Report) + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | FTA Retention for other Records. "three years from the starting date specified ..."; "multi-year projects is the date of submission of the final FSR upon project completion"; 5 years meets auditing standards and federal requirements; FTA - Circular_5010_1D III(7); OMB Circular A-110 & A-133; GC §34090 |
| Parks, Recreation & Comm. Services / Special Transit | PR&CS-041 | Historically Significant Records - COG Interpretations of MOU, Railroad Issues, etc. | Minimum 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC § 34090 |
| Parks, Recreation & Comm. Services / Special Transit | PR&CS-042 | Incident reports | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC § 34090 |
| Parks, Recreation & Comm. Services / Special Transit | PR&CS-043 | Inspections or Audits by the CHP / Terminal Audits (Transit) | 5 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 34090 |
| Parks, Recreation & Comm. Services / Special Transit | PR&CS-044 | Monthly Reports: Ridership Data, Daily Reports, Demand-Response / Dial-a-Ride. | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Consistent with Fare & Passenger Counts, Accounts Receivable and Cash Receipts; GC §34090 |
| Parks, Recreation & Comm. Services / Special Transit | PR&CS-045 | Recordings - Audio Recordings - Transit Center calls to specific extensions for customer service and quality control purposes. | Minimum 100 days | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; legally mandated for 100 days; GC §§34090, 34090.6 |

RECORDS RETENTION SCHEDULE: PARKS, RECREATION & COMMUNITY SERVICES
(Arts & Cultural Affairs, Parks, Recreation, Planning Design, Special Transit)

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| Parks, Recreation & Comm. Services / Special Transit | PR&CS-046 | Recordings - Video Recordings - Transit Videos, including Forward-Facing, Employee Activity, Public Activity and Transit Vehicles | 1 year | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; PUC §99164; GC §§26202.6; 34090 .6 |
| Parks, Recreation & Comm. Services / Special Transit | PR&CS-047 | Short-Term Transit Plan | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC § 34090 |
| Parks, Recreation & Comm. Services / Special Transit | PR&CS-048 | Transit Contract Administration | Completion + 5 years | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference - meets municipal government auditing standards; Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §34090 |

RECORDS RETENTION SCHEDULE: POLICE

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p align="center">POLICE ADMINISTRATION / POLICE CHIEF</p> | | | | | | | | |
| Police / Admin. / Chief | PD-001 | Emergency Operations Plan (includes Office of Emergency Management & Homeland Security) | When Superseded | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Police / Admin. / Chief | PD-002 | Reports and Studies - Historical | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC § 34090 et seq. |
| Police / Admin. / Chief | PD-003 | Reports and Studies - Operational | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC § 34090 et seq. |
| <p align="center">OPERATIONS / FIELD OPERATIONS / PATROL & TRAFFIC UNIT</p> | | | | | | | | |
| Police / Ops / Patrol & Traffic | PD-004 | Canine (Police Service Dogs) Program Files: Animal Files | Separation + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 et seq. |
| Police / Ops / Patrol & Traffic | PD-005 | Ops Plans (Fourth of July, etc.) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 et seq. |
| Police / Ops / Patrol & Traffic | PD-006 | PAS Device Calibration Logs | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Police / Ops / Patrol & Traffic | PD-007 | Patrol Schedules | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts (the timesheet is the final); GC §34090 et seq. |
| Police / Ops / Patrol & Traffic | PD-008 | Recordings: Automated License Plate Readers (ALPR) | When No Longer Required | | Mag | | | Does not record regular and ongoing operations - Recordings that are evidence are booked into evidence; GC §34090.6 et seq, |
| Police / Ops / Patrol & Traffic | PD-009 | Recordings: Drone (Unmanned Aerial Vehicle) | When No Longer Required | | Mag | | | Does not record regular and ongoing operations - Recordings that are evidence are booked into evidence; GC §34090.6 et seq, |

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| Police / Ops / Patrol & Traffic | PD-010 | Ride-A-Long Waiver Form | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Police / Ops / Patrol & Traffic | PD-011 | Speedometer Calibration Logs | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Police / Ops / Patrol & Traffic | PD-012 | Traffic Control: Radar Calibration Records | Life of the Equipment | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 et seq. |
| Police / Ops / Patrol & Traffic | PD-013 | Traffic Control: Radar Trailer Surveys, etc. | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Police / Ops / Patrol & Traffic | PD-014 | Weapons Inventory / Firearms Inventory: Department-owned weapons, personal weapons, alternate weapons, secondary handguns, | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| OPERATIONS / INVESTIGATIONS | | | | | | | | |
| State of California | PD-015 | Alcoholic Beverage Control Licenses / Permits / ABC Permit Applications | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not a City record |
| Police / Operations / Investigations | PD-016 | Criminal Intelligence Files | Last Entry + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090 |

RECORDS RETENTION SCHEDULE: POLICE

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p> | | | | | | | | |
| Police / Operations / Investigations | PD-017 | Detectives Investigation Files and Arrest Files | Transferred into Record's Crime Report Files | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Transfer all Official Reports to Records to be placed in the Crime Report Files. |
| Police / Operations / Investigations | PD-018 | Informant Files / Gang Files | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Informant information; Does not contain criminal intelligence information concerning individuals; Department preference; GC \$34090 |
| Police / Operations / Investigations | PD-019 | Pawn Slips / Secondhand Dealer Transaction Records | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC \$34090 |
| Police / Operations / Investigations | PD-020 | Registrants: Arson Registrations: Adults | P, or Death of Registrant | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Pursuant to PC \$457.1 et seq.; required to register for life; If released from DOJ, records are destroyed after age 25 or sealing pursuant to W&I §781; GC \$34090.7 |
| Police / Operations / Investigations | PD-021 | Registrants: Arson Registrations: Juveniles released from Division of Juvenile Justice | Age 25 or Sealing Date + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Pursuant to PC §457.1 et seq.; If released from DOJ, records are destroyed after age 25 or sealing pursuant to W&I §781; GC \$34090.7 |
| Police / Operations / Investigations | PD-022 | Registrants: Gang Adults | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (registration pursuant to PC 186.3(a)); GC \$34090 |
| Police / Operations / Investigations | PD-023 | Registrants: Gang Juveniles | Sealing Date + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (registration pursuant to PC 186.3(a)); Records are destroyed pursuant to W&I §781; GC \$34090 |
| Police / Operations / Investigations | PD-024 | Registrants: Narcotics | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC \$34090 |

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Police / Operations / Investigations | PD-025 | Registrants: Sex Offender Registrations: Adults | P, or Death of Registrant | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq. |
| Police / Operations / Investigations | PD-026 | Registrants: Sex Offender Registrations: Juveniles | P or Sealing Date + 5 years (or Court Order), or Death of Registrant | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq. |
| Police / Operations / Investigations | PD-027 | Regulatory Business Permits (Approved & Unapproved) Massage Permits | No Longer In Business + 2 years | Yes: During Event | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Police / Operations / Investigations | PD-028 | U-Visas | Minimum 4 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference to match the expiration date of the U-Visa; GC §34090 |
| SUPPORT SERVICES / COMMUNICATIONS / CAD / DISPATCH / AUDIO AND VIDEO RECORDINGS | | | | | | | | |
| Police / Support Services / Communications | PD-029 | Recordings: Audio - (CAD/RMS) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD) / 911 Recordings | 366 days | | Mag | | | Department Preference; legally mandated for 100 days; (civil suits may be filed up to 365 days); GC §§34090, 34090.6 |
| SUPPORT SERVICES / COMMUNITY SERVICES | | | | | | | | |
| Police / Support Services / Personnel & Training | PD-031 | Background Files - Successful Volunteer Applicants (Cadets, Explorers, CERT, Chaplains, Reserves, etc.) | Separation + 3 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12960, 34090 |

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Police / Support Services / Personnel & Training | PD-032 | Background Files - Unsuccessful Volunteer Applicants (Cadets, Explorers, CERT, Chaplains, Reserves, etc.) | 3 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12960, 34090 |
| Police / Support Services / Community Services | PD-033 | Crime Prevention & Community Relations Programs (Neighborhood Watch, etc.) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Police / Support Services / Community Services | PD-034 | Press Releases - Police Only | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| SUPPORT SERVICES / PERSONNEL & TRAINING | | | | | | | | |
| Police / Support Services / Personnel & Training | PD-035 | Background Files - Successful Employee Applicants (Police Employees only) | Separation + 4 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference: State Law & POST requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; ; 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090; 29 USC 1113 |
| Police / Support Services / Personnel & Training | PD-036 | Background Files - Unsuccessful Employee Applicants (Police Employees only) | 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090 |

RECORDS RETENTION SCHEDULE: POLICE

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|---|---------------|--|------------------------------|--------|-------------------|---------------------------------------|------------------------------------|--|
| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Police / Support Services / Personnel & Training | PD-037 | Complaints from Employees - Internal Affairs Investigations WITHOUT Sustained Finding of Misconduct - No Employment Action | Final Disposition + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Consistent with Lexipol Policy; Not a civilian complaint; other State & Federal laws require retention until final disposition of formal complaint; State requires 4 years after employment action is taken; EVC §1045, GC §§12946, 12960, 34090 |
| Police / Support Services / Personnel & Training | PD-038 | Complaints from Members of the Public - Internal Affairs Investigations WITH Sustained Finding of Misconduct | Final Disposition + 15 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | PC §§832.5(b), 832.7; GC§ 34090 |
| Police / Support Services / Personnel & Training | PD-039 | Complaints from Members of the Public - Internal Affairs Investigations WITHOUT Sustained Finding of Misconduct | Final Disposition + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Consistent with Lexipol Policy; State requires for at least 5 years for complaints by members of the public; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct after the discovery of the offense for misconduct in office; EVC §1045, GC §§12946, 12960, 34090, PC §§801.5, 803(c), 832.5, 832.7, VC §2547 |
| Police / Support Services / Personnel & Training | PD-040 | On-Duty Traffic Accident Reviews - Not as a result of a complaint from a member of the public | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §§12946, 12960, 34090 |
| Police / Support Services / Personnel & Training | PD-041 | Policies & Procedures / Lexipol / Operation Directives / General Orders (Department Policies and Procedures) | Superseded + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC § 34090 et seq. |

RECORDS RETENTION SCHEDULE: POLICE

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Police / Support Services / Personnel & Training | PD-042 | Reports to State or Federal Agencies: Report to POST Commission of peace officer employment, complaint, finding, disposition, or judgement pursuant to §PC 13510.9, etc. Report of data regarding the number, type, or disposition of complaints made against its officers | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 et seq. |
| Police / Support Services / Personnel & Training | PD-043 | Training - By Employee Name | Separation + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31 ; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b) |
| Police / Support Services / Personnel & Training | PD-044 | Training - Department Training Records - COURSE RECORDS (Attendance Rosters or Sign-in Sheets, Outlines and Materials; Includes Use of Force training, safety training, etc. | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Rosters are sent to POST; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31 ; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b) |
| Police / Support Services / Personnel & Training | PD-045 | Use of Force Reviews - Not as a result of a complaint from a member of the public - No Employment Action | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §§12946, 12960, 34090 |
| SUPPORT SERVICES / PROPERTY AND EVIDENCE | | | | | | | | |
| Police / Support Services / Property & Evidence | PD-046 | Property & Evidence Database | Indefinite - Follows the Retention of the Evidence | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (data is interrelated); GC §34090 |

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| <i>If the record is not listed here, refer to the Retention for City-Wide Standards</i> <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| Police / Support Services / Property & Evidence | PD-047 | Crime Report Photos | Follows the Retention of the Evidence | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Police / Support Services / Property & Evidence | PD-048 | Gun and Narcotics Destruction Log (Documents related to) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Police / Support Services / Property & Evidence | PD-049 | Property & Evidence Logs / Destruction Authorizations | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Police / Support Services / Property & Evidence | PD-050 | Recordings: Video - Evidence Room (monitoring video) | 1 year | | Mag | | | GC §34090.6 et seq. |
| Police / Support Services / Property & Evidence | PD-051 | Safekeeping: Lost & Found Property (Documents related to) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| SUPPORT SERVICES / RECORDS | | | | | | | | |
| Police / Support Services / Records | PD-052 | RMS Database | Indefinite - Follows the Retention of the Crime Report | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Data Fields / Records are interrelated; GC §34090 |

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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p> | | | | | | | | |
| Police / Support Services / Records | PD-053 | CHP Forms: Pursuit Report (CHP 187A), Vehicle Report (CHP 180), etc. that are not filed with Crime Report | 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §34090 |
| Police / Support Services / Records | PD-054 | Citations or Notice of Violations (Parking, Traffic, Marijuana / Cannabis). Includes requests for dismissals, cancellations, and appeals. | 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §34090 et seq. |
| State of California | PD-055 | Crime Statistics / National Incident-Based Reporting System (NIBRS) / Uniform Crime Reports (UCR) - Summaries (BCS) | When No Longer Required | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Entered Directly into DOJ's portal (a State record) |
| Police / Support Services / Records | PD-056 | Department of Justice Validation Lists | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Police / Support Services / Records | PD-057 | False Alarm Notices and Billing | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Police / Support Services / Records | PD-058 | Hearing Officer Determinations (Citation Appeals, Tows, etc.) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Police / Support Services / Records | PD-059 | Holding Cell Logs (Juvies & Adults) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Preliminary drafts; GC §34090 et seq. |
| Police / Support Services / Records | PD-060 | Local Criminal History Checks | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | These are copies / printouts from the RMS database; GC §34090 et seq. |

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| Police / Support Services / Records | PD-061 | POLICE REPORTS / SEALED RECORDS: Sealed Juvenile Cases - Childhood Sexual Assault After January 1, 2024 | P | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090 |
| Police / Support Services / Records | PD-062 | POLICE REPORTS / SEALED RECORDS: Sealed Juvenile Cases - Childhood Sexual Assault Before January 1, 2024 | Age of Majority + 22 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090 |
| Police / Support Services / Records | PD-063 | POLICE REPORTS / SEALED RECORDS: Sealed Juvenile Cases Except Sealed Childhood Sexual Assault | Per Court Order (Subject 26 years old / Sealing Date + 5 years) | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | W&I §§389(a), 781(d), GC §34090; |
| Police / Support Services / Records | PD-064 | POLICE REPORTS: Lost Property: Firearms entered into CLETS (if not Permanent Retention) | Until Found or Recovered | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference to facilitate Three Strikes law and ease of document imaging administration; PC§ 11108.2(b); GC §34090 |
| Police / Support Services / Records | PD-065 | POLICE REPORTS: ALL Capital Crimes, Homicide, Juvenile, Child Abuse (substantiated), Elder Abuse (substantiated), & Sexual Assault (Rape), Arson (Suspected or Undetermined) | P | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; Domestic Violence incident reports are required or a minimum of 5 years; Provided there are no outstanding warrants, unrecovered weapons, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age 18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq, FC 6228(d) |

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| Police / Support Services / Records | PD-066 | <p>POLICE REPORTS:</p> <p>Child Abuse or Neglect Investigation Reports - Unsubstantiated or Inconclusive</p> | No Further Report on Suspected Abuser + 10 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | PC §§11169(c), 11170(a)(3) |
| Police / Support Services / Records | PD-067 | <p>POLICE REPORTS:</p> <p>Except those specifically mentioned in the schedule (ALL Others, including Felonies and Misdemeanors)</p> | 5 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; Domestic Violence incident reports are required or a minimum of 5 years; Provided there are no outstanding warrants, unrecovered weapons, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age 18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq, FC 6228(d) |
| Police / Support Services / Records | PD-068 | <p>POLICE REPORTS:</p> <p>Misdemeanor or Infraction - Adult Marijuana / Cannabis - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms</p> | Conviction or Arrest (if No Conviction) + 2 years | Yes: Before Disposition | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | ("Shall" Destroy); GC §§68152(c)(8), 34090; H&S §11361.5 |
| Police / Support Services / Records | PD-069 | <p>POLICE REPORTS:</p> <p>Misdemeanor or Infraction - Juvenile Marijuana / Cannabis - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms</p> | 2 years or Juvenile 18 years old | Yes: Before Disposition | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | If no subsequent conviction ("Shall" Destroy); H&S §11361.5 |

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| Police / Support Services / Records | PD-070 | POLICE REPORTS: Missing Persons | P (If Returned, Follows the Retention for the Crime Report) | Yes: Before Disposition | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; GC §34090 |
| Police / Support Services / Records | PD-071 | POLICE REPORTS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms | Date of Arrest + 3 years | Yes: Before Disposition | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a) |
| Police / Support Services / Records | PD-072 | POLICE REPORTS: Misdemeanor or Infraction Marijuana / Cannabis §11357(de) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5) | Offender is 18 Years Old | Yes: Before Disposition | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | (Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e) |
| Police / Support Services / Records | PD-073 | POLICE REPORTS: Vacatur Relief Granted by Court - Victim of Human Trafficking, or Victim of Intimate Partner Violence or Sexual Violence (Nonviolent Crimes) | Court Order + 1 year | Yes: Before Disposition | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k) |
| City Clerk | PD-074 | Public Records Act Requests in GovQA | When No Longer Required | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | GC §34090.7 |
| Police / Support Services / Records | PD-075 | Recordings: Body-Worn Cameras – LOGS of Access or Deletion of Data | P | | Mag, | | | PC§ 832.18(b)(5)(E); GC §34090.6 et seq. |

RECORDS RETENTION SCHEDULE: POLICE

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|---|--|--------|-------------------|---------------------------------------|------------------------------------|--|
| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p> | | | | | | | | |
| Police / Support Services / Records | PD-076 | Recordings: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints | Follows retention for Evidence, Minimum 2 years | | Mag, | | | PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq. |
| Police / Support Services / Records | PD-077 | Recordings: Body-Worn Cameras - that are NOT evidence | Minimum 90 days | | Mag, | | | Department preference (law recommends 60 days); PC§ 832.18(b)(5)(A); GC §34090.6 et seq. |
| Police / Support Services / Records | PD-078 | Recordings: Video - Public Areas / Public Activity - Parks, etc. | When No Longer Required | | Mag | | | Does not record regular and ongoing operations; GC §34090.6 et seq, |
| Police / Support Services / Records | PD-079 | Recordings: Video - Temporary Holding / Building Security / Department Activity (Employees Performing Work, Cashiering, Building Security, etc.) | 366 days | | Mag | | | Records regular and ongoing operations; GC §34090.6 et seq, |
| Court | PD-080 | Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing (When Not filed with the case file) | Expiration of the Order | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Not a City record |
| Police / Support Services / Records | PD-081 | STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report | 3 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | 11 CCR 999.228; 11 CCR 999.229; GC §§12525.5, 34090 |
| Police / Support Services / Records | PD-082 | Subpoenas (Personal Appearance of Police Employees) | When No Longer Required | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Court or District Attorney records; GC §34090 et seq. |
| Police / Support Services / Records | PD-083 | Subpoenas Duces Tecum - Police Only | 2 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | GC §34090 et seq. |

**RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES
(Customer Service, Electric and Water)**

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|--|---------------|--|-----------------------------------|--------|-------------------|---------------------------------------|------------------------------------|--|
| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> <p>UTILITIES / ADMINISTRATION (Accounting, Business Systems, Customer Engagement, Finance, Strategic Initiatives)</p> | | | | | | | | |
| Finance / Lead Div. and RPU / Lead Div. | RPU-001 | Financial Services Database / ERP Database (One Solution) | Indefinite - Minimum 25 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | For Compliance with FERC (Federal Energy Regulatory Commission) requirements (accumulated depreciation according to functional classification of plant, and service life of property and the percentage of salvage and cost of removal for property retired from each account for depreciable utility plant are required for 25 years); Meets municipal government auditing standards; 18 CFR 125.3; GC §34090 |
| RPU / Administration | RPU-002 | Agreements & Contracts: UNSUCCESSFUL BIDS, PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract Informal Bids not conducted by Purchasing ELECTRIC ONLY (See City-Wide for others) | Indefinite - Minimum 6 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | AQMD Rule 1470; Form 400-E-13a instructions; GC §34090 |
| City Clerk | RPU-003 | Board of Public Utilities - Agendas & Staff Reports, Audio or Video Recordings, Minutes Send Originals to the City Clerk Agenda Packets include Financial Reports presented to the Board | Copies - When No Longer Required. | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7 |
| RPU / Administration | RPU-004 | Invoices / Bills: Purchase Power (Banning) or SCPPA JPA Supporting Documents (only the summary is sent to Finance) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; meets municipal government auditing standards; GC §34090 |
| RPU / Administration | RPU-004.5 | Journal Entries / Journal Vouchers / Budget Adjustments (Public Utilities only) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337 |

**RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES
(Customer Service, Electric and Water)**

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|--|---------------|---|----------------------------------|--------|-------------------|---------------------------------------|------------------------------------|---|
| <i>If the record is not listed here, refer to the Retention for City-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| RPU / Administration | RPU-005 | Policy on Discontinuation of Residential Accounting for Nonpayment | When Superseded; Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Must post to Website; H&S §116906; GC §34090 |
| RPU / Administration | RPU-006 | Prop. 218 Fees & Charges: Ballots and/or protest letters , Master Mailing List, Undeliverable Mail | Final Action + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §53753(e)(2); 53755(d); GC §34090 |
| RPU / Administration | RPU-007 | Rate Studies (Internally-produced) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | FERC regulations require 6 years; 18 CFR 125.3; GC §34090 |
| RPU / Administration | RPU-008 | Report of Annual Discontinuations of Residential Accounts | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Must post to Website; H&S §116918; GC §34090 |
| RPU / Administration | RPU-009 | Strategic Initiative Projects | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| RPU / Administration | RPU-010 | Warehouse Inventory - Annual Inventory (Was Central Stores - transferred to Finance / Purchasing in 2021) | 25 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | For Compliance with FERC regulations (continuing plant inventories are required for 25 years); Meets municipal government auditing standards; 18 CFR 125.3; GC §34090 |
| UTILITIES / ADMINISTRATION / CUSTOMER SERVICE | | | | | | | | |
| RPU / Administration / Customer Service | RPU-011 | Customer Service Billing Database | Indefinite - Minimum 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7 |
| RPU / Administration / Customer Service | RPU-012 | Adjustments to Customer Accounts | Indefinite - Minimum 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Documented or attached to Customer Record in database GC §34090; H&S §116908 |

**RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES
(Customer Service, Electric and Water)**

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|--|----------------------------|-----------------|-------------------|---------------------------------------|------------------------------------|---|
| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| RPU / Administration / Customer Service | RPU-013 | Appeals - Payment Delinquency & Impending Discontinuation | Final Decision + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Documented or attached to Customer Record in database GC §34090; H&S §116908 |
| RPU / Administration / Customer Service | RPU-014 | Applications for Service / New Connections - Agricultural and Domestic Accounts | Close of Account + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| RPU / Administration / Customer Service | RPU-015 | Bankruptcies - NOT pursued | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts not retained in the ordinary course of business; GC §34090 |
| RPU / Administration / Customer Service | RPU-016 | Bankruptcies - Where a claim is filed | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (negative information remains on credit ratings for 7 years); GC §34090 |
| RPU / Administration / Customer Service | RPU-017 | Billing / Utility Billing - Documentation for Adjustments, Billings, Cash, Closed Accounts, Collections, Credit Memos, Deposits, Payments, Rebates | 7 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Meets municipal government auditing standards; GC §34090 |
| RPU / Administration / Customer Service | RPU-018 | Billing Reports / Ledgers / Registers | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Draft / Preliminary documents (financial database is the original); GC §34090 |
| RPU / Administration / Customer Service | RPU-019 | Collection Agency Assignments / NSF Checks / Write Offs | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (negative information remains on credit reports for 7 years); GC §34090 et seq. |
| RPU / Administration / Customer Service | RPU-020 | Customer Correspondence (letters from and to customers) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |

**RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES
(Customer Service, Electric and Water)**

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Bank | RPU-021 | Daily Deposit Checks (We scan for the Bank) | Follow Bank Instructions | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | These are the bank's financial instruments (not District records). |
| RPU / Administration / Customer Service | RPU-022 | Liens / Certificate of Lien / Releases | Fully Paid or Forgiven + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; liens for unpaid water bills are good for 10 years, unless extended; GC §34090, R&T §3105; WTR §§36729, 37212 |
| RPU / Administration / Customer Service | RPU-023 | Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Draft / Preliminary documents (Database is the original, and can accurately re-create notices); GC §34090 |
| RPU / Administration / Customer Service | RPU-024 | Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc. | Expiration or Completion of Payment Plan + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Documented or attached to Customer Record in database GC §34090; H&S §116910 |
| RPU / Administration / Customer Service | RPU-025 | Payment Stubs (mailed) / Remittance Advice Utility Receipts (when payment is made at the counter) | 6 months | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Content Not Substantive - many payments are received without stubs; preliminary draft not retained in the ordinary course of business; GC §34090 |
| RPU / Administration / Customer Service | RPU-026 | Reports - Customer Service Aging Reports, etc. | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Draft / Preliminary documents (Database is the original, and can accurately re-create reports); GC §34090 |
| RPU / Administration / Customer Service | RPU-027 | Shut-off Notices, Undeliverable Mail | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts; GC §34090 |

**RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES
(Customer Service, Electric and Water)**

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|---|-------------------------------|------------------------------------|-------------------|---------------------------------------|------------------------------------|--|
| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| <p>UTILITIES / ADMINISTRATION / FIELD SERVICE</p> | | | | | | | | |
| Division Managing Asset | RPU-028 | Asset Management DATABASE | Indefinite - Minimum 25 years | Yes: Asset is Removed from Service | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | For Compliance with FERC regulations; Meets municipal government auditing standards; 18 CFR 125.3; GC §60201 |
| Division Providing Service / Work | RPU-029 | Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | Yes: Until Work is Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; FERC requires 5 years; 18 CFR 125.3; GC §34090 |
| Division Providing Service / Work | RPU-030 | Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts (the database is the original); 18 CFR 125.3; GC §34090 |
| Division Providing Service / Work | RPU-031 | Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) Includes Job Briefing, Operating Checklist, Safety Briefing or Checklist / Tailboards (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Required for FERC compliance; 18 CFR 125.3; CCP §§338 et seq., 340 et seq., 342; GC §34090 |
| <p>UTILITIES / ELECTRIC ENERGY DELIVERY / ELECTRICAL ENGINEERING</p> | | | | | | | | |
| Division Managing Asset | RPU-032 | Asset Management DATABASE | Indefinite - Minimum 25 years | Yes: Asset is Removed from Service | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | For Compliance with FERC regulations; Meets municipal government auditing standards; 18 CFR 125.3; GC §60201 |

**RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES
(Customer Service, Electric and Water)**

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|---|--|-----------------------------|--------------------------|---------------------------------------|------------------------------------|--|
| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Lead Dept. (Managing the Project) | RPU-033 | <p>Capital Improvement Projects (CIP): MAINTENANCE-ONLY PROJECTS - No Change in Infrastructure</p> <p>All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.)</p> | <p>Completion + 5 years or After Funding Agency Audit, if required, whichever is longer</p> | <p>Yes: Until Completed</p> | <p>Mag, Mfr, OD, Ppr</p> | <p>S / I</p> | <p>Yes: After QC & OD</p> | <p>Department preference - meets municipal government auditing standards; Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §34090</p> |
| Lead Dept. (Managing the Project) | RPU-034 | <p>Capital Improvement Projects (CIP): Administration File / Construction Management</p> <p>Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Permits for Construction, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs , Safety. SWPPP / WPCP, etc.</p> | <p>Completion + 10 years or After Funding Agency Audit, if required, whichever is longer</p> | <p>Yes: Until Completed</p> | <p>Mag, Mfr, OD, Ppr</p> | <p>S / I</p> | <p>Yes: After QC & OD</p> | <p>Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090</p> |

**RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES
(Customer Service, Electric and Water)**

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Utilities / Electricity | RPU-035 | <p>Capital Improvement Projects (CIP): Administration File / NOT Scanned (Electricity)</p> <p>Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, Stormwater compliance, etc.</p> | <p>Completion + 10 years or After Funding Agency Audit, if required, whichever is longer</p> | <p>Yes: Until Completed</p> | <p>Mag, Mfr, OD, Ppr</p> | <p>S / I</p> | <p>Yes: After QC & OD</p> | <p>Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090</p> |
| Lead Dept. (Managing the Project) | RPU-036 | <p>Capital Improvement Projects (CIP): Drawings, Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"</p> | <p>P</p> | <p>Yes (all)</p> | <p>Mag, Mfr, OD, Ppr</p> | <p>S / I</p> | <p>Yes: After QC & OD</p> | <p>Drafts should be destroyed; GC §34090</p> |
| Lead Dept. (Managing the Project) | RPU-037 | <p>Capital Improvement Projects (CIP): Permanent File</p> <p>Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.</p> | <p>P</p> | <p>Yes: Until Completed</p> | <p>Mag, Mfr, OD, Ppr</p> | <p>S / I</p> | <p>Yes: After QC & OD</p> | <p>Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090</p> |

**RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES
(Customer Service, Electric and Water)**

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <p><i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Utilities / Electric Energy Delivery / Electrical Engineering | RPU-038 | <p>Capital Improvement Projects (CIP): Permanent File / Scanned Records (Electricity)</p> <p>Specifications / RFP & Addenda, Agreement / Contract, Successful Proposal, Change Orders, Geotechnical Studies & Reports, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.</p> | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090 |
| Lead Dept. (Managing the Project) | RPU-039 | <p>Capital Improvement Projects (CIP): Design & Construction Standards - Authored by the City for Construction of City Infrastructure (CIP or Land Development)</p> | P | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; GC §34090 |
| Lead Dept. (Managing the Project) | RPU-040 | <p>Capital Improvement Projects (CIP): Environmental Determinations: Correspondence and internal staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA</p> | Project Approval or Denial + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167.6; GC §34090 |
| Utilities / Electric Energy Delivery / Electrical Engineering | RPU-041 | Joint Pole Locations, History, Maintenance (Card Files) | Replacement of the Pole | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |

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| <p>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</p> | | | | | | | | |
| Division Providing Service / Work | RPU-042 | Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | Yes: Until Work is Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; FERC requires 5 years; 18 CFR 125.3; GC §34090 |
| Division Providing Service / Work | RPU-043 | Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts (the database is the original); 18 CFR 125.3; GC §34090 |
| Division Providing Service / Work | RPU-044 | Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) Includes Job Briefing, Operating Checklist, Safety Briefing or Checklist / Tailboards (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Required for FERC compliance; 18 CFR 125.3; CCP §§338 et seq., 340 et seq., 342, GC §34090 |

**RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES
(Customer Service, Electric and Water)**

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| <p>UTILITIES / ELECTRIC ENERGY DELIVERY / ELECTRIC FIELD</p> | | | | | | | | |
| Division Managing Asset | RPU-045 | Asset Management DATABASE | Indefinite - Minimum 25 years | Yes: Asset is Removed from Service | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | For Compliance with FERC regulations; Meets municipal government auditing standards; 18 CFR 125.3; GC §60201 |
| RPU / Electric Energy Delivery / Electric Field | RPU-046 | Time Sheets / Time Cards / Overtime Sheets / Overtime Cards - For Electric Field Only (Signatures are not sent to Payroll) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference to facilitate grant audits or claim reimbursements; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090;29 CFR 516.5 & 516.6(c); |
| Lead Dept. | RPU-047 | Underground Service Alerts (USA's) / Dig Alerts | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Center all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090 |
| Division Providing Service / Work | RPU-048 | Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | Yes: Until Work is Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; FERC requires 5 years; 18 CFR 125.3; GC §34090 |
| Division Providing Service / Work | RPU-049 | Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts (the database is the original); 18 CFR 125.3;GC §34090 |

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| Division Providing Service / Work | RPU-050 | <p>Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database)</p> <p>Includes Job Briefing, Operating Checklist, Safety Briefing or Checklist / Tailboards</p> <p>(Division providing service retains originals; Division requesting service is considered a copy)</p> | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Required for FERC compliance; 18 CFR 125.3; CCP §§338 et seq., 340 et seq., 342, GC §34090 |
| <p>UTILITIES / ELECTRIC ENERGY DELIVERY / ELECTRICAL OPERATIONS</p> | | | | | | | | |
| Division Managing Asset | RPU-051 | Asset Management DATABASE | Indefinite - Minimum 25 years | Yes: Asset is Removed from Service | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | For Compliance with FERC regulations; Meets municipal government auditing standards; 18 CFR 125.3; GC §60201 |
| Public Utilities / Lead Div. | RPU-052 | SCADA Database (Electric) | Indefinite - Minimum 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; The City does not own Hydro-electric plants); Generation output logs with supporting data is required for 3 years; 18 CFR 125.3; 18 CFR 125.2(a)(4); GC §60201 |
| Utilities / Electric Energy Delivery / Electrical Ops | RPU-053 | Control Center Switching Order Logs / System Logs / Manual Entry Logs / Load Changes | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (Load records are required for 3 years); 18 CFR 125.2, 125.3; GC §34090 |
| Division Providing Service / Work | RPU-054 | Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | Yes: Until Work is Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; FERC requires 5 years; 18 CFR 125.3; GC §34090 |
| Division Providing Service / Work | RPU-055 | Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts (the database is the original); 18 CFR 125.3; GC §34090 |

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| Division Providing Service / Work | RPU-056 | <p>Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database)</p> <p>Includes Job Briefing, Operating Checklist, Safety Briefing or Checklist / Tailboards</p> <p>(Division providing service retains originals; Division requesting service is considered a copy)</p> | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Required for FERC compliance; 18 CFR 125.3; CCP §§338 et seq., 340 et seq., 342, GC §34090 |
| <p>UTILITIES / ELECTRIC POWER GENERATION, RESOURCE OPERATIONS, STRATEGIC ANALYTICS</p> | | | | | | | | |
| Division Managing Asset | RPU-057 | Asset Management DATABASE | Indefinite - Minimum 25 years | Yes: Asset is Removed from Service | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | For Compliance with FERC regulations; Meets municipal government auditing standards; 18 CFR 125.3; GC §60201 |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-058 | AQMD Fuel Reports | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 40 CFR 70.6; GC §34090 |
| Lead Dept. | RPU-059 | AQMD Permits (Generators, etc.) | Issue Date + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 40 CFR 70.6; GC §34090 |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-060 | Bulk Power Log Sheets / Purchasing / Suppliers (Evaluations, Financial Data, Reports or Studies) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |

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| HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-061 | Daily Purchasing | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 18 CFR 125.2 & 125.3; GC §34090 |
| City Clerk | RPU-062 | Easements | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (copies); GC §34090.7 |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-063 | Equipment Records (Manuals, Tests, Inspections, Studies, Reports) | Disposal of Equipment + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; 18 CFR 125.2 & 125.3; CCP §337 et. Seq., GC §34090 |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-064 | Facility Histories / Infrastructure Design | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-065 | Generation Reliability Reports / Run Logs / Generation Reports / Generator Operation Logs & Inspections / Power Production Operating Data Logs / Diaries | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 18 CFR 125.2 & 125.3; AQMD Rule 1470; Form 400-E-13a instructions; GC §34090 |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-066 | Load Records, Load Curves, Temperature Logs, Water Logs | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (required for 3 years); 18 CFR 125.2, 125.3; GC §34090 |

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| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-067 | Confined Space Entries / Hot Work Permits / Lockout-Blockouts / Lockout-Tagouts / Energy Control Procedures (ECP) / Air Monitoring Calibrations (Gas Sniffers) / Hotline Order / Non-reclose Reassurance / Pre-Switching | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Cal/OSHA requests 3 years of documents during audits; GC \$34090 |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-068 | Power Outage Database / Interruption of Service Database | Indefinite - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; GC \$34090 |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-069 | Power Outage Final Reports | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC \$34090 |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-070 | Power Outage Reports - Preliminary Report produced by the Control Center | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (Engineering produces Final Report); GC \$34090 |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-071 | Power Trading / Power Scheduling / Settlements (Check Out Worksheets) | Completion + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (auditing standards are 5 years); GC \$34090 |

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| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-072 | Power Trading / Power Scheduling / Settlements (Confirmations, Invoices) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC \$34090 |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-073 | Power Trading / Power Scheduling / Settlements (Generation Worksheets) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC \$34090 |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-074 | Power Trading / Power Scheduling / Settlements (Voice Recordings) | 2 years | | Mag | | | Department Preference; GC \$34090 |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-075 | Regulatory Agency Audits: CEC, CFTC, CPUC, DOE, EPA, FERC, NERC, WECC, etc. | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (2 years is required); 18 CFR 125.2(a)(4); GC \$34090 |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-076 | Regulatory Agency Compliance Reports & Confirmations: CEC, CFTC, CPUC, DOE, EPA, FERC, NERC, WECC, etc. | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (2 years is required); 18 CFR 125.2(a)(4); GC \$34090 |

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| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-077 | Regulatory Agency Correspondence: CEC, CFTC, CPUC, DOE, EPA, FERC, NERC, WECC, etc. | Minimum 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (2 years is required); 18 CFR 125.2(a)(4); GC §34090 |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-078 | Regulatory Agency Inspections: CEC, CFTC, CPUC, DOE, EPA, FERC, NERC, WECC, etc. | 10 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference (Superseded is required); 18 CFR 125.2(a)(4); GC §34090 |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-079 | Regulatory Agency Licenses: CEC, CFTC, CPUC, DOE, EPA, FERC, NERC, WECC, etc. | P | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference (Superseded is required); 18 CFR 125.2(a)(4); GC §34090 |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-080 | Stormwater: NPDES Monitoring and Inspection, Annual Reports (Electricity Generation Plants Only) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44 |
| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-081 | Stormwater: NPDES Permits (Electricity Generation Plants Only) | Expiration + 5 years | Yes: Until Expiration | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq. |

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| Utilities / Electric Power Generation, Resource Ops, Strategic Analytics | RPU-082 | Turbine Activity Reports | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | AQMD Rule 1470; Form 400-E-13a instructions; GC §34090 |
| Division Providing Service / Work | RPU-083 | Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | Yes: Until Work is Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; GC §34090 |
| Division Providing Service / Work | RPU-084 | Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts (the database is the original); GC §34090 |
| Division Providing Service / Work | RPU-085 | Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) Includes Job Briefing, Operating Checklist, Safety Briefing or Checklist / Tailboards (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City Preference for OSHA compliance; CCP §338 et seq., 340 et seq., 342, GC §34090 |
| <p>UTILITIES / WATER OPERATIONS & DISTRIBUTION (Includes Water Engineering and Water Resources)</p> | | | | | | | | |
| Public Utilities / Water Ops & Distribution | RPU-086 | SCADA Database (Water Only) | Indefinite - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Public Utilities / Water Ops & Distribution | RPU-087 | WaterTrax Database (Compliance Software for Water) | Indefinite - Minimum 12 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470; 22 CCR 64690.80; 40 CFR 141.33(a); 40 CFR 141.91 |

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| Public Utilities / Water Ops & Distribution | RPU-088 | Backflow Tests / Cross-Connection Testing | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference: meets SWRCB Cross-Connection Control Policy Handbook Section 3.5.1 requires records be retained for the previous three calendar years, GC §34090 |
| Lead Dept. (Managing the Project) | RPU-089 | Capital Improvement Projects (CIP): MAINTENANCE-ONLY PROJECTS - No Change in Infrastructure All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.) | Completion + 5 years or After Funding Agency Audit, if required, whichever is longer | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference - meets municipal government auditing standards; Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §34090 |
| Lead Dept. (Managing the Project) | RPU-090 | Capital Improvement Projects (CIP): Administration File / Construction Management Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Permits for Construction, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs , Safety. SWPPP / WPCP, etc. | Completion + 10 years or After Funding Agency Audit, if required, whichever is longer | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090 |
| Lead Dept. (Managing the Project) | RPU-091 | Capital Improvement Projects (CIP): Drawings, Record Drawings , Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built" | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Drafts should be destroyed; GC §34090 |

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| Lead Dept. (Managing the Project) | RPU-092 | <p>Capital Improvement Projects (CIP): Permanent File</p> <p>Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.</p> | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090 |
| Lead Dept. (Managing the Project) | RPU-093 | <p>Capital Improvement Projects (CIP): Permanent File / Scanned Records</p> <p>Specifications / RFP & Addenda, Agreement / Contract, Successful Proposal, Change Orders, Geotechnical Studies & Reports, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.</p> | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090 |
| Lead Dept. (Managing the Project) | RPU-094 | <p>Capital Improvement Projects (CIP): Design & Construction Standards - Authored by the City for Construction of City Infrastructure (CIP or Land Development)</p> | P | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; GC §34090 |

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| Lead Dept. (Managing the Project) | RPU-095 | Capital Improvement Projects (CIP): Environmental Determinations: Correspondence and internal staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA | Project Approval or Denial + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167.6; GC §34090 |
| Public Utilities / Lead Div. | RPU-096 | Confined Space Entries / Hot Work Permits / Lockout-Blockouts / Lockout-Tagouts / Energy Control Procedures (ECP) / Air Monitoring Calibrations (Gas Sniffers) / Hotline Order / Non-reclose Reassurance / Pre-Switching | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Cal/OSHA requests 3 years of documents of Lockout-Blockouts / Lockout-Tagouts during audits; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090 |
| Public Utilities / Water Ops & Distribution | RPU-097 | Customer Concerns / Customer Complaints / Complaint Forms: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a) |
| Public Utilities / Water Ops & Distribution | RPU-098 | Environmental Agencies / Regulatory Agencies for Potable Water - Correspondence with Substantive Content: DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board) | Minimum 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Public Utilities / Water Ops & Distribution | RPU-099 | Fire Hydrant Flush and Valve Maintenance Records - May be in CMMS Database | Indefinite - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Lead Dept. | RPU-100 | Generator Operation Logs & Inspections | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | AQMD Rule 1470; Form 400-E-13a instructions; GC §34090 |

**RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES
(Customer Service, Electric and Water)**

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| Public Utilities / Water Ops & Distribution | RPU-101 | Lab Reports - Water System Pressure (PSI) and Residual Records | Minimum 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes - After QC & OD | Department preference; 10 years is required for Residuals and for MDD (Maximum Daily Demand) and PHD (Peak Hourly Demand) calculations; 40 CFR 141.33(a); 22 CCR §§64454, 64692; |
| Public Utilities / Water Ops & Distribution | RPU-102 | Lab Reports & Chains of Custody: Potable Water "Blended Averages" "Blend Reports" | P | | Mag, Mfr, OD, Ppr | S / I | Yes - After QC & OD | Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91 |
| Public Utilities / Water Ops & Distribution | RPU-103 | Lab Reports & Chains of Custody: Potable Water Bacteriological and Organics | P | | Mag, Mfr, OD, Ppr | S / I | Yes - After QC & OD | Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470 |
| Public Utilities / Water Ops & Distribution | RPU-104 | Lab Reports & Chains of Custody: Potable Water Chemical (Includes Residuals) | P | | Mag, Mfr, OD, Ppr | S / I | Yes - After QC & OD | Department preference; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692 |
| Public Utilities / Water Ops & Distribution | RPU-105 | Lab Reports & Chains of Custody: Potable Water Lead & Copper | P | | Mag, Mfr, OD, Ppr | S / I | Yes - After QC & OD | Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470; 22 CCR 64690.80; 40 CFR 141.33(a); 40 CFR 141.91 |
| Public Utilities / Water Ops & Distribution | RPU-106 | Leak Report / Annual Leak Report / Water Loss Reports | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Lead Dept. | RPU-107 | Operations & Maintenance Manuals / O & M Manuals | Disposal of Equipment | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Public Utilities / Water Ops & Distribution | RPU-108 | Permits - Water Regulatory / Operating Permits: CalARP, CERS, Cal OSHA, DDW (Division of Drinking Water), DWR (Department of Water Resources), EPA, RMP, SWRCB (State Water Resources Control Board) ,etc. | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq. |

**RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES
(Customer Service, Electric and Water)**

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| Public Utilities / Water Ops & Distribution | RPU-109 | Plant Operator Log Books | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Meets Department of Public Health requirements; GC §34090 |
| Public Utilities / Lead Div. | RPU-110 | Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.) | Expiration of Certificate or Permit | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 et. seq. |
| Lead Dept. (Managing the Project) | RPU-111 | Private Development: Administrative Records Construction Inspections, Photos, Progress Meetings, Project Schedules, etc. | Completion + 10 years | Yes: Until Completed | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090 |
| Lead Dept. (Managing the Project) | RPU-112 | Private Development: Permanent Records Abandonments, Certificate of Acceptance / Approval (copy), Dedications, Deeds (copies) Drainage, Driveway, Easements (copies), Geotechnical and Soil Reports / Hydrology Reports, Private Lab Verifications, Testing Lab Final Reports, Rights of Way (copies), Studies, Reports, etc. | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090 |
| Public Utilities / Water Ops & Distribution | RPU-113 | Regulatory Reports / Water Reports to Regulatory Agencies / Monthly Compliance Reports: CalARP, CERS, Cal OSHA, DDW (Division of Drinking Water), DWR (Department of Water Resources), EPA, RMP, SWRCB (State Water Resources Control Board), etc. | Minimum 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq. |
| Public Utilities / Water Ops & Distribution | RPU-114 | Reservoirs: Maintenance, Videos, Inspections, etc. | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Public Utilities / Water Ops & Distribution | RPU-115 | Sanitary Surveys of Water Sources / Assessments of Water Sources | 12 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference (10 years is required); 22 CCR §64470; GC §34090 |

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(Customer Service, Electric and Water)**

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| Public Utilities / Water Ops & Distribution | RPU-116 | Temporary Construction Meters. | Completion + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Public Utilities / Lead Div. | RPU-117 | Underground Service Alerts (USA's) / Dig Alerts | Minimum 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Center all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090 |
| Public Utilities / Water Ops & Distribution | RPU-118 | Vulnerability Assessment / Emergency Response Plan / Risk & Resilience Assessment / Hazard Mitigation Plan | When Superseded - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Confidential; 42 USC 300i-2(C); GC §34090 |
| Public Utilities / Water Ops & Distribution | RPU-119 | Water Companies that were Acquired - Historical Acquisition Records (East Riverside Water Company, Riverside Water Company, Southwest Water Company, Twin Buttes Water Company) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Public Utilities / Water Ops & Distribution | RPU-120 | Water Production Reads / Reports (to State DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Exceeds California Department of Health requirements (3 years); GC §34090 |
| Public Utilities / Utilities / Laboratory | RPU-121 | Water Quality Reports / Consumer Confidence Reports / Annual Consumer Confidence Report | P | | Mag, Mfr, OD, Ppr | S / I | Yes - After QC & OD | Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 40 CFR 141.155. 22 CCR §64470; 22 CCR §64483(g); GC §34090 |
| Public Utilities / Water Ops & Distribution | RPU-122 | Water Treatment Plant Operators Certificates (posting required) | When Superseded | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |

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(Customer Service, Electric and Water)**

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| Public Utilities / Water Ops & Distribution | RPU-123 | Water Treatment Plant Safety Training Certificates (posting required) | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference: 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 21960, 34090 |
| Public Utilities / Water Ops & Distribution | RPU-124 | Well History / Well Production / Well Pumping / Well Run History (Includes Abandoned & Destroyed Wells) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Division Providing Service / Work | RPU-125 | Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) Includes Job Briefing, Operating Checklist, Safety Briefing or Checklist / Tailboards (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090 |
| Division Providing Service / Work | RPU-126 | Work Orders / Service Requests / Service Orders - CRM / CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | Yes: Until Work is Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; GC §34090 |
| Division Providing Service / Work | RPU-127 | Work Orders / Service Requests / Service Orders - All Information Entered in CRM / CMMS Database (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts (the database is the original); GC §34090 |

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering, Env. Services, Parking, Sewer, Solid Waste, Streets, Urban Forestry)**

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| PUBLIC WORKS / ENGINEERING | | | | | | | | |
| Public Works / Engineering | PW-001 | Assessment Districts / Community Facilities Districts / Landscape Maintenance Districts / Special Districts: Formation, Historically Significant Records | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Public Works / Engineering | PW-002 | Capital Improvement Projects (CIP) - where Engineering is the Lead: MAINTENANCE-ONLY PROJECTS (Painting, Re-Roof, etc. - No change in Infrastructure Configuration) All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.) | Completion + 5 years or After Funding Agency Audit, if required, whichever is longer | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Specs's=4 years, CCP §337 et. seq., GC §34090 |
| Public Works / Engineering | PW-003 | Capital Improvement Projects (CIP) - where Engineering is the Lead: Administration File Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs , Safety, SWPPP / WPCP, etc. | Completion + 10 years or After Funding Agency Audit, if required, whichever is longer | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Specs's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090 |

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering, Env. Services, Parking, Sewer, Solid Waste, Streets, Urban Forestry)**

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| Public Works / Engineering | PW-004 | Capital Improvement Projects (CIP) - where Engineering is the Lead: Permanent File Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc. | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090 |
| Public Works / Engineering | PW-005 | Design & Construction Standards - Authored by the City for Construction of City Infrastructure (CIP or Land Development) | P | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; GC §34090 |
| Public Works / Engineering | PW-006 | Drawings - where Engineering is the Lead: Record Drawings, Maps, Large-Format Drawings, Survey Record Maps, "As-Built" | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Drafts should be destroyed; GC §34090 |
| Public Works / Engineering | PW-007 | Construction / Street Opening Permits: Temporary Permits (Excavation, Street Closure Permits, Street Cuts, Street & Sidewalk Repair, Traffic Control Plans, Utility Cuts etc.) Includes Insurance Certificates See Survey & Land for Permanent Encroachments | Minimum Expiration + 2 years | Yes: Until Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC § 34090 |

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering, Env. Services, Parking, Sewer, Solid Waste, Streets, Urban Forestry)**

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| Lead Dept. | PW-008 | <p>Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - Where Engineering is the Lead</p> <p>Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project</p> | Project Approval or Denial + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167.6; GC §34090 |
| <p>PUBLIC WORKS / ENGINEERING - LAND DEVELOPMENT - PRIVATE DEVELOPMENT</p> | | | | | | | | |
| Public Works / Engineering / Land Development | PW-009 | Grading Permits | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Public Works / Engineering / Land Development | PW-010 | Land Development: Administrative Records Construction Inspections, Photos, Progress Meetings, Project Schedules, etc. | Completion + 10 years | Yes: Until Completed | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090 |
| Public Works / Engineering / Land Development | PW-011 | Land Development: Permanent Records Abandonments, Certificate of Acceptance / Approval (copy), Dedications, Deeds (copies) Drainage, Driveway, Easements (copies), Geotechnical and Soil Reports / Hydrology Reports, Private Lab Verifications, Testing Lab Final Reports, Rights of Way (copies), Studies, Reports, etc. | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090 |
| Public Works / Engineering / Land Development | PW-012 | Transportation Permits / Wide Load Permits, Heavy Load Permits, etc. | Expiration + 2 years | Yes: Until Expiration | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC § 34090 |

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering, Env. Services, Parking, Sewer, Solid Waste, Streets, Urban Forestry)**

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| PUBLIC WORKS / ENGINEERING - SURVEY & LAND | | | | | | | | |
| Public Works / Engineering - Survey & Land | PW-013 | Benchmarks, Control Points / Tie Points | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Public Works / Engineering - Survey & Land | PW-014 | Real Property: Deeds, Easements, Encroachment Permits (Permanent Only) Right of Ways, Certificate of Compliance, etc. Abandonments / Vacations - originals are retained by the City Clerk | P | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | City Clerk retains final; GC §34090(a) |
| Public Works / Engineering - Survey & Land | PW-015 | Subdivisions: Tract Maps / Parcel Maps | P | Yes (all) | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; GC §34090 |
| Public Works / Engineering - Survey & Land | PW-016 | Survey Field Books | P | Yes (all) | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; GC §34090 |
| PUBLIC WORKS / ENGINEERING - TRAFFIC ENGINEERING | | | | | | | | |
| Public Works / Engineering - Traffic Engineering | PW-017 | Preferential Parking Petitions | Final Decision + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Public Works / Engineering - Traffic Engineering | PW-018 | Traffic Calming Requests (Speed Humps, Red Curbs, Stop Signs, etc.) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Police or Sheriff | PW-019 | Traffic Collision Reports / SWTRS | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Copies or Not City Records; GC §34090.7 |

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(Engineering, Env. Services, Parking, Sewer, Solid Waste, Streets, Urban Forestry)**

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| Public Works / Engineering - Traffic Engineering | PW-020 | Traffic Counts / Traffic Studies | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Public Works / Engineering - Traffic Engineering | PW-021 | Traffic Signal Timing / Change Logs | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Public Works / Engineering - Traffic Engineering | PW-022 | Traffic Speed Surveys | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Public Works / Engineering - Traffic Engineering | PW-023 | Traffic Stop Sign Warrants | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| City Clerk | PW-024 | Transportation Board - Agendas & Staff Reports, Audio or Video Recordings, Minutes Send Originals to the City Clerk | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7 |
| Public Works / Engineering - Traffic Engineering | PW-025 | Transportation Plans / Master Plans | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| PUBLIC WORKS / ENVIRONMENTAL SERVICES | | | | | | | | |
| Public Works / Environmental Services | PW-026 | Storm Drain Inspections / Catch Basin Inspections | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 |
| Public Works / Environmental Services | PW-027 | Stormwater Inspections (Business Inspections, O&M related inspections, and Development Inspections) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090 |

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(Engineering, Env. Services, Parking, Sewer, Solid Waste, Streets, Urban Forestry)**

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| Public Works / Environmental Services | PW-028 | Stormwater: NPDES Annual Reports | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090 |
| Public Works / Environmental Services | PW-029 | Stormwater: NPDES Permits (Co-Permittee) | Expiration + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090 |

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| PUBLIC WORKS / PARKING SERVICES | | | | | | | | |
| Public Works / Parking Services | PW-030 | Parking Citation Database | Indefinite - Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; GC §34090 |
| Public Works / Parking Services | PW-031 | Parking Permit Database | Indefinite - Minimum 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; Some Parking Permits are valid for 3 years; GC §34090 |
| Public Works / Parking Services | PW-032 | Garage Parking Agreements (with PCI) | Completion + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Public Works / Parking Services | PW-033 | Garage Parking Agreements (with PCI) / Monthly Parking Permits | Completion + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Public Works / Parking Services | PW-034 | Parking Citations including Appeals / Administrative Reviews | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference (the Statute of Limitation for collections is 5 years from the date of the last violation); CVC 40222(b); GC §34090 |
| Public Works / Parking Services | PW-035 | Parking Meters: Out of Service & Repairs | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts not retained in the ordinary course of business; GC §34090 |
| Public Works / Parking Services | PW-036 | Parking Permit Applications | 3 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Some Parking Permits are valid for 3 years; GC §34090 |
| Public Works / Parking Services | PW-037 | Reports generated from Parking Permit Database | When No Longer Required | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Preliminary drafts; GC §34090 |
| PUBLIC WORKS / SEWER - WASTEWATER - RECYCLED WATER | | | | | | | | |
| Public Works / Sewer - Wastewater | PW-038 | SCADA Database (Sewer) | Indefinite - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Data is Inter-related GC §34090 |

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| Lead Dept. | PW-039 | AQMD Permits (Air Quality Management Districts) - for Generators, etc. | Issue Date + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 40 CFR 70.6; GC §34090 |
| Public Works / Sewer - Wastewater | PW-040 | Biosolids / Sewage Sludge Handling Logs and Weigh Tickets | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Code of Federal Regulations requires 5 years; 40 CFR 503.17; 40 CFR 122.41(i)(2); GC §34090 |
| Public Works / Sewer - Wastewater | PW-041 | CCTV Videos of Sewer Lines | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Public Works / Lead Div. | PW-042 | Confined Space Entries / Hot Work Permits / Lockout-Blockouts / Lockout-Tagouts / Energy Control Procedures (ECP) / Air Monitoring Calibrations | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Cal/OSHA requests 3 years of documents of Lockout-Blockouts / Lockout-Tagouts during audits; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090 |
| Public Works / Sewer - Wastewater | PW-043 | Environmental Compliance: Industrial Waste Permits | Expiration + 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12 |
| Public Works / Sewer - Wastewater | PW-044 | Environmental Compliance: Industrial Waste Pretreatment Files | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12 |

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| Public Works / Sewer - Wastewater | PW-045 | FOG (Fats, Oil & Grease) Inspections / Pretreatment Annual & Quarterly Reports | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12 |
| Lead Dept. | PW-046 | Generator Operation Logs & Inspections | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | AQMD Rule 1470; Form 400-E-13a instructions; GC §34090 |
| Public Works / Sewer - Wastewater | PW-047 | Lab Reports & Chains of Custody: Wastewater / Recycled Water | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes - After QC & OD | Department Preference (consistent with Potable Water Bacteriological and Organics) GC §34090 |
| Public Works / Sewer - Wastewater | PW-048 | Logs / Manifests: Vac Con Trucks, etc. | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Lead Dept. | PW-049 | Operations & Maintenance Manuals / O & M Manuals | Life of Facility or Equipment | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference (some equipment is from the 1950's, and the O&M Manual isn't helpful); GC §34090 |
| Public Works / Sewer - Wastewater | PW-050 | Permits - Wastewater Regulatory / Operating Permits: Examples (CalARP, Cal OSHA, CERS, CUPA, SWRCB, etc.) | Expiration + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 CCP §337 et seq. |
| Public Works / Sewer - Wastewater | PW-051 | Reports - Wastewater Reports to Regulatory Agencies: Examples (CalARP, Cal OSHA, CERS, CUPA, SWRCB, etc.) | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 CCP §337 et seq. |

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| Public Works / Sewer - Wastewater | PW-052 | Sanitary Spills and Overflows (SSOs) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Required for a minimum of 5 years; SWRCB Order 2002-0103-DWQ & 2006-03; 40 CFR 122.41(i)(2); GC §34090 |
| Public Works / Sewer - Wastewater | PW-053 | Sanitary Survey of Sewer System | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Public Works / Sewer - Wastewater | PW-054 | Sewer Odor Complaints / Gas Detection Results / Investigations | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Public Works / Sewer - Wastewater | PW-055 | Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan | Superseded + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; SSMPs are required to be updated every 6 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(i)(2); SWRCB General Order 2006-03; & 2022-0103-DWQ; GC §34090 |
| Lead Dept. | PW-056 | Underground Service Alerts (USA's) / Dig Alerts | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Center all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090 |
| Public Works / Sewer - Wastewater | PW-057 | Wastewater Treatment Plant Operators Certificates (posting required) | When Superseded | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |

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| HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| Division Providing Service / Work | PW-058 | Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - (Permanent) | Yes: Until Work is Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; GC §34090 |
| Division Providing Service / Work | PW-059 | Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes - After QC & OD | Preliminary drafts (the database is the original); GC §34090 |
| Division Providing Service / Work | PW-060 | Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes - After QC & OD | City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090 |
| PUBLIC WORKS / SOLID WASTE | | | | | | | | |
| Public Works / Solid Waste | PW-061 | Landfill Records (City Owned) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Public Works / Solid Waste | PW-062 | Solid Waste Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) . CalRecycle Annual Waste Diversion Report / Measure D annual report / Form 303 report (HHW report) Household Hazardous Waste Reports / CalREcycle Used Oil report / CalREcycle Bottles & Cans report / Construction Waste Management Forms, State Waste Reduction Reports, etc. | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; SB 1383 compliance is required for 5 years; 14 CCR § 18995.2; GC §34090 |
| Public Works / Solid Waste | PW-063 | Solid Waste Tonnage Reports / Statistics | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |

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| Public Works / Solid Waste | PW-064 | Vehicle Condition Reports (VCRs) - Commercial Vehicles (Trash Trucks) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| PUBLIC WORKS / STREETS | | | | | | | | |
| Public Works / Lead Div. | PW-065 | Operations & Maintenance Manuals (O&M Manuals) | Life of Facility or Equipment | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §34090 et. seq. |
| Public Works / Streets | PW-066 | Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.) | Expiration of Certificate or Permit | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 et. seq. |
| Public Works / Streets | PW-067 | Route Review / Time Sheets / Time Cards - Public Works / Streets Only (signed by Employees) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Includes the employee's original signature; Department preference to facilitate grant audits or claim reimbursements; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090; 29 CFR 516.5 & 516.6(c); |
| Public Works / Streets | PW-068 | Shopping Cart Retrieval | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Public Works / Streets | PW-069 | Sidewalk Maintenance, Grinding, Asphalt Ramping (Assessment, Plans, Surveys, Logs and Forms) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §34090 |
| Division Providing Service / Work | PW-070 | Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - (Permanent) | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; GC §34090 |

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| HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion). | | | | | | | | |
| Division Providing Service / Work | PW-071 | Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes - After QC & OD | Preliminary drafts (the database is the original); GC §34090 |
| Division Providing Service / Work | PW-072 | Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes - After QC & OD | City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090 |
| PUBLIC WORKS / URBAN FORESTRY | | | | | | | | |
| Public Works / Urban Forestry | PW-073 | Arborist Reports | 5 years | Yes: During Event | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Public Works / Urban Forestry | PW-074 | Tree Database (West Coast Arborists - Tree Locations, Species) | Indefinite - Permanent | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; GC §34090 |
| Public Works / Urban Forestry | PW-075 | Tree Database (West Coast Arborists - Tree Maintenance) | Indefinite - Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; GC §34090 |
| Public Works / Urban Forestry | PW-076 | Tree Removal Permits | Expiration + 2 years | Yes: During Event | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §34090 |
| Division Providing Service / Work | PW-077 | Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - (Permanent) | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; GC §34090 |
| Division Providing Service / Work | PW-078 | Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes - After QC & OD | Preliminary drafts (the database is the original); GC §34090 |

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| Division Providing Service / Work | PW-079 | Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes - After QC & OD | City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090 |