



# ***CITY OF SOUTH SAN FRANCISCO RECORDS RETENTION SCHEDULE 2016***

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Resolution 115 -2011

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Amended July 13, 2016 – Resolution 91-2016

# LEGEND/DEFINITIONS

## Records Retention

<b>A</b>	= Active (while a document or work is still in progress)
<b>Ad</b>	= Adoption date
<b>Au</b>	= Audit (an audit is performed at the end of each fiscal year – to be completed by 12/31)
<b>C</b>	= Current (current year, any record or file that is made within the current calendar year; the retention period begins the first day of the following year, i.e., <i>C+2 means a record created in 1998 plus the next two calendar years would be eligible for destruction in 01/01/01</i> ).
<b>Cr</b>	= Creation date
<b>Cl</b>	= Closed (completed)
<b>Dbase</b>	= Database
<b>DOB</b>	= Date of Birth
<b>E</b>	= Election date
<b>Electr</b>	= Electronic Record (information that meets the Electronic Records Policy, see below)
<b>HC</b>	= Hard Copy Record
<b>I</b>	= Image (a digital representation of an original paper document)
<b>L</b>	= Life
<b>O</b>	= Obsolete
<b>P</b>	= Permanent (the record is determined to be of permanent value to the City; original records affecting the title of real property or liens thereon, minutes, resolutions, ordinances)
<b>Record</b>	= Information maintained by the City in the form of a hard copy document, an image of a hard copy document, information contained in a database, or an Electronic Record maintained pursuant to the Electronics Records Policy
<b>S</b>	= Supersede (only retain the current version; once that version has been revised the older version should be destroyed to eliminate any confusion)
<b>T</b>	= Termination (upon termination of contract, obligation, program, employment or case files)

## CITATIONS

B&P = California Bus & Professional Code  
 CAC = California Administrative Code  
 CCP = Code of Civil Procedure  
 CCR = Code of California Regulations  
 CEQA = California Env't'l Quality Act  
 CFR = Code of Federal Regulations  
 EC = Elections Code  
 EL = California Elections Code  
 FMLA = Family & Medical Leave Act, 1993

GC = California Government Code  
 H&S = California Health and Safety Code  
 HUD = Housing and Urban Development  
 OSHA = Occupational Saf & Health Agency  
 PC = California Penal Code  
 POST = Police Officers Standards Training  
 UFC = Uniform Fire Code  
 USC = United States Code  
 WIC = Welfare & Institutions Code

## Electronic Records Policy

Regardless of the format in which official City records are stored, all official information will be stored in a trusted environment when required and in compliance with the City's adopted record retention schedule.

Provided that required conditions are met, certain Electronic Records can take the place of the original hard copy for those records identified as "Electr" within the adopted records retention schedule. In order for an Electronic Record to be deemed as the original record, the Electronic Record must satisfy all of the following requirements:

- a) The Electronic Record can be reproduced on any medium that is a trusted system, and that system does not permit additions, deletions, or changes to the original document;
- b) The device used to reproduce the Electronic Record is one which accurately and legibly reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images;
- c) The Electronic Records are made as accessible for public reference as the original records were; and
- d) A true copy of archival quality of the Electronic Record shall be kept in a safe and separate place for security purposes.

If any portion of a record cannot be reproduced with full legibility, then no page of that record, paper, or document shall be destroyed. All Electronic Records shall be backed up regularly either by the City's Information Technology (IT) Department or by an outside service approved by the IT Department. The backed up records shall be kept separately.

### Format of Electronic Records

The City IT Director shall approve Electronic Records retention storage formats prior to that particular format qualifying as an official City record. Upon format approval, that particular format will be listed within the document retention schedule, where applicable.

For electronic records which are images, all approved formats for Electronic Records that involve copies of original documents must also adhere to the AIIM ARP1-2009 Analysis, Selection, and Implementation of Electronic Document Management Systems, ("ARP1-2009") sections 5.4.1.4 and 5.4.2.4, concerning uniform standards for image format and compression.

For electronic records which are stored as data in a database management system (defined below) rather than an image of a document, the following conditions must be met:

1. The database system must be authorized by, and must be supported/maintained by the IT Department.
2. As part of the support that IT Department provides, the database is backed up in a secure server environment that only authorized IT Department staff are allowed access to;
3. The database system is either maintained by IT Department or is under contract for maintenance that is authorized by IT Department.
4. The database contains safeguards against altering records, as described under "Trusted System" below; and

5. Authorized users of the database cannot in the normal course of their duties lawfully alter data in the database (see Trusted System below).
6. IT Department has protections in place that are designed to prevent unauthorized users from access to the database or database system.

A database is defined as

... any collection of data, or information, that is specially organized for rapid search and retrieval by a computer. ...A database management system (DBMS) extracts information from the database in response to queries.

A database is stored as a file or a set of files on magnetic disk or tape, optical disk, or some other secondary storage device. The information in these files may be broken down into records, each of which consists of one or more fields. Fields are the basic units of data storage, and each field typically contains information pertaining to one aspect or attribute of the entity described by the database. Records are also organized into tables that include information about relationships between its various fields. Although *database* is applied loosely to any collection of information in computer files, a database in the strict sense provides cross-referencing capabilities. Using keywords and various sorting commands, users can rapidly search, rearrange, group, and select the fields in many records to retrieve or create reports on particular aggregates of data....(from Encyclopedia Britannica).

Examples of databases used by the City include at this time: the Eden Financial System; the Highline Payroll System; the CRW permit and Business License System; the CLASS Recreation System; and the Geographical Information System (GIS).

### Trusted System

A trusted document management system ("Trusted System") means a combination of techniques, policies and procedures for which there is no plausible scenario in which a document stored from or reproduced by the system could differ substantially from the document that is originally stored. A Trusted System will ensure that all electronically stored information can be considered to be a true and accurate copy of the original information received regardless of the original format.

A Trusted System must be able to ensure that at least two (2) separate copies of the electronically stored information can be created that meets, at a minimum, all the following conditions:

- a) The Trusted System must utilize both hardware and software storage methodologies to prevent unauthorized additions, modifications or deletions during the approved lifecycle of the stored information.
- b) The Trusted System's methods must be verifiable through independent audit processes.
- c) The Trusted System must write at least one copy of the electronic document or record into electronic media that does not permit unauthorized additions, deletions, or changes to the original document and that is to be stored and maintained in a safe and separate location.

For records which are stored as images, an authorized system user could not alter a document stored in the system, and a Trusted System ensures that stored images are true and accurate

representations of the original. For records stored as data in a database, the data can only be modified by authorized system users in a manner in which the change is authorized and logged.

For example, after a payroll file for a certain time period is finalized and executed/distributed by the Finance Department, authorized users cannot, after the fact, go back and change the information contained in that database for any employees' pay rates, etc. contained in that payroll run. A change in an employee's pay rate would only be authorized as a new action in the database, would have protections in place limiting who can execute those changes, and, rather than erase the old pay rate, the database would store the change as a new record as of the date it is entered/accepted into the system by an authorized user. That new record would then be subject to review by an authorized database system administrator. In that way, a history of the changes to one employee's pay rates, for example, can be viewed in the payroll system's log that can be accessed and reviewed by that system's authorized administrators, either in the IT Department or in the host department.

### Policy Implementation

In order to implement this electronic records policy, the City Clerk and the IT Department will maintain a set of internal document management procedures which will accomplish the following:

- describe how information will scanned, indexed, and verified;
- describe how the system will be secured from unauthorized access;
- describe how documents will be secured from unauthorized modification or alteration;
- describe how authorized modification of documents will be managed, including audit trail information and the ability to retrieve any previous document version required to be maintained;
- describe how the system will adhere to the published records retention schedule; describe how the records will be store to protect from fire, flood, or vandalism; and
- describe how these policies and procedures will be followed.

## RECORDS RETENTION SCHEDULE AND INDEX

*File series not addressed in the retention schedule should be considered routine in nature and should be identified as "General Subject" page 3, and retention for those files should be two (2) years unless specific laws, decisions or opinions would apply to the file series. If a file series is not addressed in the attached schedule and the department believes other legal requirements apply or it is an essential record either for legal, historical, fiscal or administrative value, then that series can be added to the retention schedule. The retention schedule is not a "permanent" document, but flexible in nature to accommodate legal, administrative, or fiscal policy changes.*

### **RECORDS RETENTION INDEX**

<b>RECORD SERIES</b>	<b>DEPARTMENT</b>	<b>PAGE</b>
9-1-1 Print-Outs	Police	<u>31</u>
Abandoned Vehicle Abatements	Police	<u>30</u>
Abandoned Vehicles	Fire	<u>20</u>
Abandonments/ Vacations	Parks, Recreation & Maint Services	<u>33</u>
ABC G.A.L.E.	Police	<u>29</u>
ABC Files	Police	<u>29</u>
Accident Reports - City Assets	Administration	<u>9</u>
Accident Reports – Rec Program Patrons	Parks, Recreation & Maint Services	<u>33</u>
Accident Reports, Vehicle	Parks, Recreation & Maint Services	<u>34</u>
Accounting / Cash Reconciliation	Police	<u>31</u>
Accounts Payable	Finance	<u>17</u>
Accounts Receivable	Finance	<u>17</u>
Address/permit files	ECD	<u>10</u>
Adjustments to Pay (Direct Deposit, Comp Times Sales)	Finance	<u>18</u>
Adopt-A-Dwelling	Police	<u>29</u>
Adopt-A-School	Police	<u>29</u>
Affidavit of Costs	Police	<u>31</u>
Agendas	Administration	<u>7</u>
Aircraft Noise Insulation Program (ANIP)	ECD	<u>10</u>
Air Quality (AQMD)	ECD	<u>11</u>
Annexation Case Files	ECD	<u>14</u>
Annual Financial Reports	Finance	<u>17</u>
Annual Fiscal Year and Calendar Year Full Backups	Information Technology	<u>24</u>
Apparatus/Vehicle	Fire	<u>20</u>
Appeals, Civil	Administration	<u>7</u>
Applications For Board & Commissions	Administration	<u>7</u>
Applications, Absentee Ballots and Envelopes	Administration	<u>5</u>
Arson, Sex, and Narcotics Registrant Files	Police	<u>28</u>
Articles of Incorporation	Administration	<u>7</u>
Asbestos	ECD	<u>11</u>
As Built Blueprint Plans (property history)	ECD	<u>11</u>
Assessment Districts (Original Documentation)	Administration	<u>8</u>
Assessment Districts	Finance	<u>17</u>
Assessment Rolls	Administration	<u>8</u>
Asset Forfeiture	Police	<u>30</u>
Auction Records	Police	<u>28</u>
Background Investigations	Fire	<u>20</u>
Bacteriological Analysis (WQCP)	Public Works	<u>36</u>
Bail Receipts	Police	<u>31</u>
Ballots	Administration	<u>5</u>
Ballots - Prop 218 (Assessment Districts)	Administration	<u>5</u>
Bank Deposit Backup	Finance	<u>18</u>
Bank statements	Finance	<u>17</u>

<b>RECORD SERIES</b>	<b>DEPARTMENT</b>	<b>PAGE</b>
Benchmark Data	<u>ECD</u>	<u>10</u>
Benefit Plan Claims	Human Resources	<u>22</u>
Benefit Plan Enrollment, Denied	Human Resources	<u>22</u>
Bi-Annual CJIS Certification	Police	<u>26</u>
Bids & Proposal	<u>ECD</u>	<u>10</u>
Bids, RFQs, RFPs	Administration	<u>6</u>
Bike Registration Files	Police	<u>31</u>
Billing/Customer Records (WQCP)	<u>Public Works</u>	<u>36</u>
Billings (Medical/Dental)	<u>Human Resources</u>	<u>22</u>
Biographies	Administration	<u>6</u>
Blueprints of City Owned Property/Buildings	<u>ECD</u>	<u>10</u>
<u>Boards and Commissions</u>	<u>ECD</u>	<u>16</u>
Bonds	Finance	<u>17</u>
Bonds (CDBG)	<u>ECD</u>	<u>12</u>
Bonds (Development)	<u>ECD</u>	<u>10</u>
Bonds, Insurance	Administration	<u>9</u>
Booking Fees Paid to County	Police	<u>30</u>
Books, Fire Code	Fire	<u>20</u>
Books, Technical	Administration	<u>6</u>
Briefing Board Info	Police	<u>31</u>
Brochures, Publications, Newsletters, Bulletins, Schedules	Administration	<u>8</u>
Budget Adjustments	Finance	<u>17</u>
Budget, Adopted Operating	Finance	<u>17</u>
Budgets, Operating	Administration	<u>6</u>
Business Licenses	Finance	<u>17</u>
Business Licenses – PD Approval	Police	<u>31</u>
C.A.R.E. (Citizen Assisted Radar Enforcement)	Police	<u>30</u>
<u>Cal OSHA</u>	<u>Human Resources</u>	<u>22</u>
Calendar (Elections)	Administration	<u>5</u>
Calendar, City	Administration	<u>8</u>
California Environmental Quality Act (CEQA)	<u>ECD</u>	<u>15</u>
Candidate Statements	Administration	<u>5</u>
Capital Improvement Project Plans	<u>Public Works</u>	<u>35</u>
Capital Improvement Projects	<u>Public Works</u>	<u>35</u>
Capital Improvements, Construction-Municipal Facilities	<u>Public Works</u>	<u>35</u>
Case Assignment Log	Police	<u>30</u>
Case Files	Fire	<u>20</u>
Case Files, Planning & Zoning	<u>ECD</u>	<u>16</u>
Case Log	Administration	<u>7</u>
Case Records - (High Profile)	Administration	<u>7</u>
Case Records (Routine and Completed)	Administration	<u>7</u>
Certificates of Election	Administration	<u>5</u>
Certificates of Occupancy	<u>ECD</u>	<u>10</u>
<u>Check Records</u>	Finance	<u>17</u>
Citations	Police	<u>27</u>
Citizen Questionnaire / Survey Response	Police	<u>31</u>
Citizens' Academy	Police	<u>29</u>
<u>City Clerk</u>	<u>Administration</u>	<u>8</u>
City Co-Sponsored Groups	Parks, Recreation & Maint Services	<u>33</u>
<u>City Investment Transactions</u>	Finance	<u>19</u>
Civil Subpoena Witness Fees	Police	<u>31</u>
Claims, Damage	Administration	<u>9</u>
<u>Class Rosters</u>	<u>Library</u>	<u>25</u>
Class Rosters	Parks, Recreation & Maint Services	<u>33</u>
Classifications and Appointments	Human Resources	<u>22</u>
Client Alert /Legislative Updates	Police	<u>31</u>
Closures	Parks, Recreation & Maint Services	<u>33</u>

RECORD SERIES	DEPARTMENT	PAGE
Code Books	<u>ECD</u>	10
Code Enforcement	<u>Fire</u>	20
Code Enforcement Log	Police	31
Colma PD Contracts	Police	31
Commendation Committee	Police	29
Committees	<u>ECD</u>	10
Common Greens	Parks, Recreation & Maint Services	33
<u>Community Development Block Grant and Urban Development</u>	<u>ECD</u>	12
Community Garden License Agreements	Parks, Recreation & Maint Services	33
Comp Time/Shift Swap Request Forms	Police	26
Concealed Weapon Permit	Police	31
Congestion Management	<u>ECD</u>	11
Connection Records (WQCP)	Public Works	36
Construction Drawings, Specifications Never Issued	<u>ECD</u>	10
Construction Tracking Daily	<u>Public Works</u>	35
Contractual Agreements	Administration	7
Contractual Agreements (copies)	Administration	6
Controlled Substance	Fire	20
Copies or Duplicates	Administration	6
COPPS	Police	29
Correspondence	Administration	6
Correspondence/Reports	Administration	6
Council Packets	Administration	8
<u>County Cooperation Agreement Contracts</u>	<u>ECD</u>	10
Court Liaison's Filing Log	Police	30
Courtesy Notice Of Violation	Police	31
CPS & California Law Enforcement Teletype System (CLETS)	Police	31
Crime, Accident, Incident, Arrest Reports, Cites, & Warrants	Police	27
Crossing Guards	Police	26
D.A.R.E.	Police	29
Daily Cash Audit Sheets	Police	31
<u>Daily Full Backups</u>	<u>Information Technology</u>	24
Daily Roster	Police	26
Damaged Vehicle Log	Police	31
Dance Hall Security Payments	Police	31
Day In The Park	Parks, Recreation & Maint Services	33
Deeds	Administration	8
Deferred Compensation Reports	Finance	18
<u>DOE Admin and Grantees</u>	<u>ECD</u>	12
<u>DOE Projects</u>	<u>ECD</u>	13
Dept. Procedures / General orders	Police	26
Dept. Rules & Regulations	Police	26
Destruction Of Firearms / Narcotics File	Police	31
Developer Deposits/History	Finance	17
Development Agreements	<u>ECD</u>	12
Development Conditions	<u>ECD</u>	13
Development Permits	<u>ECD</u>	13
Development Standards	<u>ECD</u>	13
Directed Patrol Logs	Police	29
Dispatch Incident/Status Cards	Police	30
Domestic Violence Tracking	Police	29
Downtown Offenders	Police	29
Downtown Project	Police	29
Drawings, Project Plan	<u>ECD</u>	10
Drawings, Traffic Control Plan	<u>Public Works</u>	35
DUI Cost Recovery	Police	31
Easements, Dedications, Rights-Of-Way	Parks, Recreation & Maint Services	33

<b>RECORD SERIES</b>	<b>DEPARTMENT</b>	<b>PAGE</b>
Elections	Administration	<u>5</u>
E-mail	Information Technology	<u>24</u>
Employee Accident Reports	Human Resources	<u>22</u>
Employee Lists	Police	<u>26</u>
Employee Programs	Human Resources	<u>22</u>
Employee Time Cards	Finance	<u>18</u>
Employee Time Sheets	Administration	<u>6</u>
Employees First Time Homebuyers Loan Program	<u>ECD</u>	<u>13</u>
Engineering	<u>Public Works</u>	<u>35</u>
Environmental Determinations/Reports or Neg Decs For Outside City Boundaries	<u>ECD</u>	<u>16</u>
Environmental Review	<u>ECD</u>	<u>11</u>
Equipment	Police	<u>30</u>
Equipment Files	Administration	<u>6</u>
Evidence Tapes	Police	<u>28</u>
Explorer Program	Police	<u>29</u>
Exposure	Fire	<u>20</u>
Facilities (WQCP)	Public Works	<u>36</u>
Facility Rentals/Use	Parks, Recreation & Maint Services	<u>33</u>
Fair Political Practices	Administration	<u>5</u>
Field Books	Parks, Recreation & Maint Services	<u>33</u>
Field Interview Records	Police	<u>28</u>
Field, Non-Fire and Logs	Fire	<u>20</u>
Financial Records	<u>ECD</u>	<u>12</u>
Fingerprinting Transmittals To The DOJ	Police	<u>31</u>
Fingerprints	Police	<u>28</u>
Fire Equipment/Gear Logs	Fire	<u>20</u>
Fire, Non-Arson and Logs	Fire	<u>20</u>
Firearms Dealers	Police	<u>32</u>
Firearms Inventory	Police	<u>30</u>
First Chance Program	Police	<u>29</u>
Fixed Assets	Finance	<u>18</u>
Flood Control	<u>Public Works</u>	<u>35</u>
Flood Records	<u>Public Works</u>	<u>35</u>
Forms	Administration	<u>6</u>
Forms/Handouts	Fire	<u>20</u>
FPPC Blank Forms, Manuals	Administration	<u>5</u>
Franchises	<u>ECD</u>	<u>10</u>
Fueling	Parks, Recreation & Maint Services	<u>34</u>
Gang Member Index	Police	<u>29</u>
Gang Registration	Police	<u>26</u>
Garage	Parks, Recreation & Maint Services	<u>34</u>
General & Specific Plan Amendments	<u>ECD</u>	<u>14</u>
General Administrative	Administration	<u>8</u>
General Subject	Administration	<u>6</u>
General Subject	<u>ECD</u>	<u>10</u>
General Subjects and Correspondence	Police	<u>31</u>
Goals and Objectives	Administration	<u>6</u>
Grant Writing	Police	<u>29</u>
Grants	<u>ECD</u>	<u>12</u>
Grants – Aging	Parks, Recreation & Maint Services	<u>33</u>
Grants received	Library	<u>25</u>
Grants, Federal and State	<u>ECD</u>	<u>12</u>
Grants, Unsuccessful	<u>ECD</u>	<u>12</u>
Gratuity File	Police	<u>29</u>
Grievance Files	Police	<u>26</u>
Harbor District/Marina	Parks, Recreation & Maint Services	<u>33</u>

RECORD SERIES	DEPARTMENT	PAGE
Hazardous Materials	Fire	21
Hazardous Waste Disposal	Fire	21
Hazardous Waste Disposal	Parks, Recreation & Maint Services	34
Historic Preservation Commission Grants	ECD	14
Historic Preservation Inventory	ECD	14
Historic Resources	ECD	14
Historical Documents Re: Elections	Administration	5
Holding Facility	Police	30
HOME Admin, Grantees	ECD	13
Homicide (Investigator's File)	Police	28
Hostage Negotiation Team	Police	26
Hourly Employees	Human Resources	22
Housing Programs	ECD	13
Human Resources Procedures Manual	Human Resources	22
Immigration	Human Resources	22
Incident Reports	Administration	10
Incident Reports	ECD	10
Incident Reports	Fire	20
Incident Reports	Parks, Recreation & Maint Services	33
Index, Attorney Case	Administration	7
Inspection	ECD	11
Inspections, Fire Prevention	Fire	20
Inspections, Fire Station	Fire	20
Insurance Policies & Certificates - Liability	Administration	8
Insurance, Certificates	Administration	9
Insurance, Joint Powers Agreement	Administration	9
Insurance, Liability/Property	Administration	9
Insurance, Workers Compensation	Administration	9
Intelligence Operations Bulletins	Police	29
Internet, World Wide Web	Information Technology	24
Interpretations	ECD	16
Intersection Records	Parks, Recreation & Maint Services	33
Inventory, Information Systems	Information Technology	24
Inventory, Equipment	Parks, Recreation & Maint Services	33
Inventory, Equipment & Supplies	Fire	20
Inventory, Equipment (WQCP)	Public Works	36
Inventory, Equipment Parts & Supplies	Parks, Recreation & Maint Services	34
Inventory, Records	Administration	8
Inventory, Vehicle Ownership and Title	Parks, Recreation & Maint Services	34
Investigations, Evidence Arson	Fire	20
Investment Earnings Reports	Finance	19
Invoices	Finance	17
Journals, Fire Station	Fire	20
Juvenile Smoking (308b P.C.)	Police	29
K-9 Training	Police	26
Labor Distribution Records	Finance	18
Labor Relations, Negotiations	Human Resources	22
Landscape Drawings	Parks, Recreation & Maint Services	33
Landscaping Records	Parks, Recreation & Maint Services	33
Law Enforcement Block Grants	Police	29
Leave Hour Records	Finance	18
Leave Requests	Human Resources	22
Ledger	Finance	17
Legal Advertising	Administration	7
Legal Opinions	Fire	20
Legal/Legislative	Administration	7
Lesson Plans	Police	29

<b>RECORD SERIES</b>	<b>DEPARTMENT</b>	<b>PAGE</b>
Library Board of Trustees meeting packets	Library	<u>25</u>
Licenses	Information Technology	<u>24</u>
Licenses, Permits	Parks, Recreation & Maint Services	<u>34</u>
Liens & Releases, Supporting	Fire	<u>20</u>
Lighting	Parks, Recreation & Maint Services	<u>33</u>
Loans	ECD	<u>12</u>
Location Records (WQCP)	Public Works	<u>36</u>
Logs	ECD	<u>11</u>
Logs, Attorney Service Request	Administration	<u>7</u>
Logs, Code Enforcement	Fire	<u>20</u>
Maintenance and Operations (Garage)	Parks, Recreation & Maint Services	<u>34</u>
Maintenance and Operations (Streets / Parks)	Parks, Recreation & Maint Services	<u>34</u>
Maintenance and Operations (WQCP)	Public Works	<u>36</u>
Maps	Parks, Recreation & Maint Services	<u>34</u>
Maps, Plans and Surveys	Public Works	<u>35</u>
Maps (WQCP)	Public Works	<u>36</u>
Maps, Plans, Drawings, Exhibits, Photos	ECD	<u>15</u>
Maps, Precincts/Voter Information	Administration	<u>5</u>
Master Plans	ECD	<u>14</u>
Master Plans	Parks, Recreation & Maint Services	<u>34</u>
Master Plans (WQCP)	Public Works	<u>36</u>
Media Relations	Administration	<u>8</u>
Medical	Fire	<u>20</u>
Medical Leave	Human Resources	<u>22</u>
Meter Operations (WQCP)	Public Works	<u>36</u>
Microfilm – Prop History	ECD	<u>10</u>
Minutes	Administration	<u>7</u>
Minutes (BPAC and TAC)	Public Works	<u>35</u>
Monthly Full Backups	Information Technology	<u>24</u>
Monthly Traffic Reports	Police	<u>31</u>
Motor Vehicle Pulls (DMV)	Human Resources	<u>22</u>
Municipal Code	Administration	<u>8</u>
Mutual Aid, Strategic Plans	Fire	<u>20</u>
Narcotics Task Force (NTF) – County	Police	<u>29</u>
Narcotics: Confidential Informant Files	Police	<u>29</u>
NCIC Validations	Police	<u>32</u>
Negotiations (Labor Relations)	Human Resources	<u>22</u>
Network Information Systems (LAN/WAN)	Information Technology	<u>24</u>
Nomination Papers	Administration	<u>5</u>
Notices, Meeting	Administration	<u>7</u>
Notices, Meeting	Public Works	<u>35</u>
Notifications and Publications	Administration	<u>5</u>
Oaths of Office	Administration	<u>5</u>
Office Of Traffic Safety Grant – Avoid The 23	Police	<u>31</u>
Open Meetings Act	General Subject	<u>6</u>
Opinions	Administration	<u>7</u>
Ordinances	Administration	<u>7</u>
OSHA Claims (also refer to Cal OSHA – Human Resources)	Police	<u>32</u>
Oversize Load	Public Works	<u>35</u>
P.O.S.T. Compliance – Dispatchers	Police	<u>26</u>
P.O.S.T. Notification Of Appointment/ Termination	Police	<u>26</u>
P.O.S.T. Reimbursements	Police	<u>26</u>
P.O.S.T. School Travel Authorizations	Police	<u>26</u>
PAL Program	Police	<u>29</u>
Palmistry Applications	Police	<u>32</u>
Park In Lieu Fees	Parks, Recreation & Maint Services	<u>33</u>

RECORD SERIES	DEPARTMENT	PAGE
Parking Cite Fine Collection	Police	31
Parking Lots Regulations	Parks, Recreation & Maint Services	34
Parking Place Commission	Police	31
Parolees Records – SSF	Police	29
Passport Transmittal Logs	Administration	8
Patient Care Reports	Fire	20
Patron comments on materials	Library	25
Pawn Broker/ Secondhand Dealer	Police	29
Payroll	Finance	18
Payroll	Police	26
Payroll Time Sheets	Administration	6
Performance Reviews	Police	26
Permits (not completed)	ECD	11
Permits, Encroachment	Public Works	35
Permits (WQCP)	Public Works	36
Permits, Fireworks	Fire	20
Permits, Hazardous Materials Storage	Fire	21
PERS, Social Security, SSI	Human Resources	22
Personnel Files	Human Resources	22
Personnel Files	Police	26
Personnel Meeting Notes	Police	26
Personnel Records (Copies)	Human Resources	22
Pest Control	ECD	11
Petitions	Administration	5
Petitions	Administration	7
Petty Cash Records	Finance	17
PG&E Programs	Parks, Recreation & Maint Services	34
Photographs	ECD	15
Photographs	Parks, Recreation & Maint Services	33
Photographs - Aerial	Public Works	35
Photographs and Negatives	Police	28
Photographs, Negatives, Film	Administration	9
Plan Check Files	ECD	11
Planning	ECD	14
Plans, Proposed	Parks, Recreation & Maint Services	33
Plaques, scrapbooks, flags, photographs, maps, sister city records	Administration	6
Policies & Procedures	Fire	20
Policies & Procedures, General Admin.	Administration	8
Policy, Council/ Proclamations	Administration	8
Precinct Records	Administration	5
Preliminary Alcohol Screening (PAS) Calibration Log	Police	31
Probation Records – Juvenile	Police	29
Programs, Federal	Public Works	35
Programs, Household Hazardous Waste	Fire	21
Project Applications	ECD	14
Project Files	Parks, Recreation & Maint Services	33
Project Files (Case Files)	ECD	16
Project N.E.A.T.	Police	30
Projects, Not Completed or Denied (Planning Division)	ECD	16
Property Control	Police	30
Property History (as built blueprint plans)	ECD	11
Public Records Request	Administration	8
Purchase orders / Requisitions	Finance	17
Radar Calibration Records	Police	31
Radar Survey	Police	31
Railroad Right-Of-Way	ECD	15

<b>RECORD SERIES</b>	<b>DEPARTMENT</b>	<b>PAGE</b>
Rat Boxes	Police	31
Rates (WQCP)	Public Works	36
Receipts - Donations	Parks, Recreation & Maint Services	33
Receipts For Payment	<u>ECD</u>	11
Reclamation (WQCP)	Public Works	36
Records Management	Administration	8
Records Management Disposition Certification	Administration	8
Records Retention	Administration	8
Records' Procedures	Police	26
Recruitment	Human Resources	23
Redevelopment	<u>ECD</u>	13
Reference Checks	Human Resources	23
Refund Requests	Parks, Recreation & Maint Services	33
Registration Files – CIB	Police	29
Regulations, CE	Fire	21
Relocation Files	<u>ECD</u>	12
Reports	Administration	6
Reports	<u>ECD</u>	11
Reports, Activity	<u>ECD</u>	10
Reports, Activity	Police	30
Reports, Inspection, Studies, Bridges & Overpasses, Traffic Count	<u>Public Works</u>	35
Reports, Federal & State	<u>ECD</u>	12
Reports, Federal & State	Fire	21
Reports, Federal and State Tax	Finance	18
Reports, Other Agencies	<u>General Subject</u>	6
Reports, PERS Employee Deduction	Finance	18
Reports, WQCP	Public Works	36
Reports/Studies	Parks, Recreation & Maint Services	34
Repossession/Private Tows Of Vehicles	Police	32
Requests For Proposals (RFPs)	<u>Public Works</u>	36
Research Project Files	Police	32
Reserve Officers	Police	26
Resolutions	Administration	7
Restitutions	Police	32
Restraining orders, Epos	Police	32
Ride-Alongs	Police	32
Risk Management	Administration	9
Risk Management Reports	Administration	9
Routes, School Bus & Truck	<u>Public Works</u>	36
Safety Inspector Reports	Fire	21
Salary Records	Finance	18
Schedules, Classes & Events	Parks, Recreation & Maint Services	33
School District/City Leases	Parks, Recreation & Maint Services	33
Sealed Records	Police	28
Security Guard Agencies	Police	32
Seismic Retrofit Program	<u>ECD</u>	10
Senior Services	Parks, Recreation & Maint Services	33
Shift Bids	Police	26
Signage	<u>Public Works</u>	36
Signs (Temporary)	<u>ECD</u>	14
Sober Graduation	Police	30
Soil Reports	<u>ECD</u>	11
Soil, HAZMAT Level 1 or 2	<u>ECD</u>	11
Solicitors File	Police	32
Sources, Water (WQCP)	Public Works	36

<b>RECORD SERIES</b>	<b>DEPARTMENT</b>	<b>PAGE</b>
Special Districts	<u>Public Works</u>	<u>36</u>
Special Projects	Administration	6
Speed Limits	<u>Public Works</u>	<u>36</u>
Speedometer Calibration Certificates	Police	30
Staff manual	Library	<u>25</u>
Staff Meeting Notes	Police	<u>32</u>
State Controller	Finance	<u>18</u>
State Library reports	Library	<u>25</u>
Statistical (Crime Analysis)	Police	<u>30</u>
Street Names and House Numbers	ECD	11
Street/Alley (Abandonment/Vacation)	<u>Public Works</u>	<u>36</u>
Streets / Parks	Parks, Recreation & Maint Services	<u>33</u>
Studies	Parks, Recreation & Maint Services	<u>33</u>
Studies, Special Projects & Noise Areas	<u>Public Works</u>	<u>36</u>
Subpoena Log Book	Police	30
Subpoenas, Summons	Administration	7
Subscriptions/Publication (Non-City)	Administration	6
<u>Successor Agency</u>	<u>ECD</u>	<u>13</u>
Summer Youth Work Program	Police	30
Supervisors' Meeting Notes	Police	<u>32</u>
Support Services	Administration	6
Surplus Property	Finance	18
Surveyor Field Notes (WQCP)	Public Works	37
Surveys & Studies	Human Resources	23
Surveys, Water System Sanitary (WQCP)	Public Works	37
SWAT	Police	26
SWITRS	Police	31
Tapes (Audio, Telephone, Radio Communications)	Police	28
Tapes, Information Systems / Back-ups	Information Technology	24
Tapes, Audio/Video	Administration	7
TARPS Expense & Accommodation Worksheets	Police	31
Taser	Police	32
Taxes, Receivable	Finance	18
Taxi Cab Driver Applications	Police	31
Taxi Cab Inspections	Police	31
Tests (WQCP)	Public Works	37
TIP Bulletins	Police	29
Tow Companies	Police	31
Tow Truck Drivers' ID	Police	31
Tow Truck Inspection	Police	31
Towed/Stored Vehicle Logs	Police	30
Traffic Activity Log	Police	31
Traffic Complaints	Police	31
Traffic Counts	Police	31
Traffic Officer Statistics	Police	31
Traffic Signals	<u>Public Works</u>	<u>36</u>
Training	Fire	20
Training Bulletins, Lesson Plans (Range), Firearms (Range)	Police	26
Training Materials	Fire	21
Training Records	Human Resources	22
Training/Schools	Police	26
Transient Encampments	Police	30
Travel Records	Administration	6
Treasurer	Finance	19
Tree Removal Permits	Parks, Recreation & Maint Services	34
Twenty-First Century Leadership Academy	Police	27

<b>RECORD SERIES</b>	<b>DEPARTMENT</b>	<b>PAGE</b>
UCR Crime Statistics	Police	<u>30</u>
Underground Storage	Fire	<u>21</u>
Underground Utilities (WQCP)	Public Works	<u>36</u>
Uniform Vouchers (By Name)	Police	<u>32</u>
Use Of Force Supv. Review File	Police	<u>27</u>
Valve Main Records (WQCP)	Public Works	<u>37</u>
Vehicle Assignment	Parks, Recreation & Maint Services	<u>34</u>
Vehicle Inventory Sheets	Police	<u>32</u>
Vehicle Ownership & Title	Finance	<u>18</u>
Vehicle Theft Task Force (VTTF) – County	Police	<u>30</u>
Vendor Register	Finance	<u>18</u>
Violations, Building, Property & Zoning	Fire	<u>21</u>
Violations, Drinking Water (WQCP)	Public Works	<u>37</u>
Volunteer Card Files	Police	<u>27</u>
Volunteer workers	Human Resources	<u>23</u>
Voter Indexes	Administration	<u>5</u>
Wanted Posters – FBI	Police	<u>29</u>
Warrants	Police	<u>28</u>
Watch Assignment/ Timekeeping Records	Police	<u>27</u>
Weed Abatement	Fire	<u>21</u>
Workers Compensation	Human Resources	<u>23</u>

## RECORDS RETENTION SCHEDULE ADMINISTRATION

Administration Records Series Title	Retention	Citation	Remarks
<b>ELECTIONS</b>			
Applications, Absentee Ballots and Envelopes	E+6 months	EC17505; EC17302	From date of election
Ballots	E+6 months	EC17302	From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC17302c) retention by court order
Ballots - Prop 218 (Assessment Districts)	6 mo	EC17302	Property related fees (Assessment Ballot proceeding). Consistent with retention for election ballots; Statewide guidelines propose permanent-California Constitution Article XIII
Calendar (Elections)	E+2	GC34090	Calendar that is prepared by City (County's election calendar is retained until no longer required)
Candidate Statements (Successful candidates)	E+4 See desc.	GC34090	Statements printed in the sample ballots retained permanently – historic purposes; E+4 for unsuccessful candidates
Certificates of Election	T+4	GC34090	Received from SM County
Fair Political Practices:			
Campaign filings for elected city officials	P	GC81009(b)(g)	FPPC Filings (400 series) (must keep paper copy for C+2 years if LaserFiche'd)
Campaign filings	E+5	GC81009(b)	Not elected
Campaign filings	E+7	GC81009	All other committees
Statement of Economic Interest Per Sec 87200	T+4	GC81009(f)(g)	FPPC Filings (700 series) original filed with State
Statement of Economic Interest	C+7	GC81009(e)(g)	FPPC Filings (700 series) original filed with City Clerk by "designated employees"; Candidates not elected = E+5 (GC81009(b))
FPPC blank forms, manuals	C+5	GC34090	
Historical documents re: elections	P	GC34090	History of elections, sample ballots, certificates of destruction, other resolutions re: elections
Maps, Precincts/Voter Information	E+2	GC 34090; EC17501, 17301	
Nomination Papers: Successful Unsuccessful	E+4 E+2	EC17100 GC81009(b)	
Notifications and Publications	E+2	GC34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election
Oaths of Office	T+6	GC 36507, 34090; 29 USC 1113	Elected Officials, all City officers, includes employees, Boards & Commissions
Petitions	E+8 months	EC17200, 17400; GC 7253.5; EC 14700 + GC3756.8	From date of election; Initiative, referendum, recall
Precinct Records	E+6 months	EC17503	From date of election: Precinct official material; declaration of Intention, precinct board member applications, orders appointing members of precinct boards and designating polling places. Includes notice of appointment of office and record of service
Voter Indexes	E+5	EC17300	Supplied by SM County (includes destruction of CDs or DVDs)

<b>Admin (Continued)</b> Records Series Title	Retention	Citation	Remarks
<b>GENERAL SUBJECT</b>			
Bids, RFQ's, RFP's: Successful Unsuccessful	AU+5 C+2	GC34090; CCP337 GC25105-1; GC34090	Requests for Qualifications; Request for Proposals regarding goods and services
Biographies	When no longer required	GC34090	Bios on Council city officials (CCAC recommends C+2)
Books, Technical	When no longer required	GC34090	
Budgets, Operating and Capital Improvement	When no longer required	GC34090	Department copies
Contractual Agreements	C+5	GC34090	Working files – not originals (originals maintained in City Clerk's Office)
Copies or duplicates of records for which a department is not the office of primary responsibility	When no longer required		Documents distributed to various departments for informational purposes may be destroyed by the department when no longer required for reference purposes
Correspondence	C+2	GC34090(d)	Correspondence includes memos, message logs, notes, chron files, bulletins, comment cards, misc. docs  (Documents stored on computer are treated with same retention as if it were a piece of paper)
Correspondence/Reports	See desc.		Retention for Correspondence related to a report will depend on retention of report. Preliminary drafts, notes and inter-office memoranda are to be destroyed upon completion of a project.
Employee Time Sheets	C+2	GC34090	Departmental working files
Equipment	T+1	GC34090	Owners' manuals; service/maintenance information; purchase information and correspondence & backup data
Forms	C		
General Subject	C+2	GC34090	Internal working files, including correspondence; files will be reviewed annually, some may require retention longer than prescribed here.
Goals and Objectives	C+2	GC34090	Departmental goals and objectives
Open Meetings Act	C+2	GC34090	Logs, documentation
Payroll Time Sheets	C+2	GC34090; GC6250	Maintained by departments; for preparation of time cards that are submitted to Finance
Plaques, scrapbooks, flags, photographs, street maps, significant sister city records	P		Historic value
Reports: Departmental	C+2	GC34090  GC34090	Special/final summary, review or evaluation
Staff	C+2		Non-agenda related, includes supporting documentation
Other Agencies			Non-records/when no longer required
Special Projects	C+2	GC34090	
Subscriptions/publication (non-city)	O		Destroy when no longer relevant (Obsolete)
Support Services	C+2	GC34090	Reproduction; printing; postal/mailing services, other internal resources
Travel Records	C+2	GC34090	

<b>Admin (Continued)</b> Records Series Title	Retention	Citation	Remarks
<b>LEGAL/LEGISLATIVE</b>			
Agendas	C+2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions. (Agendas are incorporated into the minutes.)
Appeals, Civil	C+3	CCP 583.320(a)(3); GC34090	
Applications for Board & Commissions: Selected Not Selected	T+5 CI+2	GC34090, GC40801	Includes back-up material, resumes, and letters
Articles of Incorporation	P	GC34090; CCP337.2	
Case Log	CI+7	CCP 337.2; 343	From close of cases listed; chronological listing of cases
Case Records - (High Profile)	P	GC6254	Significant cases, which have importance/or, set legal precedence. Includes logs, complaints, court orders, motions, notes, briefs
Case Records (Routine and completed)	CI+7	42 USC s1983	Includes logs, complaints, court orders, motions, notes, briefs, closing statements (unless minors-3 years after attaining 18) - Litigation, complaints, and/or claims suspend normal retention periods (retention begins after settlement).
Contractual Agreements: Excluding Capital Improvement  Includes Capital Improvement	P  P	CCP337.2, 343, GC53066, B&P7042.5 PU7685; 48 CFR:2 HV64066; 2.08.110, GC37090a; 4004; H&S 19850	Includes leases, equipment, services or supplies.  Construction
Contractual Agreements and all related documents	P	CCP 337 , 337.1(a), 337.15, 343; GC 34909	For the removal of toxic/contaminated soil from City property
Index, Attorney Case	L	GC6254	Including notations on activities related to case
Legal Advertising	C+4	CCP 343, 349 et seq; GC 911.2; GC34090	Includes public hearing notices, legal publications
Logs, Attorney Service Request	C+2	GC34090	Service request, summaries of monthly requests
Minutes	P	GC34090 (d); GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, com'n or com'tee
Notices, Meeting	C+2	GC34090.7, 54960.1c(1)	Special Meetings
Opinions	S+2	GC34090; GC6254	Confidential
Ordinances	P	GC34090(d) 40806	Municipal Code
Petitions	C+2	GC50115; GC6253	Submitted to legislative bodies
Resolutions	P	GC34090(d) 40801	Legislative actions
Summons, subpoenas: request for information or personal appearance	C+2	GC34090	Originals retained at department; copies retained until no longer required.
Tapes, Audio/Video	C+2	GC34090.7	When used for minute preparation; kept longer if there's potential litigation.

<b>Admin (Continued)</b> Records Series Title	Retention	Format	Citation	Remarks
<b>CITY CLERK</b>				
Assessment Districts	P	HC	GC34090	Original documentation
Assessment Rolls	C+5	HC		Received from County once a year
Council electronic packets	P	Electr	GC34090	Electronic Copy maintained permanently. HC for 3.
Deeds	P	HC	GC34090	City owned property
Insurance policies & certificates - liability	P	HC	GC34090	For protection from litigation
Inventory, Records	C+2	Electr.	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled
Municipal Code	P	HC	GC34090	Supplements included
Passport transmittal logs	Au+4		GC34090	Consistent with cash receipts
Public Records Request	Cl+2	Electr	GC34090	
Records Management	Cl+2	HC	GC34090	Document includes retrieval, transfers - inactive
Records Management Disposition Certification	P	HC	GC34090	Documentation of final disposition of records
Records Retention	S+4	Electr	CCP 343	Schedule/guidelines
<b>POLICIES &amp; PROCEDURES</b>				
General Administrative	S+2	HC	GC34090; 40801	All city policies and procedures, instructions
Policy, Council/ Proclamations	S+2	HC	GC34090	Policies, directives rendered by Council not assigned a resolution or ordinance number
<b>PUBLIC INFORMATION</b>				
Brochures, publications, newsletters, bulletins, schedules	S+2	HC/Electr	GC34090	
Calendar, City	C+2	Electr	GC34090	
Media Relations	C+2	HC/Electr	GC34090	Includes cable, newspaper, radio, message boards, presentations

<b>RISK MANAGEMENT</b>	Retention	Format	Citation	Remarks
Accident Reports - City Assets	C+7	HC/Electr.	29 CFR 1904.2; 29 CFR 1904.6	Reports and related records
Bonds, Insurance	P	HC/Electr.	CCP 337.2; 343	Bond and insurance policies insuring city property and other assets
Claims, Damage	CI+5	HC/Electr.	GC34090; GC25105.5	Paid/Denied Claims Litigation, complaints, and/or claims suspend normal retention periods (retention begins after settlement)
Incident Reports	CI+7	HC/Electr.	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement) (includes incidents occurring on City property)
Insurance, Joint Powers Agreement	P	HC/Electr.	GC34090	Accreditation/MOU's/agreements, agendas (C+5 when LaserFiche'd)
Insurance, Certificates	P	HC/Electr.	GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	HC/Electr.	GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities (C+5 when LaserFiche'd)
Insurance, Workers Compensation and Excess Workers' Compensation Coverage	P	HC/Electr.	GC6410; 29 CFR 1910.20	
Photographs, Negatives, Film	C+2	HC/Electr.	GC34090	
Risk Management Reports	CI+5	HC/Electr.	OMB 1220-0029; 29 CFR 1904.4; GC34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies

## RECORDS RETENTION SCHEDULE ECONOMIC AND COMMUNITY DEVELOPMENT

<b>Economic &amp; Community Development</b> Records Series Title	Retention	Format	Citation	Remarks
<b>ADMINISTRATION</b>				
Benchmark Data	C+2	HC	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	C+2	HC	GC34090d	
Bids & Proposals (Successful)	CI+10	HC	GC34090d	Represents completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal.
Bonds: Development	P	HC	CCP 337.5	Housing; Industrial Development Documentation created and or received in connection with the performance of work/services for the city, or for the parcel maps and subdivision work
Security	P		GC34090	
Code Books	P	HC	GC34090e	National Electrical Code, Uniform Building, Mechanical, Plumbing & Supplements
Committees	C+5	HC	GC34090	Member lists, minutes/agendas, informational material, reports
County Cooperation Agreement	P	HC		
Contracts	CI+5	HC		Working files – not originals (originals maintained in City Clerk's Office)
Drawings, Project Plan	L	HC	GC34090d	Does not include those usually filed with case, project or permit
Franchises	P	HC	GC65864, 65869.5, 34090 CCP337.2, 343; AC16023	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/or involving construction of improvements
General Subject	CI + 2	HC	GC 34090	Internal working files including correspondence
Incident Reports	C+2	HC	GC34090d	Emergency call-outs
Reports, Activity	C+2	HC	GC34090	Periodic
Seismic Retrofit Program	P	HC	GC34090a	Includes Certificates of Compliance
<b>BUILDING</b>				
Address/permit files	P	Electr.		Laserfiche Micro Film
Aircraft Noise Insulation Program	P	Electr.		Easement agreement, funding agreement, approved plans
	CI+2			Reimbursement requests & issuance
Blueprints of city owned property/buildings	P	Electr.		Laserfiche Micro Film
Certificates of Occupancy prior to 2002	L	Electr.	GC34090a	Laserfiche Micro Film Compliance, elevation, occupancy which affect real property
Certificates of Occupancy prior 2002	L		GC34090a	Laserfiche Compliance, elevation, occupancy which affect real property

<b>Economic &amp; Community Development</b> Records Series Title	Retention	Format	Citation	Remarks
Inspection prior to 01/2002	P	Electr.	GC34090d	Laserfiche CRW-Permit Trak Post 01/2002 Correspondence, fees, appeal requests, reports
Inspection post 01/2002	P	Electr.	GC34090d	CRW – Permit Trak post 01/2002 Correspondence, fees, appeal requests, reports
Logs	C+1	HC	GC34090; CCP 337.15	Inspection and utility
As built blueprint plans – Property History	P	Electr.		<i>Laserfiche</i> <i>Approved as built plans.</i>
Plan Check Files	P	Electr.	GC34090a; 4003; 4004; H&S 19850, 19853	CRW Commercial and residential construction, tenant improvements
Permits not completed	180 days + 6 months	Electr.		CRW
Receipts for payment	CI+5	Electr.		
Street Names and House Numbers – post 01/2014	P	Electr.	GC34090a	Laserfiche CRW - Landtrack post 01/2014 Street dedications, closings, address assignment/changes
<b><u>ENVIRONMENTAL QUALITY</u></b>				
Air Quality (AQMD)	C+7	HC	CCP 338(k); GC34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P	HC	GC34090a	Documents abatement projects, public buildings
California Environmental Quality Act (CEQA)	P	HC	GC3490a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	C+2	HC	GC34090d	Ride sharing, trip reduction
Environmental Review	CI+2	HC	GC34090d	Correspondence, consultants, issues, conservation
Pest Control	C+2	HC	GC34090d	Pesticide applications, inspections & sampling, documents
Soil, HAZMAT level 1 or 2	CI+2	HC	GC34090d	Analysis, construction recommendations
Soil Reports	P	HC	GC34090d	Final Reports
<b><u>Housing &amp; Community Development</u></b>				
CDBG Admin	P	Electr.		Laserfiche SF 424, Con Plan, Action Plan, Funding Agreement, Certifications, CAPER, CPP, Public notices, Environmental Reviews, RFP, Budget, Analysis of Impediments, HUD Correspondence, HUD monitoring report, HUD Annual Assessment, Section 3 reports, Davis Bacon Semi-annual report, minority business report
CDBG Grantees	CI + 5	Electr.		Laserfiche Agreement, application/proposal, invoices, quarterly and annual reports, monitoring, correspondence, Environmental Reviews, audit

<b>Economic &amp; Community Development</b> Records Series Title	Retention	Format	Citation	Remarks
CDBG Housing Rehab (City Sponsored)	P	Electr.		Laserfiche Environmental Review, Deed of Trust, reconveyances, promissory notes, escrow, application, income documents, vouchers, invoices, contract, estimates/bids, credit report, PIRT, notice of right to cancel, control instructions, truth in lending, budget, authorization for payment, monthly escrow reports
CDBG Commercial	P	Electr.		Laserfiche Environmental Review, Deed of Trust, promissory notes, escrow instructions, estimates/bids,
CDBG Public Facilities	P	Electr.		Laserfiche Environmental Review, Davis Bacon, invoices, contract, RFP, scope of work bids/estimates, , photos
CDBG FTHB Loans	P	Electr.		Laserfiche Deed of Trust, promissory notes, escrow documents, subordination agreement, application, resale restriction agreement, shared appreciation agreement, closing statements, notice of affordability restrictions, request for notice, release and reconveyance, substitution of trustee
CDBG-R Admin	P	Electr.		Laserfiche Grant Agreement, Public notices, Environmental Reviews, RFP, Budget, federalreporting.gov reports, RAMPS reports, grant closeout agreement, closeout certification, closeout checklist, financial report form 425,
CDBG-R Grantees	CI+5	Electr.		Laserfiche Agreement, application/proposal, invoices, quarterly and annual reports, monitoring, correspondence, Environmental Review, audit
CDBG-R Projects	CI+ 5	Electr.		Environmental Review, grant agreement, invoices, budgets, participant information, site plans, photos
DOE-ARRA - Admin	C+10 C+4	HC/Electr.		Laserfiche Grant Agreement, Public notices, Environmental Reviews, RFP, Budget
DOE-ARRA – Grantees	C+10 CI+4	HC/Electr.		Laserfiche Agreement, application/proposal, invoices, quarterly and annual reports, monitoring, correspondence, Environmental Review, audit
DOE-ARRA – Projects	C+10 CI+4	HC/Electr.		Laserfiche Environmental Review, Department of Transportation, promissory notes, escrow, application, income documents, vouchers
HOME Admin	P	Electr.		Laserfiche

<b>Economic &amp; Community Development</b> Records Series Title	Retention	Format	Citation	Remarks
HOME grantees	Cl+5	Electr.		Laserfiche Agreement, application/proposal, invoices, quarterly and annual reports, monitoring, correspondence, Environmental Review, audit
Inclusionary Housing	P	Electr.		Laserfiche Affordable Housing Agreement/Rent Restriction Agreement, Resale Restriction Agreement, notice of affordability restrictions, release and reconveyance, In-Lieu agreements
City Owned Properties	C+3	HC		Laserfiche Leases, correspondence late payment notices, etc...s
Affordable Housing Developments	P	HC/Electr.		Deeds of Trust, Ground Leases, Owner Participation Agreements, Memorandums of Understanding, Leases, Loan Agreements, Notes, Regulatory Agreements, Subordinations, Lease Riders, Housing Replacement Plans, Relocation Plans
<b>Successor Agency (SA)</b>				
SA Properties	P	Electr.		Laserfiche Public notices, Disposition Plan, Deed, appraisals, Environmental Reports (soils abatement), construction contracts, escrow instructions, Purchase & Sale Agreements, plans
SA Contracts	Cl+5	Electr.		Laserfiche Related to disposition, environmental abatement, construction
SA Leases	Cl+5	Electr.		Laserfiche Short and long-term including financial information
<b><u>Redevelopment Agency(RDA)</u></b> <b><u>dissolved 02/01/2012</u></b>				
Administration	P	Electr.		Laserfiche Area Plan, Plan Amendments, Implementation plans, State Reports, related Environmental Impact Report
First Time Home buyer loans	P	Electr.		Laserfiche Deed of Trust, promissory notes, escrow documents, subordination agreement, application, resale restriction agreement, shared appreciation agreement, closing statements, notice of affordability restrictions, request for notice, release and reconveyance, substitution of trustee
Grantees	Cl+5	Electr.		Laserfiche Agreement, application/proposal, invoices, quarterly and annual reports, monitoring, correspondence, Environmental Review, audit
Commercial	P	Electr.		Laserfiche Owner Participation Agreement, Loan Agreement, leases
Residential & Commercial	P	Electr.		Laserfiche Deed, appraisals, environmental reports (soils abatement) construction contracts, escrow instructions, Purchase & Sale Agreements, plans

<b>Economic &amp; Community Development</b> Records Series Title	Retention	Format	Citation	Remarks
<b>PLANNING</b>				
Annexation Case Files	P	HC	GC34090a	Reports, agreements, public notices
Signs (Temporary)	S+2	HC	GC34090d	Home occupations, off-premise signs
Historic Resources	P	Electr.		Laserfiche
Historic Markers Program	P	Electr.		Laserfiche
Historic Preservation Inventory	P	HC	GC34090d	Laserfiche Historic Structures & Landmarks
Historic Preservation Commission Grants	P	HC		Laserfiche To Historic Resource property owners
Master Plans	P	HC	GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning
Project Application Approved	P	Electr.		Pre 01/2014 – Laserfiche Post 01/2014 – CRW - ProjectTrak Includes UP, PUD, MUP, MP, PP, ZA, RZ, SP, VAR, GPA, PM, SA, DR, Signs, PE, HR, PCA, UPM, PUDM, Appeals, Density Bonus, Sidewalk Dining Permit, Parking Place Commission Action
Project Application Denied	Denied+2	Electr.		Pre 01/2014 – Laserfiche Post 01/2014 – CRW - ProjectTrak Includes UP, PUD, MUP, MP, PP, ZA, RZ, SP, VAR, GPA, PM, SA, DR, Signs, PE, HR, PCA, CPD, UPM, PUDM, Appeals, Density Bonus, Sidewalk Dining Permit, Parking Place Commission Action
Chief Planner Determination	CI+2	Electr.		Pre 01/2014 – Laserfiche Post 01/2014 - CRW - ProjectTrak
Notice of Public Hearing	P	Electr.		Pre 01/2014 – Laserfiche Post 01/2014 - CRW - ProjectTrak
Hearing Mailing lists/labels	CI+2			Pre 01/2014 – Laserfiche Post 01/2014 - CRW - ProjectTrak
Correspondence	CI+2	Electr.		Pre 01/2014 – Laserfiche Post 01/2014 - CRW - ProjectTrak In favor/against projects
Notice of Actions (PC & CC)	P	Electr.		Pre 01/2014 – Laserfiche Post 01/2014 – CRW - ProjectTrak Includes Conditions of Approval, Findings of Approval, Approved Plans, Notice of Exemption and Notice of Determination
Notice of Preparation (CEQA)	P	Electr.		Pre 01/2014 – Laserfiche Post 01/2014 - CRW - ProjectTrak
Notice of Availability (CEQA)	P	Electr.		Pre 01/2014 – Laserfiche Post 01/2014 - CRW - ProjectTrak
Environmental Documents	P	Electr.		Pre 01/2014 – Laserfiche Post 01/2014 – CRW - ProjectTrak Initial Study, Neg Dec, Draft Environmental Impact Report (EIR), SEIR, Final EIR, Master EIR, Addenda
Notice of Determination	P	Electr.		Pre 01/2014 – Laserfiche Post 01/2014 – CRW - ProjectTrak Filed with County Clerk
Notice of Exemption	P	Electr.		Pre 01/2014 – Laserfiche

<b>Economic &amp; Community Development</b> Records Series Title	Retention	Format	Citation	Remarks
				Post 01/2014 – CRW - ProjectTrak Filed with County Clerk
Approved Plans (reduced)	P	Electr.		Pre 01/2014 – Laserfiche Post 01/2014 - CRW - ProjectTrak
Mitigation Monitoring & Reporting Plans	P	Electr.		Pre 01/2014 – Laserfiche Post 01/2014 – CRW - ProjectTrak Included in EIR
Transportation Demand Management Plan	P	Electr.		Pre 01/2014 – Laserfiche Post 01/2014 - CRW - ProjectTrak
Transportation Demand Management annual and triennial monitoring	P	Electr.		Pre 01/2014 – Laserfiche Post 01/2014 - CRW - ProjectTrak
Traffic Study / Tech Documents	P	Electr.		Pre 01/2014 – Laserfiche Post 01/2014 - CRW - ProjectTrak
Materials Board	CI+5	HC		For projects that have been built
Photos	P	Electr.		Pre 01/2014 – Laserfiche Post 01/2014 - CRW - ProjectTrak
Agreements	P	Electr.		Pre 01/2014 – Laserfiche Post 01/2014 – CRW - ProjectTrak Development Agreements & Amendments, Disposition & Development Agreement, Covenants Conditions & Restrictions, Affordable Housing Agreements, Owner Participation Agreements
Adopted Plans	P	Electr.		Laserfiche General Plan, Housing Element, Ara Plans, Zoning Code, Amendments
General Plan Map	P	HC/Electr.		Laserfiche
Zoning Map	P	HC/Electr.		Laserfiche
<b><u>Boards and Commissions</u></b>				
Agendas	CI+2	HC		Laserfiche Planning Commission, Historic Preservation (dissolved 2012), Design Review, Parking Place Commission, Zoning Administrator
Minutes	P	HC		Laserfiche Planning Commission, Historic Preservation (dissolved 2012), Design Review, Parking Place Commission, Zoning Administrator
Recordings	CI+2	HC		Laserfiche Planning Commission, Historic Preservation (dissolved 2012), Design Review, Parking Place Commission, Zoning Administrator
Resolutions	P	Electr.		Laserfiche Planning Commission, Historic Preservation (dissolved 2012), Design Review, Parking Place Commission, Zoning Administrator

<b>Economic &amp; Community Development</b> Records Series Title	Retention	Format	Citation	Remarks
<b>Other</b>				
Environmental Determinations	CI+2	HC		Laserfiche Outside City Boundaries
Interpretations	P	Electr.		Pre 01/2014 Laserfiche Post 01/2014 CRW – LandTrak
Non-conforming Landuses	P	Electr.		Pre 01/2014 Laserfiche Post 01/2014 CRW – LandTrak
Project Files (Case Files)	P	HC	GC34090a; H&S 19850; 4003, 4004	Pertains to real property, new construction, storefront improvements, rehabilitation projects, and promotions. May include blueprints, drawings, maps, photos (including negatives) plans, reports, evaluations, correspondence, uses.
Projects not completed	CI+2	Electr.		Pre 01/2014 Laserfiche Post 01/2014 CRW – ProjectTrak
Projects denied	CI+2	Electr.		Pre 01/2014 Laserfiche Post 01/2014 CRW – ProjectTrak

## FINANCE DEPARTMENT

Finance Department Records Series Title	Retention	Format	Citation	Remarks
<b>FINANCE</b>				
Accounts Payable	Au+7	HC/ Electr.	GC34090	Supporting documents for payments to vendors(copies maintained by departments are C+2)
Accounts Receivable	Au+7	HC/ Electr.	GC34090	
Annual Financial Reports	P	HC/ Electr.	GC34090	Final version of the Comprehensive Annual Financial Report for City, Redevelopment Agency, and Sewer Fund
Assessment Districts	T+5	HC/ Electr.	GC34090	Collection information/until termination of district
Bank statements	Au+5	HC/ Electr.	GC34090; 26 CFR 16001-1	Monthly Bank Statements
Bonds (Sold or Sponsored by City or Redevelopment Agency), including bond administration agreements, final official statement, bond legal documents	P	HC/ Electr.	GC34090 CCP 337.5	
Budget Adjustments	-	-	-	See <i>Journal Entries</i>
Budget, Adopted Operating	P	HC/ Electr.	GC34090	Final Adopted Operating Budget Document. (See Public Works for Capital Budget Document)
Business licenses: Original application	T+4	HC/ Electr.	GC34090; CCP 337	T = upon the business terminating its location in South San Francisco.
Renewal information	C+4	HC/ Electr.		Renewal information has value for revenue audit purposes, with a statute of limitations of 4 years.
Check Records	Au+5	HC/ Electr.	GC34090 CCP 337	Includes city record of check issuance and bank electronic true copy stored at bank
Bank Deposit Backup	Au+1 (in Depts)	HC/ Electr.		After year end audit, bank statements suffice for adequate backup
Developer deposits/history	-	-	-	See <i>Engineering and Planning Divisions</i>
Petty Cash Records (copies being maintained by depts.)	AU + 1	HC	GC 34090.7	Includes copies of receipts, logs, transmittal forms
Invoices	Au+7	HC/ Electr.	GC34090	Copies sent for fees owed, billing, related documents
Ledger: General	Au +7	Electr.		Transaction information is only required to be kept for federal audit purposes for 7 years after year end close
Journal Entries	Au+7	HC/ Electr.	GC34090; CCP 337	Including supporting documents, both general ledger and budget entries
Purchase Orders / Requisitions	Au+7	HC/ Electr.	GC34090; CCP 337	Original documents or electronic records

Finance Department Records Series Title	Retention	Format	Citation	Remarks
State Controller	Au +7	HC/ Electr.	GC34090	
Vendor Register	-	-	-	See <i>Ledger: General</i>
Taxes, Receivable	Au +3	HC/ Electr.	CCP 338	
Transit Occupancy Records		HC/ Electr.		
Parking Tax Records		HC/ Electr.		
FIXED ASSETS				
Surplus Property, Auction	-	-	-	See <i>Public Works for vehicle disposals</i>
Vehicle Ownership & Title	-	-	-	See <i>Public Works for Title transfers when vehicle sold</i>
Land and Building Title	-	-	-	See <i>City Clerk for all Real Estate Transactions</i>
Other Fixed Asset Records Not Included above	T	Electr.		T = upon termination of the asset, either at the time the fixed asset has lived its depreciable useful life, or upon its disposal, if sooner
PAYROLL				
Address changes	-	-	-	See <i>Human Resources</i>
Adjustments to Pay, including direct deposit and compensation time sales/transactions	Au+4	HC/ Electr.	GC34090 29 CFR 516.5-516.6	Audit purposes
Deferred Compensation Reports	-	HC/Electr .	-	See <i>Human Resources</i>
Employee Time Cards	Au+6	HC/ Electr.	29 CFR 516.2; 29 CFR 516.6(1); IRS Reg 31.6001- 1(e)(z); R&T 19530; LC 1174(d)	Signed by employee for audit & FEMA Reports
Reports, PERS Employee Deduction	T+4	HC/ Electr.	GC34090; CAC 22-1085-2 26 CFR 31-6001-1; 29 CFR 516.5, 516.6, LC 1174(d)	Record of deductions (PERS Public Employee Retirement System). T = termination of the employee
Reports, Federal and State Tax	Au+4	HC/ Electr.	29 USC 436 26 CFR 31.6001.1- 4; IRS Reg 31.6001- 1(e)(2); R&T 19530;29 CFR 516.5-516.6	Forms 1096, 1099, W-4's and W-2's
Labor Distribution Records	Au+7	HC/ Electr.	GC34090	Costs by employee & program
Leave Hour Records	C+4	HC/ Electr.	IRS Reg 31.6001- 1(e)(2), 29 CFR 516.5-516.6, R&T19530; LC1174(d); GC 34090	
Salary Records	T+3	HC/ Electr.	GC34090; 29 CFR 516.2	T = upon termination of employee service with City of South San Francisco

<b>Finance Department Records Series Title</b>	Retention	Format	Citation	Remarks
<b>TREASURER</b>				
Bonds	-	-	-	See <i>Finance</i>
City Investment Transactions	T+1	HC/ Electr.	GC34090; CCP 337; GC 53607	Summary of transactions including purchase and sale backup. T = until the investment terminates/matures/is sold
Investment Earnings Reports	AU + 7	HC/ Electr.		

## RECORDS RETENTION SCHEDULE FIRE DEPARTMENT

Fire Records Series Title	Retention	Format	Citation	Remarks
<b>ADMINISTRATION</b>				
Books, Fire Code	S+3	HC	GC 34090.7 CCP 340.5	Include OPS manuals
Inspections, Fire Station	CI+2	Electr	GC34090	CRW System
Inspections, Fire Prevention	CI+3	Electr	UFC103.34	CRW System Alarm/sprinkler systems, prevention efforts
Investigations, Evidence Arson	P	HC	PC799	Support prosecution resulting in homicide
Investigations, Evidence Arson	CI+6	HC	PC800	Great bodily harm, inhabited structure or property
Journals, Fire Station	P		GC34090	Activities, personnel, engine company
Legal Opinions	P		GC34090	From State legislature or City Attorney's office
Mutual Aid, Strategic Plans	C+2		GC34090	
Patient Care Reports	P			Medical reports
Permits, Fireworks	C+2	Electr	GC34090	CRW System Permits for fireworks booths
Policies & Procedures	C+2		GC34090	Includes rules, regulations, standards
<b>FIRE PERSONNEL</b>				
Background investigations: Hired Not hired	T+5 CI+2		GC34090	
Controlled substance	P		GC34090	Morphine/valium record keeping
Exposure	T+30		29CFR 1910.1020	Sampling results, collection methodology, background
Exposure	T+1		29CFR 1910.1020	Laboratory reports and worksheets
Medical	T+30		29CFR 1910.1020	
Medical	T+2		29CFR 1910.1020	Employees less than one year
Training	T+2		GC34090	Certifications/designations
<b>PROPERTY</b>				
Apparatus/Vehicle	C+2		GC34090 CCP 340.5 8 CA Code of Regulations 3203(b)(1)	Repair and Maintenance
Field, Non-fire and Logs	C+2		GC34090	
Fire, Non-arson and Logs	C+2		GC34090	
Fire Equipment/Gear Logs	C+2		GC34090	
Incident Reports	CI+5		GC34090 CCP338 CCP 340.5	Dispatch and daily logs
Inventory, Equipment & Supplies	C+2		GC34090	
Investigations, Evidence Arson	C+3		PC801; UFC 104.32	Structure
<b>CODE ENFORCEMENT</b>				
Abandoned Vehicles	CI+2	Electr	GC34090d	CRW System, Private property
Case Files	P	Electr	GC34090d	CRW System, Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
Forms/handouts	S			Knox box, after hour inspections etc.
Liens & Releases, Supporting	CI+2	Electr	GC34090	CRW System, Utilities, abatement, licenses
Case History	C+2	Electr	GC34090d	CRW System, Lien Recovery, citations, complaints

<b>Fire (Continued)</b> Records Series Title	Retention		Citation	Remarks
Regulations	S+2		GC34090d	Includes rules
Reports, Federal & State	P	Electr	GC34090a	CRW System, Code enforcement statistics; may contain records affecting title to real property or liens thereon
Safety Inspector Reports	P	Electr	GC34090	CRW System Engine Company and Safety Inspector
Violations, Building, Property & Zoning	CI+2	Electr	GC34090d	Supporting code enforcement activity
Weed Abatement	C+5	Electr	GC34090	CRW System Reports, assessments, resolutions, documentation
<b>HAZARDOUS MATERIALS</b>				
Hazardous Waste Disposal	C+10	Electr	CA OSHA; 40CFR122.21	CRW System Documentation re handling and disposal of hazardous waste
Permits, Hazardous Materials Storage	P	Electr	GC34090	CRW System Although the GC only recommends current + 2 years, other agencies consistently recommend permanent retention of environmentally sensitive material
Programs, Household Hazardous Waste	S+2		GC34090	
Training Materials	S+2		Cal Code Reg. 3204(d), et seq.	Standards and Administration
Underground Storage Tank: Compliance Maintenance & Oper.	P C+2	Electr	GC34090a GC34090	CRW System Documents re: storage Location, installation, removal, remediation

## RECORDS RETENTION SCHEDULE HUMAN RESOURCES

Human Resources Records Series Title	Retention	Format	Citation	Remarks
Benefit Plan Enrollment, Denied	T+5	HC/Electr.	GC34090	(Part of employee file)
Benefit Plan Claims	P	HC/Electr.	GC6250 et seq.; CFR 1602.30; 32; Lab Rel Sec 1174 29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113	Part of employee file
Billings- Health insurance, including (Medical, Dental, Vision, etc.)	T+25	HC/Electr.		May be part of employee file for individuals and may be bills from providers.
Cal OSHA	T+25	HC/Electr.		Forms 300-A Annual Summary & 301 Incident Report
Classifications and Appointments	P	HC/Electr.	GC34090; GC12946; 29 CFR 516.6(2); 29 CFR 1602.4	Part of employee personnel file and HR recruitment lists
Employee Accident Reports	T+5	HC/Electr.	GC34090	May be part of employee file and/or Risk Management files.
Human Resources Procedures Manual	S+2	HC/Electr.	GC34090	
Employee Programs	C+5	HC/Electr.	GC34090; GC12946	Recognition/customer service
Labor Relations	T+5 T+5	HC/Electr.	GC12946; 29 CFR 1602; 29 USC 211 (e); 203(m); 207(g)	May include arbitrations, grievances, union requests, sexual harassment and civil rights, complaints, disciplinary actions
Hourly Employees	T+5	HC/Electr.	GC12946; GC34090 29 CFR 1627.3, Labor Relations Section 1174	Part of employee files
Immigration	P	HC/Electr.	Immigration Reform/Control Act 1986 Pub L 99-603	I-9's
Leave requests	T+5	HC/Electr.	FMLA 1993 US OSHA; 29 CFR 1910.20; 29 CFR 1602.30.32; 49 CFR 193-9	Part of employee personnel file.
Motor Vehicle Pulls (DMV)	CI+7	HC/Electr.	GC12946, CA 91009; 8 USC 1324 (a)	
Labor Negotiations	P	HC/Electr.	29 USC Sections 211c, 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements
Personnel Files:	T+25 T+25	HC/Electr.	Reference: 29 CFR 16273; Lbr Rltns Sec 1174; 29 CFR 1602.30.32; GC6250 et seq.; 29 CFR; GC 12946, 34090,1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq.; 45 CFR 1068.6(a)	May include application, records, Personnel Action Forms, employee demographic information; disciplinary action, grievances, benefits information, licenses and certifications, performance appraisals, salary and position history, Release Authorizations; commendations; Oaths of Office; employment medical examinations; fingerprints; identification cards (ID's); leave requests, training records, workers' compensation records and other employee related information.

<b>Human Resources (Continued)</b> Records Series Title	Retention	Format	Citation	Remarks
Recruitment	<b>CI+5</b>	HC/Electr.	Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq.; 29 CFR 1607; 49 USC 2000(e)-8; 2000c-12	Applications resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials, examination answer sheets, job bulletins; eligibility; electronic database, eligible lists, appointment information
Reference Checks	T+2	HC/Electr.	GC12946	
Surveys & Studies	C+5	HC/Electr.	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates
Training Records: Non-Safety	C+7	HC/Electr.	GC6250 et seq.	Employee/volunteer applications, program training, class training materials, internships
Personnel (by name)	T+7		GC34090	Paperwork documenting officers' internal and external training
Safety	C+2		GC34090	Certifications/designations
Volunteer workers: hired not-hired	T+2 C+2	HC/Electr.	GC34090	Includes applications, waivers, placement forms; Information is generally kept by departments
Workers Compensation	P	HC/Electr.	CCR 14311; 15400.2 Labor Code 5405 Title 8	Claim Files, Reports, Incidents in employee personnel file; originals filed with Administrator

## RECORDS RETENTION SCHEDULE INFORMATION TECHNOLOGY

Information Technology Records Series Title	Retention	Citation	Remarks
Annual fiscal year and calendar year full backups	C+7	GC34090 et. seq.	Considered an electronic communication and can be destroyed when no longer required; retention based on administrative value
Monthly full backups	Until no longer required	GC34090 et seq.	Stored off-site; Considered an electronic communication and can be destroyed when no longer required; retention based on administrative value
Daily full backups	30 days	GC34090 et. seq.	Considered an electronic communication and can be destroyed when no longer required; retention based on administrative value; recycle tapes
Internet, World Wide Web	C+2	GC34090	Management/policies and supporting documentation
Inventory information systems	C+2	GC34090	Hardware/software inventory logs; systems manuals
Licenses	C+2	GC34090	Forms, documentation required by Federal or State Agencies
Network information systems (LAN/WAN)	C+4	GC34090; CCP 337.2; CCP 343	Configuration maps and plans
Video recordings from Video Surveillance System on City of South San Francisco Property	Cr+1	SSFMC Chapter 8.65	Footage from Surveillance Systems on City of South San Francisco Property

## RECORDS RETENTION SCHEDULE LIBRARY

<b>LIBRARY</b> Records Series Title	Retention	Citation	Remarks
Class rosters	CI+2	GC 34090	
Grants received	P		Applications, reports, all pertinent documents; kept in-house, historic value
Library Board of Trustees meeting packets	P		Historic value
Patron comments on materials	C+7		Cards filled out by Library patrons and kept in-house
Staff manual	C		Kept in-house
State library reports	P		Historic value

## RECORDS RETENTION SCHEDULE POLICE DEPARTMENT

Police Records Series Title	Retention	Citation	Remarks
<b>POLICIES &amp; PROCEDURES</b>			
Dept. Procedures / General Orders	S+5		
Dept. Rules & Regulations	S		
Records' Procedures	S		
<b>PERSONNEL/TRAINING</b>			
Payroll	C+2		
Personnel:			
Background investigations: Hired Not hired	T+5 CI+2		
Personnel information	C+2		PAF's OSHA reports, change of address forms (copies)
Accident Review	CI+5	PC 832.5	Investigation of employee-involved vehicle accidents.
Citizen Complaints	CI+5	PC 832.5	Investigation of complaints by citizens
Internal Affairs	CI+5	PC 832.5	Investigation of alleged employee misconduct.
Shooting/officer involved	L	GC 34090	Investigation of officer-involved shootings.
Daily Attendance Schedules	C+2		Employee work schedule
Training	T+2		Employee training (includes sworn and non sworn)
Recruitment	C+2	GC12946	Background information on applicants.
Personnel Photographs	S+2	GC34090	
Bi-annual CJIS Certification	C+2		
Comp Time/Shift Swap Request Forms	C+2		
Crossing Guards	T+2		
Daily Roster	C+2		
Employee lists	S	GC 34090	Until superseded; computerized and updated periodically
Grievance files	CI+2		Grievance filed by employees, supporting documentation
Hostage Negotiation Team	C+5		
K-9 Training	C+5		
P.O.S.T. compliance – Dispatchers	T+2		
P.O.S.T. notification of appointment/ termination	T+2		
P.O.S.T. reimbursements	C+2		
P.O.S.T. school travel authorizations	C+2		
Performance Reviews	T+2		Copies (Orig. in HR)
Personnel meeting notes	CI+2		
Reserve Officers; training, jobs/hours worked	T+2		
Shift Bids	C+2		
SWAT	C+5		
Training bulletins, lesson plans (range), firearms (range)	P		
Training/Schools	C+2		

<b>Police (continued)</b> Records Series Title	Retention	Citation	Remarks
Twenty-First Century Leadership Academy	S		
Use of force/Supv. review	CI+2		
Volunteer card files	T+2	GC34090	Volunteers' ID, contact info
Watch Assignment/ timekeeping records	C+2		
<b>CRIME / ACCIDENT / INCIDENT / ARREST REPORTS, CITES, WARRANTS</b>			
Felony crimes with or without arrests	P See desc	PC800,801 GC34090	Commencement of prosecution defined in PC 804. Exception: See PC 803 – Tolling/Extension of time periods: Appeals process and "Three Strikes" also considerations in assigning retention.
Felony & Misdemeanor Crimes w/o arrest – Sections 799, 800, 801, 801.5	See desc	PC 799, 800, 801, 801.5, 801.6, 802(a), 802(b) and 802(c)	Retention per Statute of Limitation (Refer to Page 25, Note 2)
Traffic Accidents Involving City property or personnel Fatal & major injury Involving arrest All others	C+7  P P CI+2		
Infractions or no crime occurred	CI+2	GC 34090	No arrests, identifiable property of missing persons (Refer to Page 25, Note 1)
Specific Reports by title: Mental Case D.V. related Ass&Bat Involves City property or personnel Missing persons Sexual assaults Child abuse & neglect	P P C+7  CI+2 P P	11170(a)(3) PC	If substantiated or inconclusive must be retained minimum 10 yrs.
Arrest/conviction H&S Section 11357(b),(c),(d),(e) or H&S Section 11360(b) violations (occurring after 1976)	CI+2 (Mandatory destruction from date of conviction or date of arrest w/ no conviction)	H&S 11361.5	Applicable to convictions occurring after 1976 or arrests not followed by a conviction occurring after 1976; exception: 11357(e) retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5
Arrest/Conviction H&S Section 11357(b), (c), d), (e) violations (occurring before 1976)	Mandatory destruction (w/ written notice from DOJ)	H&S 11361.5 (c)	Applicable to convictions occurring prior to 1976 or arrests not followed by a conviction occurring prior to 1976 violations of H&S Code 11357, 11364, 11365, 11550
Citations:			
California Vehicle Code Infractions (Police Copy)	C+2	GC34090	Original is forwarded to court
Parking/Traffic	C+2	GC34090	Originals are forwarded to court after agency processing; includes citations electronically created
Transmittals	C+2	GC34090	Listing of citations forwarded to court, filed for reference

<b>Police (Continued)</b> Records Series Title	Retention	Citation	Remarks
Arson, Sex, and Narcotics Registrant Files	L		Fingerprint Card, photo, & criminal history. Information also forwarded to DOJ
Evidence tapes	See desc	GC34090.6	Destroyed after adjudication of case, or statute of limitations
Field Interview Records	C+2	GC34090	Contact info
Fingerprints:			
Applicant Files	T+2	GC34090	Checks for city employment, business license applicants; may include related paperwork (DOJ Transmittal form) (covers all City depts.)
Local 10-digit or palm print cards	L		Persons booked into detention facility
Latent prints	See desc		Latent prints are treated as evidence
Suspect, Adult/Juvenile	CI		Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved. Destroy when other evidence is destroyed.
Homicide (investigator's file)	P	GC 34090.6	
Photographs and negatives:			
Crime Scene	See desc		Destroy when case closed &/or no longer functional
Traffic accident scene: Involving City property or personnel Fatal & major injury Involving arrest All others	C+7  P P CI+2		Retention is same "Traffic Accidents" reports, Pg 21
Mug shots	L		Life of arrestee
Rap Sheet	DOJ advises to keep only as long as needed	GC34090	Requests for criminal history of defendant, suspect/potential suspect
Sealed Records:			
Adult found factually innocent	Mandatory destruction upon and pursuant to Court Order	PC851.8	General provision; upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.
Juvenile	Mandatory destruction upon and pursuant to Court Order	WIC 826(a) &(b), WIC 781(A)	Local law enforcement records within WIC 826(b) may be destroyed as ordered by the court. Records involving arrests, detention and/or petitioning juvenile before juvenile court
Tapes (audio, video, as evidence)	See desc		Same retention as crime report.
Warrants:			
Felony	Eligible for recall after 10 yrs, upon review by DA's ofc. on case-by-case basis.		Recommended by the California Law Enforcement Warrant Officer's Association
Misdemeanor Criminal	Recall after 5 yrs		Recommended by the CA Law Enforce Warrant Officer's Assoc.
Served	C		Included warrant service information card, alpha index card
Unserved (local)	See desc		Until served, recalled or purged

<b>Police (Continued)</b> Records Series Title	Retention	Citation	Remarks
<b>INTELLIGENCE</b>			
ABC files	CI+2		
Gang Member Index	C+2		Name, address, monikers, gang affiliation of active members
Gang Registration	C+2		Meeting notes, development of Dept. procedure
Intelligence Operations Bulletins	CI		
Narcotics: Confidential Informant Files	T+10		Legal notifications, identification information, payment information, activities information
Parolees records – SSF	See desc		List of current active parolees. Destroyed individually when person is no longer on parole.
Pawn Broker/ Secondhand Dealer	C+2	GC34090	Pawn slips. Dealer required to file duplicate with agency.
Probation records – Juvenile	CI+2		Info from County of juvs in SSF on probation
Registration files – CIB	CI+2		
TIP Bulletins	C+2		
Wanted Posters – FBI	CI		
<b>DEPT. PROGRAMS / SPECIAL PROJECTS</b>			
ABC G.A.L.E.	C+2		
Adopt-a-Dwelling	C+2		
Adopt-a-School	C+2		
Citizens' Academy	C+2		
Commendation Committee	C+5		
COPPS	S		
D.A.R.E.	C+2		
Directed Patrol Logs	C+2		
Domestic Violence Tracking	C+2		
Downtown Offenders	C+2		
Downtown Project	C+2		
Explorer Program: Checkbook, savings accounts and accounts payable Program files	Au+4 C+2	GC34090	For donations to the Police Explorer Post to augment monies budgeted by the city; checks received Minutes of meetings, trip plans, evaluations
First Chance Program	C+2		
Grant Writing	C+2		
Gratuity File	C+2		
Juvenile Smoking (308B P.C.)	C+2		
Law Enforcement Block Grants	CI+5		
Lesson Plans: DARE, gangs, sober graduation, citizens' academies	S		
Narcotics Task Force (NTF) – County	C+2		
PAL Program:			
Bills, team expenses, accounts	C+2	GC34090	For payment of activities and other expenses in regard to the PAL Program.
Treasurer Reports	P	GC34090	Yearly final reports done by an accountant not employed by City.
Insurance Contracts	P	GC34090	Proof of insurance coverage.
Membership lists	C+2	GC34090	Pal Program membership rosters.
Monthly newsletters	C+2	GC34090	Newsletters describing upcoming events.
Permission slips	C+2	GC34090	Permission slips signed by parent giving the okay for the child to participate in a given activity.

<b>Police (Continued)</b> Records Series Title	Retention	Citation	Remarks
Project N.E.A.T.	C+2		
Sober Graduation	C+2		
Summer Youth Work Program	C+2		
Transient Encampments	C+2		
Vehicle Theft Task Force (VTTF) – County	C+2		
<b>LOGS / STATS / INVENTORY</b>			
Asset Forfeiture: Proceedings Case File	CI+2	GC 34090	Log by case number, defendant's name, amount of money involved and how distributed
Booking fees paid to County	C+2		
Case Assignment Log	<b>C+2</b>		Case # and detective assignments
Court Liaison's filing log	C+2		Contains case number, arresting officer, suspects' names, charges, victims' names, date of filing
Dispatch Incident/Status Cards	C+2	GC34090	
Equipment: Manuals, warranties, instructions Service Records	T T		Retained until termination of equipment use Retained until termination of equipment use
Firearms Inventory	P		Department-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports
Holding facility: Jail Operations Temporary Holding Facility Health Questionnaire and Facility log	CI+2 C+6		"Lock-up" inspection reports Individual's name, age, sex, report #, charge(s), cell #, ID#, time date, time checks, officer's name
Property Control	C+2	GC34090	Log items coming into and going out of property room. Is done on Property/ Evidence form and filed with the case report when completed.
Reports, Activity:			
Daily Activities Records	C+2		Daily accounting of calls-for-service and initiated activities by officers and PSTs
Daily Activity Report (monthly)	C+2		
Undercover activity financial disbursement records (buy fund)	C+2		
Speedometer calibration certificates	C+2		
Statistical (Crime analysis)	C+2		Internal generated info, using activity logs, citizen calls, current & past crime statistic reports, citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage
Subpoena Log Book	C+2	GC 34090	Subpoenas received/served daily
Towed/stored vehicle logs	C+2		Date, time, locations, description of vehicle, tow company
UCR Crime statistics	C+5		Uniform Crime Reports. Mandatory to DOJ.
<b>TRAFFIC</b>			
Abandoned Vehicle Abatements	C+2		
C.A.R.E. (Citizen Assisted Radar Enforcement)	C+2		

<b>Police (Continued)</b> Records Series Title	Retention	Citation	Remarks
Courtesy Notice of Violation	C+1		
DUI Cost Recovery	C+2		
Monthly Traffic Reports	C+2		
Office of Traffic Safety Grant – Avoid the 23	C+2		
Parking Cite Fine Collection	C+2		
Parking Place Commission	C+2		Working files
Preliminary Alcohol Screening (PAS) calibration log	C+2		
Radar calibration records	T+2	GC 34090	Documentation of radar instruments retained during use/ownership
Radar Survey	S+2		
Rat Boxes	C+2		
SWITRS	C+2		
TARPS Expense & Accommodation worksheets	C+2		
Taxi Cab Inspections	C+2		
Taxi Cab Driver Applications	T+2		
Tow Companies	C+2		
Tow Truck Drivers' ID	T		
Tow Truck Inspection	C+2		
Traffic Activity Log	C+2		
Traffic Complaints	C+2		
Traffic Counts	C+5		
Traffic Officer Statistics	C+2		
<b>GENERAL SUBJECTS &amp; CORRESPONDENCE</b>			
9-1-1 Printouts	C+2		
Accounting / cash reconciliation	Au+4		Records of monies into the General Fund
Affidavit of Costs	C+2		
Auction Records	C+2		
Bail receipts	C+2		
Bike Registration Files	C+2	GC34090	Bike registrations and renewals
Briefing Board Info	C+2		
Business Licenses – PD approval	C+2		
Citizen Questionnaire / Survey Response	C+2		Citizen response to service received or request for service & correspondence
Civil Subpoena Witness Fees	CI+2		
Client Alert /Legislative Updates	S+2		
Code Enforcement Log	C+2		
Colma PD Contracts	T+5		
Concealed Weapon Permit	A+2		
CPS & California Law Enforcement Teletype system (CLETS)	CI+2		Procedure/agreement to release State summary criminal history
Daily Cash Audit Sheets	Au+4		
Damaged Vehicle Log	C+2		
Dance Hall Security Payments	C+2		
Destruction of firearms / narcotics file	P	GC 34090	Disposal
Fingerprinting Transmittals to the DOJ	C+2		

<b>Police (Continued)</b> Records Series Title	Retention	Citation	Remarks
Firearms Dealers	C+2		
NCIC Validations	C+2		
OSHA Claims	T+2		
Palmistry Applications	C+2		
Repossession/Private Tows of Vehicles	C+2		Written verification from particular companies
Research Project Files	CI+2	GC34090	May include request forms, background materials, staff reports, final project reports and supporting data.
Restitutions	C+2		
Restraining Orders, EPOs	C		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired
Ride-Alongs	C+2		
Security Guard Agencies	C+2		
Solicitors	C+2		
Staff Meeting Notes	C+2		
Supervisors' Meeting Notes	C+2		
Taser	T+2		
Uniform Vouchers (by name)	C+2	GC34090	Authorize purchase
Vehicle Inventory Sheets	C+2		

The destruction of felony, misdemeanor and infraction Crime/Case/Incident Reports is permitted providing:  
Note 1

1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations;
2. They do not relate to unserved warrants;
3. They do not involve identifiable items which have not been recovered;
4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants;
5. They do not relate to violations listed in PC Sections 799 and 800;
6. The cases are not presently involved in either a civil or criminal litigation.

## RECORDS RETENTION SCHEDULE PARKS, RECREATION AND MAINTENANCE SERVICES

<b>PR&amp;MS</b> Records Series Title	Retention	Citation	Remarks
<b>ADMIN/RECREATION</b>			
Accident Reports – Rec program patrons	CI+2	GC34090	Accidents by patrons using City facilities, attending classes
City co-sponsored groups			Applications, rosters, financial reports
Class Rosters	C+2	GC34090	
Day in the Park	C+5	GC34090	Year to year working files; vendor and event information
Facility Rentals/Use	C+2	GC34090	Permits, contracts, diagrams, schedules, insurance binders
Harbor District/Marina	P		Historic records; billings, financial reports; administrative records
Park In Lieu Fees	P		Dev. Projects - formula for determining fee and record of payments
Photographs	S+2	GC34090	Special events, retained for historic purposes
Plans, Proposed	C+2	GC34090	Future plans, new sites, expansions or until superceded
Refund requests	Au+4		Classes, facility rentals
Schedules, Classes & Events	C+2	GC34090	Enrollment, liability releases, evaluations, attendance, flyers
School District/City leases	P		Copies maintained for reference purposes
Studies	CI+2	GC34090	Future park sites, expansions
<b>SENIOR SERVICES</b>			
Grants - Aging	CI+5	GC34090	Federal and state grants
Project Files	C+2	GC34090	Current project information including memos, correspondence, supporting documents relative to the project
Receipts - donations	C+2	GC34090	Used in quarterly reporting to other agencies
<b>STREETS/PARKS</b>			
Abandonments/ Vacations	P	GC34090	
Closures	P	GC34090	
Common Greens	C+5	GC34090	Maintenance, assessments
Community Garden License Agreements	C+5	GC34090	
Easements, Dedications, Rights-of-Way	P	GC34090	
Field Books	P	GC34090	
Incident Reports	CI+7	GC34090	Damage to parks, facilities
Intersection Records	C+2	GC34090	Includes correspondence, volume counts, accident history
Inventory, Equipment	A+2	GC34090	Warranties, purchase orders
Landscaping Records	C+2	GC34090	Plants, tree maintenance, work orders, contracts, complaints, specifications, photos, reports
Landscape Drawings	2	GC34090	Drawings
Lighting	C+2	GC34090	Maintenance, work orders

<b>PR&amp;MS (continued)</b> Records Series Title	Retention	Citation	Remarks
Maps	P	GC34090	Irrigation, plot plans, fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, utilities
Maintenance and Operations	C+2	GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
Master Plans	C+2	GC34090	Copies
Parking: Lots	C+2	GC34090	
Regulations	S+2	GC34090	
PG&E Programs	C+5		
Reports/Studies	CI+2	GC34090	
Tree removal permits	C+5	GC34090	
<b>CITY GARAGE</b>			
Accident Reports, Vehicle	CI+2	GC34090	memos and working documents
Fueling	A+3	CCP 337	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
Hazardous Waste Disposal	C+10	CAL OSHA; 40 CFR 122.21	Documentation re: the handling and disposal of hazardous waste
Inventory, Equipment Parts & Supplies	L+2	GC34090	Includes vehicles and related documents re repairs
Inventory, Vehicle Ownership and Title	L+2	GC34090	Owner's manual, warranty documents, Department of Motor Vehicle title and registration, and related documents
Licenses, Permits	C+2	GC34090	Forms, related documentation re: licenses and permits required by federal and state agencies
Maintenance and Operations	L+2	GC34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs
Vehicle Assignment	C+2	GC34090	Log books, request forms, lists

## RECORDS RETENTION SCHEDULE PUBLIC WORKS

<b>Public Works</b> Records Series Title	Retention	Format	Citation	Remarks
<b>ENGINEERING</b>				
Capital Improvement Projects	CI+10	HC	CCP337.15	Supporting documents including bidders list, reports, plans, work orders, schedules, etc.
Capital Improvement Project Plans-	P	HC/Electr.	GC34090	Infrastructure plans – streets, curbs, gutters, sidewalks, storm drains, water, sewer, parks, roads, streets, right-of-way, bridges & facilities
Capital Improvement Project Specifications	P	Electr.		Infrastructure specifications, streets, curbs, gutters, sidewalks, storm drains, water, sewer, parks, roads, streets, right-of-way, bridges & facilities
Construction Tracking Daily	CL+10	HC	CCP337.15	Daily Tracking
Drawings, Traffic Control Plan	P	HC/Electr.	GC34090a	Signs, signing & striping, road construction
Flood Control	CI+2	HC/Electr.	GC34090d	Storm Drains
Flood Records	P	HC	GC34090	
Maps, Plats & Survey	P	HC/Electr.	GC34090a	Engineering & field notes and profiles, section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, base maps, recording data etc. (electronic files/Laserfiche)
Minutes	P	HC		Bicycle & Pedestrian Advisory Committee (BPAC), Traffic Advisory Committee (TAC)
Notices and Agendas	C+2	Electr.		Bicycle & Pedestrian Advisory Committee (BPAC), Traffic Advisory Committee (TAC)
Oversize Load	C+2	HC	GC34090	Transportation Permit
Parking	C+2	HC	GC34090	Residential
Permits:				
Encroachment	P	HC/Electr.	GC34090	Curb, gutter, sidewalk, driveway approach, sewer, lateral, clean out etc. (hard copy documents can be destroyed once an electronic copy is created in electronic files/Laserfiche)
Hauling & Grading Permit	P	HC/Electr.		Hauling and moving of excavated earth
Photographs – Aerial	S+2	Electr.	GC34090d	Aerial photographs
Programs:				
Federal Programs	C+3	HC	23CFR633 (a) & (c)	
Reports:				
Bridges & Overpasses	L	Electr.	GC34090	Life of structure
Inspection	L	Electr.	GC34090	Includes intersection, sidewalks, bridges and overpasses, keep for the life of structure & facilities
Studies	S	Electr.	GC34090	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices, geotechnical report
Traffic Count	S	HC	GC34090	Evaluation of traffic volume

Requests for Proposals (RFP's)	C+2	HC	GC34090	Retention for Department historical value
Special Districts	P	Electr.	GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes, & construction
Speed Limits	S+2	HC	GC34090	
Street/Alley (Abandonment/Vacation)	P	Electr.	GC34090d	Relinquishment of rights and fee title
Studies, Special Projects & Noise Areas	CI+2	HC	GC34090d	Engineering, Joint Powers, noise, transportation

<u>Maintenance</u>			
Routes, School Bus & Truck	C+2	GC34090	Truck Routes, Access Ramps, Rest Areas
Signage	L+2	GC34090	Log books, index register cards, inventory lists, records of traffic signs
Traffic Signals	P	GC34090	Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance
<b>WQCP</b>			
Facilities	P	GC34090	If city owned
Underground utilities	P	GC34090 GC4003, GC4004; H&S 19850	
Billing/Customer Records	C+2	GC34090	Billings, correspondence, complaints
Connection Records	P	GC34090	Maps, water line connections
Inventory, Equipment	C+2	GC34090	
Location records	P	GC34090	Mains, valves, hydrants, wells
Maintenance and Operations:	C+3	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Service	C+3	GC34090	Includes work orders, entry cards, manholes, service to property owners
Well & Pumping	C+2	GC34090	Times operational, power used and quantity
Maps	P	GC34090	Line location; easements
Master Plans	C+2	GC34090	Copies
Meter Operations	C+3	GC34090	Reader reports, orders, tests Maintenance Reports plus meter ID, all is kept in financial system
Permits	See desc.		May depend on terms of state or federal agency
Rates	S+2	GC34090	
Reclamation	C+5	40CFR122.41	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.
Reports:			
Conservation	C+2	GC34090	
Consumption	C+2	GC34090	
Corrosion Control	C+12	40 CFR 141.91	Compliance documentation
Discharge Monitoring	C+5	40 CFR 122.41	Average amount of pollution discharged into waters of municipality
Drinking Water Corrections	C+10	40 CFR 141.33	
Hydrograph	P	GC34090	Daily flow of streams
Lead Service Line	C+12	40 CFR 141.91	Compliance documentation
Public Education	C+12	40 CFR 141.91	Compliance documentation
Quality Parameters	C+12	40 CFR 141.91	Compliance documentation
Sanitary Surveys	C+10	40 CFR 141.33	Statistics, reports, correspondence
Source Water	C+12	40 CFR 141.91	Compliance documentation, e.g. lead & copper
State Certification	C+12	40 CFR 141.91	Compliance documentation
Variances, Water System	C+5	40 CFR 141.33	
Well Level	C+2	GC34090	

<b>Public Works (continued)</b> Records Series Title	Retention	Citation	Remarks
Sources, water	C+2	GC34090	May include wells, rivers, lakes, districts
Surveyor Field Notes	P	GC34090	Notes preparatory to maps of water installations
Surveys, Water System Sanitary	C+10	40 CFR 141.33	Statistics, reports, correspondence
Tests			
Bacteriological Analysis:	C+5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content
Chemical Analysis	C+10	40 CFR 141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content
Quality	C+12	40 `CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.
Valve Main Records	P	GC34090	
Violations, Drinking Water	C+3	40 CFR 141.33	Retention applies to each violation