



CITY OF  
**South San Francisco**  
CALIFORNIA

# CITY-WIDE RECORDS RETENTION SCHEDULES

Adopted by Reso #74-2003, August 13, 2003

Amended February 23, 2005 – Resolution 21-2005

Amended September 14, 2011 – Resolution 115 -2011

Amended January 25, 2012 – Resolution 5-2012

Amended May 22, 2013 – Resolution 45-2013

Amended February 17, 2016 – Resolution 19-2016

Amended April 27, 2016 – Resolution 50-2016

Amended July 13, 2016 – Resolution 91-2016

Amended (Date) – Resolution (Number)

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File series not addressed in the retention schedule should be considered routine in nature and should be identified as “General Information & Administration”, and should be reviewed annually for relevance to current projects or subjects 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.

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## RETENTION PERIOD ACRONYM LEGEND

<b>ACT</b>	While actively used or needed, such as software systems or duplicated records.
<b>AD</b>	Adoption date.
<b>AE</b>	After expiration of permit, license, etc.
<b>AFP</b>	After final payment of loan, grant, bond, etc.
<b>AP</b>	After approval
<b>AR</b>	After review of documents for relevance to current projects or subjects
<b>AS</b>	After separation from the City
<b>AT</b>	After termination of program, project, etc.
<b>AU</b>	After audit
<b>C</b>	Current calendar year
<b>CL</b>	After completion or closure of project, program, report, study, etc.
<b>CM</b>	Current month
<b>CON</b>	Confidential
<b>CR</b>	Creation date.
<b>Dbase</b>	Database. Retention period is While Active, such as while system, program, etc. is in use.
<b>E</b>	Election date
<b>ELECTR</b>	Electronic record
<b>EY</b>	Year event occurred
<b>H</b>	Historical
<b>HC</b>	Hard copy record
<b>L</b>	Life of board, building, business, registrant, improvement, system, vehicle, etc.
<b>M</b>	Number of months.
<b>P</b>	Permanent retention
<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>Rotating</b>	Electronic system limitations for retaining video, audio, electronic communications, etc.
<b>S</b>	After policy, manual, item, etc. is superseded.
<b>V</b>	Vital record to the operations and disaster recover for the City.
<b>Y</b>	Number of Years
<b>+ [Number]</b>	Number of years/months
<b>*</b>	Refer to Citations & Legal Basis for further instructions.
<b>**</b>	Refer to Description of Documents for further instructions.

## CITATION AND RETENTION RESEARCH ACRONYM LEGEND

<b>BPC</b>	California Business & Professional Code
<b>CCP</b>	California Code of Civil Procedure
<b>CCR</b>	California Code of Regulations
<b>CFC</b>	California Fire Code
<b>CFR</b>	Code of Federal Regulations
<b>DOJ</b>	Department of Justice
<b>EC</b>	California Election Code
<b>EVC</b>	California Evidence Code
<b>FC</b>	California Financial Code
<b>FMLA</b>	Family & Medical Leave Act, 1993
<b>GC</b>	California Government Code
<b>HSC</b>	California Health & Safety Code
<b>IFC</b>	International Fire Code
<b>LC</b>	California Labor Code
<b>NPDES</b>	National Pollution Discharge Elimination System
<b>PC</b>	California Penal Code
<b>RTC</b>	California Revenue & Taxation Code
<b>UFC</b>	Uniform Fire Code
<b>USC</b>	United State Code
<b>VC</b>	California Vehicle Code
<b>WIC</b>	California Welfare & Institutions Code

01-00-00 CITYWIDE ADMINISTRATIVE FUNCTION (ALL DEPARTMENTS)

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>01-01-00</b>	<b><u>Administrative Materials</u></b>					
01-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
01-01-02	Correspondence & Reports - External	Not related to a specific project.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines  Department Preference: Retain for the current year plus 2 years and review annually for reference to current projects or subjects.	City-wide		<b>C+2, AR</b>
01-01-03	Correspondence & Reports - Internal	Not related to a specific project.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines  Department Preference: Retain for the current year plus 2 years and review annually for reference to current projects or subjects.	City-wide		<b>C+2, AR</b>
01-01-04	Administrative Policies & Procedures	Includes personnel rules and regulations, department policies and general administrative policies and procedures.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines recommends retaining for 2 years after superseded.	City-wide		<b>S+2</b>
01-01-05	Staff, Interdepartmental & Internal Committee Meetings	Includes informal meeting agendas.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines	City-wide		<b>EY+2</b>
01-01-06	Surveys, Studies & Questionnaires - General City	Includes surveys through Survey Monkey, Connect Us, OpenForms, and other general surveys, studies and questionnaires.	GC 34090; 2 year minimum State of California Guidelines; 2 years after completion for general studies and surveys	City-wide		<b>CL+2</b>
01-01-07	Supervisor's Personnel Files	Includes supervisor files on employees. File sent to HR after employee separates from the City.	Transitory Record; Maintain as long as necessary for current business activities. GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.	City-wide		<b>ACT</b>
01-01-08	Budget Workpapers, Departmental	Workpapers used by the departments to request budget funds. Compiled into the annual budget by Finance.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit  Department Preference: Maintain departmental budget workpapers until superseded plus 2 years since information is compiled into the final budget and/or Finance budget workpapers.	City-wide		<b>S+2</b>
01-01-09	Accounts Payable	Includes credit card transaction receipts, proof of life receipts, Council expense reimbursement forms (forms 1 - 5), employee statements of expense, invoices and other accounts payable related documents maintained by the departments in original format.	Duplicate records; Maintain accounts payable records for the current year plus 2 years to support the official records in Finance. Duplicate records must not be retained longer than the retention life of the official record.	City-wide		<b>C+2</b>
01-01-10	Records Inventories & Indices	Index to all permanent and inactive records maintained for departments in onsite and offsite storage locations . Includes reports from Corodata.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded	City-wide		<b>S+2</b>

01-00-00 CITYWIDE ADMINISTRATIVE FUNCTION (ALL DEPARTMENTS)

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>01-02-00</b>	<b><u>Reference Materials</u></b>					
01-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
01-02-02	Professional Associations/Organizations	Professional associations and organizations where City staff are members. Includes correspondence, newsletters, event notifications and other related documents.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines	City-wide		<b>C+2</b>
01-02-03	Community Organizations/Foundations	Community organizations and foundations within the City or neighboring agencies. Includes correspondence, newsletters, event notifications and other related documents.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines	City-wide		<b>C+2</b>
01-02-04	Complaint Files	General complaints to City departments. Does not include claims against the City or formal complaints with the Police Department.	42 USC 1983; Settlement/resolution of complaint plus 7 years	City-wide		<b>CL+7</b>
01-02-05	Community Information/Events	Community events and information within the City or neighboring agencies. Includes correspondence, newsletters, event notifications and other related documents.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines	City-wide		<b>C+2</b>
01-02-06	City-sponsored Event Planning	For events sponsored and put on by the departments.	GC 34090; 2 year minimum requirement 21 CFR 1403.42; 3 years after last payment, * unless litigation, then 3 years after claim is filed/settled. Administrative Record, State of California Guidelines			<b>C+3 *</b>
01-02-07	Historical Information/Events	Plaques, scrapbooks, flags, photographs, street maps, significant sister city records.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines  Department Preference: Retain permanently for historical value.	City-wide	H	<b>P</b>
01-02-08	Technical Reference	Includes manuals, how-to guides, instructions and other technical reference materials.	GC 34090.7; Duplicates and reference materials may be destroyed within the 2 year minimum requirement. Duplicates must not be kept longer than the retention life of the original record.	City-wide		<b>ACT</b>
<b>01-03-00</b>	<b><u>Materials from Agencies &amp; Other Cities - Non-project Related</u></b>					
01-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
01-03-02	Federal Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines  Department Preference: Retain for the current year plus 2 years and review annually for reference to current projects or subjects.	City-wide		<b>C+2, AR</b>

01-00-00 CITYWIDE ADMINISTRATIVE FUNCTION (ALL DEPARTMENTS)

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
01-03-03	State Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines  Department Preference: Retain for the current year plus 2 years and review annually for reference to current projects or subjects.	City-wide		<b>C+2, AR</b>
01-03-04	Regional/National Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines  Department Preference: Retain for the current year plus 2 years and review annually for reference to current projects or subjects.	City-wide		<b>C+2, AR</b>
01-03-05	County Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines  Department Preference: Retain for the current year plus 2 years and review annually for reference to current projects or subjects.	City-wide		<b>C+2, AR</b>
01-03-06	Adjacent Cities	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines  Department Preference: Retain for the current year plus 2 years and review annually for reference to current projects or subjects.	City-wide		<b>C+2, AR</b>
01-03-07	Special Districts	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines  Department Preference: Retain for the current year plus 2 years and review annually for reference to current projects or subjects.	City-wide		<b>C+2, AR</b>
<b>01-04-00</b>	<b>Grant Administration</b>					
01-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
01-04-02	Grant Applications & Agreements Working Files	Departments are responsible for maintaining Chiefies of invoices paid toward grants and longer retention term applies, as needed. City Clerk is responsible for the executed grant agreement. All original grant agreements must be sent to the City Clerk's Office.	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Retention may be longer as stated in the agreement.	City-wide		<b>AFP+5 *</b>



**01-00-00 CITYWIDE ADMINISTRATIVE FUNCTION (ALL DEPARTMENTS)**

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
01-04-03	CDBG Grant Applications & Agreements Working Files	Departments are responsible for maintaining Chiefies of invoices paid toward grants and longer retention term applies, as needed. City Clerk is responsible for the executed grant agreement. All original grant agreements must be sent to the City Clerk's Office.	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 4 years after grant closure for CDBG. * State recommends referring to grant application close-out procedures, if any. Retention may be longer as stated in the agreement.	City-wide		<b>AFP+4 *</b>
<b>01-05-00</b>	<b><u>Purchasing &amp; Material Acquisition</u></b>					
01-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
01-05-02	Bid Summaries	Summary listing all project bid results for a particular project. Used for announcing lowest apparent bidder. Primarily public works and capital projects.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations of 4 years State of California Guidelines; 2 years for unsuccessful bids.	City-wide		<b>C+4</b>
01-05-03	Bids - Successful	Includes competitive bid quotes, associated RFPs, RFIs or RFQs, and project related documents. Capital improvement agreements are maintained separately and permanently by the City Clerk's Office.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations of 4 years State of California Guidelines; 5 years after audit for successful bids.  Department Preference: 5 years after completion of project associated with the bid.	City-wide		<b>CL+5</b>
01-05-04	Bids - Unsuccessful	Includes competitive bid quotes, RFPs, RFIs or RFQs.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 for unsuccessful bids	City-wide		<b>C+2</b>

02-00-00 CITY ATTORNEY

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
02-01-00	City Attorney Records					
02-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
02-01-02	Departmental Projects	Includes legal opinions and review of documents for the departments.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded  Department Preference: Maintain legal opinions for 2 years after the matter is closed. The State's guideline is inconsistent with the type of documents.	City Attorney		CL+2
02-01-03	Litigation	Duplicate of originals on file with the County.  General cases:  High profile cases:	GC 34090; 2 year minimum requirement State of California Guidelines; 7 years after closure for case records; maintain high profile cases permanently.	City Attorney		CL+7  P

03-00-00 CITY CLERK

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>03-01-00</b>	<b>Clerk Administration</b>					
03-01-01	General Information & Administration	Includes internal and external general subject information, correspondence, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
03-01-02	Public Records Act Database	Includes requests processed through GovQA.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	City Clerk		<b>DBase</b>
03-01-03	Public Records Act and Information Requests, Hardcopy	Hardcopy log and requests, correspondence, documentation and responses that require city-wide coordination across departments by the City Clerk.	GC 34090; 2 year minimum requirement	City Clerk		<b>CL+2</b>
03-01-04	Internal Information Requests	Routine requests from staff for General Information & Administration and city operations. Transitory in nature.	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement. Duplicates must not be kept longer than the retention life of the original record.	City Clerk		<b>30 Days</b>
03-01-05	Certificates of Insurance, Not Related to a Contract	Certificates provided by vendors for liability coverage not related to a contract.	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for liability and property insurance  Department Preference: Maintain vendor certificates of insurance for the current year plus 2 years since the certificates expire annually.	City Clerk		<b>C+2</b>
03-01-06	Grand Jury	Responses to routine Grand Jury requests that are sent City-wide.	GC 34090; 2 year minimum requirement  Department Preference: Maintain grand jury responses permanently for reference purposes.	City Clerk		<b>ELECTR - P</b>
03-01-07	Summons & Subpoenas	For records or property. (Excludes Police Department Summons & Subpoenas)	GC 34090; 2 year minimum requirement	City Clerk		<b>C+2</b>
03-01-08	Oaths of Office	Oaths for employees, elected officials, advisory bodies are maintained by the City Clerk's Office.	GC 34090; 2 year minimum requirement State of California Guidelines; 6 years after termination for elected officials.	City Clerk		<b>AT+6</b>
03-01-09	Passport Application Transmittals	Transmittals for passport applications received from the public. No sensitive information maintained.	GC 34090; 2 year minimum Passport Agent's Reference Guide; Maintain transmittal Chiefies for 24 months.	City Clerk		<b>C+2</b>
03-01-10	Proof of Life	Chiefies. Similar to a notary service typically for foreign residents. Validation of life for the person.	GC 34090; 2 year minimum requirement	City Clerk		<b>C+2</b>
03-01-11	Animal Permits	Includes annual permits for farm animals.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits	City Clerk		<b>AE+2</b>
03-01-12	City History Materials	Includes plaques, flags, photographs, street maps, sister city records and other significant historical records.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines  Department Preference: Retain permanently for historical value.	City Clerk	H	<b>P</b>

03-00-00 CITY CLERK

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
03-01-13	Appeals, Civil	Appeals for Planning Commission.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.	City Clerk		C+2
03-01-14	Articles of Incorporation	Legal documents filed with CA secretary state to formally establish a corporation.	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent	City Clerk	V, H	P
<b>03-02-00</b>	<b>City Council &amp; Governing Bodies</b>					
03-02-01	General Information & Administration	Includes internal and external general subject information, correspondence, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
03-02-02	Legal Noticing	Affidavits of Posting, Mailing and/or Publication Declarations, Proof of Publication, Ordinances, and Legal Publication indicating agendas and other notices are completed in compliance with state law and City Clerk department guidelines.	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years	City Clerk		C+4
03-02-03	Agenda Packets	Agenda, staff reports, supplemental communications and all other supporting documentation for City Council, Redevelopment Agency, Successor Agency, Public Financing Authority and Oversight Board regular and special meetings. Also includes digital speaker card registration. Packet finalized after the meeting is completed to include all materials.	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years  Department Preference: Maintain agenda packets for the current year plus 20 years for significant reference value. Hardcopy kept for 2 years and digitally for 20 years.	City Clerk		HC - C+1  ELECTR - C+20
03-02-04	Minutes	Includes City Council, Redevelopment Agency, Successor Agency, Public Financing Authority and Oversight Board regular and special meetings. Action minutes started in 2023 with summary minutes prior to that year. Includes all standing committees.	GC 34090e; Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent	City Clerk	V, H	HC - P  ELECTR - P
03-02-05	Council Actions Taken	Summary record of council actions taken prepared after meetings for production of resolutions and ordinances. Helps with resolution and ordinance number assignment.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines	City Clerk		ELECTR - C+2
03-02-06	Video Meeting Recordings	Video streams through Granicus, local cable network and Zoom. Maintained to support the action minutes.	GC 54953.5; 30 days after recording  Department Preference: Maintain meeting recordings for the current year plus 2 years for reference value.	City Clerk		C+2
03-02-07	Audio Meeting Recordings	Audio recordings maintained only for special Council meetings.	GC 54953.5; 30 days after recording  Department Preference: Maintain meeting recordings for the current year plus 2 years for reference value.	City Clerk		C+2
03-02-08	Ordinances	Law, statute or regulation enacted by the City Council.	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent	City Clerk	V, H	HC - P  ELECTR - P

03-00-00 CITY CLERK

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
03-02-09	Resolutions	Law, statute or regulation enacted by the City Council, Public Financing Authority and Redevelopment Agency.	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent	City Clerk	V, H	HC - P ELECTR - P
03-02-10	Municipal Code	Codification and Supplementation of the City's Municipal Code. Maintained in paper form by the City Clerk, and electronically on the City's website and on a USB drive for emergency purposes. Includes retention of one hard copy of previous Municipal Code.	GC 34090(e); Permanent for decisions of the City State of California Guidelines; Permanent	City Clerk	V, H	P
<b>03-03-00</b>	<b><u>Boards, Commissions &amp; Committees</u></b>					
03-03-01	General Information & Administration	Includes internal and external general subject information, correspondence, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
03-03-02	Administrative Files	Attendance reports, web page development, meeting calendars, communications to staff liaisons, training and resource materials, appointment, termination and leave of absence correspondence, programmatic rules review, research and analysis.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines	City Clerk		C+2
03-03-03	Recruitment Materials	Includes annual Maddy Act Notices, annual and periodic notices of vacancy, press releases, social media distribution and other vacancy information.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines	City Clerk		C+2
03-03-04	Applications, Submitted	Includes applications for all boards and commissions applicants successful/unsuccessful valid from time of submittal.	GC 34090; 2 year minimum requirement State of California Guidelines; maintain not selected applications for 2 years after completion	City Clerk		CL+2
03-03-05	Applications, Appointed	Applications submitted as part of the Council recruitment/interview or Committee appointment process are retained as part of the Council agenda packet. Includes back-up material, resumes, and letters.	GC 34090; 2 year minimum requirement GC 40801; Maintain record of proceedings State of California Guidelines; 5 years after term of office	City Clerk		AT+5
03-03-06	Appointment History Database (EScribe)	Excel spreadsheet includes appointments, service and termination history and contact information.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	City Clerk		DBase
03-03-07	Rosters	Reflects current membership. Maintained electronically. Transitory in nature.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines  Department Preference: Maintain rosters permanently for historical tracking of appointments.	City Clerk		P
03-03-08	Commissioner's Manual	City Boards, Commissions, and Committees' Handbook.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines	City Clerk		S+2
03-03-09	Meeting Notices	For all advisory bodies.	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years	City Clerk		C+4

03-00-00 CITY CLERK

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
03-03-10	Agenda Packets	Agenda, staff reports, supplemental communications, speaker cards, items received at the meeting and all other supporting documentation. Packet finalized after the meeting is completed to include all materials.  Maintained by the secretary of the board, commission or committee.	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years  Department Preference: Maintain agenda packets for the current year plus 20 years for significant reference value.	City Clerk		HC - C+1  ELECTR - C+20
03-03-11	Minutes	Maintained by the secretary of the board, commission or committee. Includes hard copy/digital.	GC 34090e; Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent	City Clerk	V, H	HC - P  ELECTR - P
03-03-12	Resolutions	For all board and commission related matters.	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent	City Clerk	V, H	P
03-03-13	Meeting Recordings	Audio and/or video recordings maintained for boards, commissions and committees.  Maintained by the secretary of the board, commission or committee.	GC 54953.5; 30 days after recording  Department Preference: Maintain meeting recordings for the current year plus 2 years for reference value.	City Clerk		C+2
<b>03-04-00</b>	<b><u>Agreements / Contracts / MOUs</u></b>					
03-04-01	General Information & Administration	Includes internal and external general subject information, correspondence, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
03-04-02	Service, Equipment & Supply Agreements	Vendors, product acquisitions, professional service agreements, services, individual employment, professional services and consultants, purchase, leases, licenses and all other general City agreements. Includes Contractual Agreements from date entered to and presenter services agreements.	CCP 337; Statutes of limitations of 4 years CCP 337.2; Statutes of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.	City Clerk	V	CL+4
03-04-03	Infrastructure Agreements	Capital improvement, development, subdivision, franchise, joint powers, mutual aid and other infrastructure related agreements. Labor MOUs are managed by HR.	GC 34090(a), Real property records, maintain CCP337, 337.1(a), 337.15; Statutes of limitations of 10 years maximum CCP 337; Statutes of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. HSC 19850; Life of Building, with exceptions. 29 USC 211(c); Maintain, indefinite 29 USC 203(m); Definitions 29 USC 207(g); Definitions State of California Guidelines; Permanent	City Clerk	V	ELECTR - P

03-00-00 CITY CLERK

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
03-04-04	Grant Agreements		29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.	City Clerk	V	AFP+5 *
03-04-05	Settlement Agreements		CCP 337; Statutes of limitations of 4 years State of California Guidelines; 5 years after termination for non-capital improvement agreements and contracts  Department Preference: Maintain settlement agreements permanently to support the matter of settlement.	City Clerk	V	ELECTR - P
03-05-00	<b>Property Related Records</b>					
03-05-01	General Information & Administration	Includes internal and external general subject information, correspondence, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
03-05-02	Assessment Districts	Prop. 218 proceedings, election materials and engineers reports from the Public Works department.	GC 34090(a); Permanent for land and property records CCP 338; 3 year statute of limitations State of California Guidelines; Permanent	City Clerk		ELECTR - P
03-05-03	Assessment District Ballots & Protest Letters	Prop 218 proceedings.	GC 53753; 2 years after completion for ballots GC 53755; 2 years after completion for protests	City Clerk		CL+2
03-05-04	Easements, Deeds, Quitclaim Deeds & Grant Deeds	All original recorded documents must be maintained by the City Clerk.	GC 34090; 2 year minimum State of California Guidelines; Current year plus 2 years for solid waste and sanitary rate setting.	City Clerk		HC - C+2 ELECTR - P
03-05-05	Right of Way	Final right of way once recorded maintained by the City Clerk as a deed.	GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent	City Clerk		HC - P ELECTR - P
03-05-06	Vacations/Abandonments	Final vacations and abandonments once recorded maintained by the City Clerk as a deed.	GC 34090(a); Permanent for land and property records. State of California Guidelines; Permanent	City Clerk		HC - P ELECTR - P
03-05-07	Annexations	All city annexation related matters; municipal annexation.	GC 34090(a); Permanent for land and property records. State of California Guidelines; Permanent	City Clerk		HC - P ELECTR - P

03-00-00 CITY CLERK

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
03-05-08	Real Property Acquisitions/Dispositions	City-wide acquisitions / dispositions of City property.	GC 34090(a); Permanent for real property documents GC 6254; Record disclosure CCP 337.1; 5 years maximum after completion of construction or improvement CCP 337.15; 10 years after completion of construction or improvement 36 CFR 64.11; 3 years after last payment for public property acquisition. State of California Guidelines; Completion expiration plus 10 years for acquisitions.	City Clerk		<b>P</b>
03-05-09	City-owned Property	Includes the deeds and other backup information on acquisition of City-owned property.	GC 34090(a); Permanent for land and property records State of California Guidelines; 10 years after completion for property acquisition and disposition supporting documents.	City Clerk		<b>HC - CL+10 ELECTR - P</b>
<b>03-06-00</b>	<b>Elections Materials</b>					
03-06-01	General Information & Administration	Includes internal and external general subject information, correspondence, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
03-06-02	Municipal Elections (General & Special)	Includes ballot material Chiefies, voter database (spreadsheet), correspondence, and election notices and legal publications. Maintained electronically for historical purposes. Paper scanned and destroyed after 2 years.  Original canvass information and statement of votes from the County Registrar of Voters are approved and incorporated by reference by City Council resolution. Certification of votes maintained permanently with the approved resolution.	EC 17000-1; Affidavits and indexes are 5 years EC 17300; 5 years after election for election rosters EC 17302-6; 6 months after election, if no contest, for election records GC 81009; Campaign reports, not including candidate's campaign statements GC 34090.7; Duplicate Chiefies may be destroyed at any time if the City Council has prescribed a procedure for destruction of duplicates per GC 34090.7. Non-records may be destroyed at any time. For all election documents where the State's requirement is permanent, but for which the County maintains the original documents.	City Clerk	H	<b>HC &amp; ELECTR - P Dbase</b>
03-06-03	Candidate Filing Forms and Nomination Documents, Elected Officials	Elected officials. Submitted in order to qualify for candidacy; includes nomination petition, declaration of candidacy, optional candidate statement, signature and residency verification, consent forms, ballot designation worksheet, optional Code of Fair Campaign Practices declaration, filing checklists and candidate statement receipt. Nomination petitions may be viewed by the public but not Chiefied or distributed. Includes Oaths of Office. Maintained on CampaignDocs hosted system.	GC 34090; 2 year minimum requirement EC 17100; 4 years after term ends State of California Guidelines; 6 years after termination for elected officials.	City Clerk		<b>HC &amp; ELECTR - CL+5 DBase</b>



03-00-00 CITY CLERK

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
03-06-04	Candidate Filing Forms and Nomination Documents, Unsuccessful Candidates	Unsuccessful candidates. Includes Oaths of Office.	GC 34460; Indefinite. Maintain copy of charter related documents in archives. EC 17000-1; Affidavits and indexes are 5 years EC 17300; 5 years after election for election rosters EC 17302-6; 6 months after election, if no contest, for election records GC 81009; Campaign reports, not including candidate's campaign statements	City Clerk		HC & ELECTR - CL+7 DBase
03-06-05	Council Sponsored Measures	For both successful and unsuccessful measures. Ballot question is approved by Council resolution. Direct arguments for and against measures, and argument rebuttal filer and author are filed with the City Clerk. Includes impartial analysis from City Attorney.	GC 34460; Indefinite. Maintain copy of charter related documents in archives. EC 17000-1; Affidavits and indexes are 5 years EC 17300; 5 years after election for election rosters EC 17302-6; 6 months after election, if no contest, for election records GC 81009; Campaign reports, not including candidate's campaign statements  Department Preference: Maintain council sponsored measures for 5 years after closure of the election to match retention for Municipal Election materials.	City Clerk		HC & ELECTR - CL+7 DBase
03-06-06	Initiative Measures, Referendums & Recall Petitions	Includes petitions with original signatures.	EC 17200; 8 months after election closes for initiative and referendum petitions. EC 17400; 8 months after election/final examination for election recall petitions.	City Clerk	CON	HC & ELECTR - CL+5 DBase
03-06-07	Council Orientation Materials	Information relating to running for and qualifying for City Council and filing requirements and obligations. Revised and replaced each election.	GC 34090; 2 year minimum requirement  Department Preference: Maintain for 2 years after superseded for relevance to subsequent elections.	City Clerk		HC & ELECTR - CL+7 DBase
03-06-08	Certificates of Election	Received from San Mateo County. Includes original reports and statements. copy attached to a resolution.	GC 81009(d); Maintain statements of elected officials indefinitely	City Clerk		ELECTR - P
03-06-09	Precinct Records	Precinct official material from date of election; 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.	EC 17501; Maintain precinct maps for 12 years after superseded  Department Preference: Maintain precinct records for 12 years after the precinct map is updated to match retention for redistricting.	City Clerk		S+12
03-06-10	Redistricting	At conclusion of every 10 years, census data	EC 17501; Maintain precinct maps for 12 years after superseded			S+12

03-00-00 CITY CLERK

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>03-07-00</b>	<b><u>Fair Political Practices Commission</u></b>					
03-07-01	General Information & Administration	Includes internal and external general subject information, correspondence, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
03-07-02	Campaign and Form 700 Tracking Database	Tracks noticing, correspondence and filing dates.	Transitory Record; Databases are maintained while active	City Clerk		<b>DBase</b>
03-07-03	Campaign Statements – Elected (Forms 460, 470, 501, 497)	FPPC Campaign Financial Disclosure Statements for Elected officials and candidate controlled and/or committees primarily formed to support or oppose them. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.	GC 81009(b); maintain elected indefinitely	City Clerk		<b>HC &amp; ELECTR - P Dbase</b>
03-07-04	Campaign Statements – Unsuccessful (Forms 460, 470, 501, 497)	FPPC Campaign Financial Disclosure Statements for unsuccessful candidates for office including committees that directly support or oppose them. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.	GC 81009(b); 5 years for unsuccessful candidates	City Clerk		<b>HC &amp; ELECTR - CL+5 DBase</b>
03-07-05	Campaign Statements – Committees (Forms 460, 470, 497)	FPPC Campaign Financial Disclosure Statements for general purpose and ballot measure committees. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.	GC 81009(e); 7 year requirement for originals	City Clerk		<b>HC &amp; ELECTR - CL+7 DBase</b>
03-07-06	Statement of Economic Interests (Form 700) – Designated Filers	Positions designated in the City's Conflict of Interest Code file with the City Clerk.	GC 81009(e); 7 year requirement for originals GC 81009(f); 4 year requirement for Chiefies	City Clerk		<b>HC &amp; ELECTR - CL+7 DBase</b>
03-07-07	Ethics Training Certifications	Mayor and City Councilmembers are required to file with City Clerk every two years by state law. Also sent to committee and commission members.	GC 53235(b); 5 years	City Clerk		<b>HC &amp; ELECTR - CL+5 DBase</b>
03-07-08	Form 800s	Gift to Agency Reports (Form 801), Ceremonial Role Events and Tickets (Form 802), Behested Payment Reports (Form 803), Agency Report of New Positions (Form 804) and Public Official Appointments (Form 806) as applicable and necessary.	GC 81009(e); 7 year requirement for originals GC 81009(f); 4 year requirement for Chiefies per AB 1170	City Clerk		<b>HC &amp; ELECTR - CL+7 DBase</b>
<b>03-08-00</b>	<b><u>Records Management</u></b>					
03-08-01	General Information & Administration	Includes internal and external general subject information, correspondence, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
03-08-02	Electronic Document Management Repository	Repository for official electronic records.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	City Clerk		<b>DBase</b>

03-00-00 CITY CLERK

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
03-08-03	Records Retention Schedules	Includes current schedules and revisions.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded  Department Preference: Permanent for destruction tracking purposes.	City Clerk		<b>ELECTR - P</b>
03-08-04	Destruction Certificates, Destruction Documentation and Department Destruction Logs	Signed certificates indicating final disposition of documents which have met or exceeded approved retention policy guidelines and have been destroyed. Each Department / Division will also maintain a permanent file of destruction certificates and logs subject to annual audits by City Clerk staff.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded  RCS Suggestion: Permanent for destruction approvals for tracking purposes.	City Clerk		<b>HC - C+2</b> <b>ELECTR - P</b>
03-08-05	Records Management Manual & Policy	Manual of Records Management procedures and policy including instructions and forms. City Clerk will maintain one copy permanently. Departments to maintain current edition only.	GC 34090; 2 year minimum CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.	City Clerk		<b>ELECTR - S+5</b>

04-00-00 CITY MANAGER

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>04-01-00</b>	<b>City Manager Records</b>					
04-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
04-01-02	Weekly Reports to Council	Periodic operational news and off-agenda reports to Council from the City Manager. Maintained electronically.	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports	CMO		<b>C+2</b>
04-01-03	State of the City Presentations	Includes presentations from the Mayor or City Manager on the state of the City.	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports  Department Preference: Current year plus 2 years, * review annually for historical content	CMO	H *	<b>C+2</b>
04-01-04	Council Events	Events that councilmembers and/or the mayor may attend or host – planning timelines, invitations, program, script, attendance lists, recognition lists, invoices and follow up correspondence.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines  Department Preference: Current year plus 2 years, * review annually for historical content	CMO	H *	<b>C+2, AR</b>
04-01-05	Council Goals & Objectives	Includes goals and planning with department directors.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines recommends retaining for 2 years after superseded for departmental goals and objectives	CMO		<b>C+2</b>
04-01-06	Ceremonial Items	Includes certificates and proclamations for business, individuals, retirements, sister cities, gifts and other special requests and events.	GC 34090; 2 year minimum requirement  Department Preference: Retain for the current year plus 2 years. * Potential historical content. Review annually for permanent retention.	CMO	H *	<b>C+2, AR</b>
04-01-07	Mayor & Councilmember Correspondence	General correspondence to or from outside sources.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines	CMO		<b>C+2</b>
04-01-08	Press Releases	Press releases sent out by the City Manager.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for press releases.	CMO		<b>C+2</b>
04-01-09	Newsletters	Electronic newsletter produced weekly. Maintained in PDF for retention purposes.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines  Department Preference: * Review annually for historical content and maintain permanently, as determined.	CMO	H *	<b>C+2, AR</b>
04-01-10	State & Federal Legislation	Correspondence from the City Manager relating to legislation.	GC 34090; 2 year minimum requirement	CMO		<b>C+2</b>
04-01-11	Warn Notices	Notices from business about layoffs. Sent to Council. Required by the State.	GC 34090; 2 year minimum requirement	CMO		<b>C+2</b>
04-01-12	Biographies	Bios on Council city officials.	GC 34090; 2 year minimum requirement  Department Preference: Keep Council Member biographies for 2 years after end of term.	CMO		<b>AT+2</b>

04-00-00 CITY MANAGER

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
04-01-13	Emergency Operations Plan	Created by communications director and collaborating with Emergency Services Captain; Fire Dept.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for emergency management and mutual aid strategic plans.	CMO		S+2
04-01-14	Social Media Content	Includes City-wide social media, newsletters, "Did You Know" column, calendars and other transitory communications via electronic sources.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines	CMO		C+2
04-01-15	Public Relations Information / Handouts / Speeches / Biographies	Public outreach.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2  Department Preference: * Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record.	CMO	H *	C+2

**05-00-00 ECONOMIC & COMMUNITY DEVELOPMENT**

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>05-01-00</b>	<b><u>Economic Development</u></b>					
05-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
05-01-02	Strategic Plans	Includes strategic planning for new and current business in the City.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after strategic plan is superseded.	ECD		<b>S+2</b>
05-01-03	Project Files	May include feasibility studies.  Includes renderings, correspondence and legal documents, any other project related documents. May include feasibility studies.	CCP 337; Statutes of limitations of 4 years CCP 337.2; Statutes of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. State of California Guidelines; 5 years for feasibility studies	ECD	CON	<b>CL+5</b>
05-01-04	Marketing Materials	Includes advertisements, promotional brochures, property profile reports and other marketing materials.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 7 for external marketing materials, no citation listed	ECD		<b>C+7</b>
05-01-05	Workshops & Community Events	Community outreach.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for outreach	ECD		<b>C+2</b>
<b>05-02-00</b>	<b><u>Economic Advancement Center</u></b>					
05-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
05-02-02	Federal Grands		29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.	ECD		<b>AFP+5 *</b>
05-02-03	State Grants		29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.	ECD		<b>AFP+5 *</b>

**05-00-00 ECONOMIC & COMMUNITY DEVELOPMENT**

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>05-03-00</b>	<b><u>Housing</u></b>					
05-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
05-03-02	Community Outreach		GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for outreach	Housing		<b>C+2</b>
<b>05-04-00</b>	<b><u>Affordable Housing Grants / Loans (City Funds)</u></b>					
05-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
05-04-02	Project Files	Includes loan agreements, standard PLHA agreements and other project documents.	CCP 337.2; Statutes of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.	Housing	CON	<b>CL+4</b>
05-04-03	Acquisitions/ Dispositions		CCP 337.15; 10 years after completion of construction or improvement State of California Guidelines; Completion expiration 10 years for acquisitions.	Housing		<b>CL+10</b>
05-04-04	State Grants		29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.	Housing		<b>AFP+5 *</b>
<b>05-05-00</b>	<b><u>Successor Housing Agency</u></b>					
05-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
05-05-02	Project Files	Includes all project information from the former Redevelopment Agency, and associated documents.  Includes renderings, correspondence and legal documents, any other project related documents.  * Project files may include feasibility studies, which are confidential documents.	CCP 337; Statutes of limitations of 4 years CCP 337.2; Statutes of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. State of California Guidelines; 5 years for feasibility studies	Housing	CON	<b>CL+5</b>

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Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
05-05-03	Loans		24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.	Housing		<b>AFP+5</b>
05-05-04	Annual Reports	Compliance reports to the State.	24 CFR 570.490(d); 3 years for reports	Housing		<b>CL+3</b>
<b>05-06-00</b>	<b><u>Rental Assistance</u></b>					
05-06-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
05-06-02	Loans		24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.	Housing		<b>AFP+5</b>
<b>05-07-00</b>	<b><u>Community Development Block Grants</u></b>					
05-07-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
05-07-02	Grant Project Files	Includes applications and agreements and other financial documents and correspondence for monies provided by the City for First Time Homebuyers, Affordable Housing, Down Payment Assistance and Rehabilitation projects.	24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 24 CFR 982.158(f); 3 years State of California Guidelines; Closure of loan plus 3 years.	Housing		<b>AFP+4</b>
05-07-03	Consolidated 5 Year Plan	Required by HUD	GC 34090; 2 year minimum requirement 24 CFR 982.158(f); 3 years for HUD reports under Section 8 State of California Guidelines; 2 years after strategic plan is superseded.	Housing		<b>S+3</b>
05-07-04	CAPER	Includes program and financial information and produced by H&CD.	24 CFR 570.490; 3 years for reports	Housing		<b>CL+3</b>
05-07-05	Annual Action Plans	Required submission to HUD for entitled grant monies.	GC 34090; 2 year minimum requirement 24 CFR 570.490; 3 years for reports State of California Guidelines; 2 years after strategic plan is superseded.	Housing		<b>S+3</b>
05-07-06	Grant Reimbursement & Draw Requests	Departments are responsible for maintaining Chiefies of invoices paid toward grants and longer retention term records series, as needed.	24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report.	Housing		<b>AFP+4</b>



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Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
05-07-07	Loans		24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.	Housing		<b>AFP+5</b>
<b>05-08-00</b>	<b><u>For-Sale Below Market Rate Program</u></b>					
05-08-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
05-08-02	Project Files	Includes agreements, invoicing, payments, reports and other documents from subrecipients. Promissory notes, deeds, resale restriction agreements and other project records:  Denied requests:	GC 34090; 2 year minimum requirement 29 CFR 97.42; grants must be kept for 3 years after final expenditure report. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.	Housing		<b>AFP+5 *</b>  <b>CL+2</b>
05-08-03	Affordable Housing Developments	Funding comes directly from HUD for distribution by the City.	24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.	Housing		<b>CL+2</b> <b>AFP+5</b>
05-08-04	Resale Restriction Agreements	Restrictions on property.	CCP 337; Statutes of limitations of 4 years CCP 337.2; Statutes of limitations of 4 years	Housing		<b>CL+4</b>
05-08-05	First Time Home Buyer Loans		24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.	Housing		<b>AFP+5</b>
<b>05-09-00</b>	<b><u>Anti-Displacement Program</u></b>					
05-09-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
05-09-02	Relocation Assistance - Red Tag Ordinance	Advocation services for assisting tenants at risk of displacement. May include payment assistance.	24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.	Housing		<b>AFP+5</b>
05-09-03	Small Business Assistance	Includes grants for small businesses to assist in maintaining business locations.	24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.	Housing		<b>AFP+5</b>

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Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
05-09-04	Anti-Displacement Community Advisory Committee (CAC)	Contains agenda packets and minutes.	GC 34090e; Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent	Housing		<b>P</b>
05-09-05	SRO Mobile Home Conversion	Includes conversion applications and relocation plans.	CCP 337; Statutes of limitations of 4 years CCP 337.1; Statutes of limitation of 4 years for improvements CCP 337.2; Statutes of limitations of 4 years	Housing		<b>CL+4</b>
<b>05-10-00</b>	<b>Property Management</b>					
05-10-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
05-10-02	Deeds		GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent	Housing		<b>P</b>
05-10-03	Property Management Documents	Reimbursements, financial expenditures, rent receipts, general maintenance, improvements, Chiefies of leases, Chiefies of audits and other property operations.	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Housing		<b>C+4</b>
05-10-04	Building Improvement Projects	Includes construction documents for building improvements.	CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.	Housing		<b>CL+10</b>
<b>05-11-00</b>	<b>Planning</b>					
05-11-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
05-11-02	Permit Management System	Used to manage permits. CentralSquare.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	Planning		<b>DBase</b>
<b>05-12-00</b>	<b>Projects &amp; Planning</b>					
05-12-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
05-12-02	Applications & Permits	Includes land use and temporary permits. Images stored in the permit management system.	GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans HSC 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent	Planning		<b>P</b>

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Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>05-13-00</b>	<b><u>Long Range Planning</u></b>					
05-13-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
05-13-02	General Plan & Plan Amendments	Includes elements and any amendments.	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent	Planning	V	<b>P</b>
05-13-03	Annual Reports	Required reports for compliance with state and county policies on reporting regarding the General Plan and Housing Element.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for periodic reports	Planning		<b>C+2</b>
05-13-04	Specific Plans	Includes specific plans, active transportation plans and associated amendments.	GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans HSC 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent	Planning		<b>P</b>
05-13-05	Master Plans		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.	Planning		<b>S+2</b>
<b>05-14-00</b>	<b><u>Building</u></b>					
05-14-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
05-14-02	Permit Management System	Building permit management software system. Includes a public portal for documents 2021 forward.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	Building		<b>DBase</b>
05-14-03	Building Permits - Residential & Commercial	Includes Site Plan, Floor Plan, Structural Plans, Structural Calculations, Soils Reports, Land Surveys, Pad Elevations, Special Inspection Reports, Plan Check Comments / Responses, Request for Waiver for Accessibility Requirements, Inspection Reports and Cards with wet signatures, and other documents for building projects. Attachments in the digital system.	HSC 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent	Building		<b>P</b>
05-14-04	Certificates of Occupancy	Stored on the shared drive, attached to the permit and the APN number.	GC 34090(a); Real property records, maintain State of California Guidelines; Life of business	Building		<b>L</b>

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Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>06-01-00</b>	<b><u>General Accounting Group</u></b>					
06-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
06-01-02	Eden Financial Management System		Transitory Record: Maintain while active or until data is transferred to a new tracking system.	Finance		<b>DBase</b>
06-01-03	Journal Entries	Does not include year-end journal entries.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit	Finance		<b>AU+2</b>
06-01-04	Year End Journal Entry Reports		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit  Department Preference: Maintain for 5 years after the annual audit for reference and simplicity in destruction.	Finance		<b>AU+5</b>
<b>06-02-00</b>	<b><u>Accounts Payable</u></b>					
06-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
06-02-02	Invoices	Includes invoices and vendor information. Hardcopy invoices are scanned into Eden and paper maintained by the department.	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		<b>AU+4</b>
06-02-03	Petty Cash	Includes petty cash requests, receipts, approvals and other backup documentation. Maintained by administrative staff in departments but information is sent to Finance.	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		<b>AU+4</b>
06-02-04	Tax Payments	Includes payments on sales, gas and other taxes due.	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed RTC 19530; 3 years after tax return is filed 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit	Finance		<b>AU+5</b>
06-02-05	Credit Card Statements	Currently in paper format.	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		<b>AU+4</b>
06-02-06	W-9 / 1099 Reporting	Also includes 1096 summary forms.	GC 34090; 2 year minimum requirement 26 CFR 31.6001; 4 years after tax return is filed RTC 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit	Finance		<b>AU+4</b>
06-02-07	Purchase Orders / Requisitions	Administrative purchase orders and requisitions for encumbrances.	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		<b>AU+4</b>

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Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
06-02-08	Use Tax Reports	Reported to the BOE electronically and printed for reference. Includes sales & use tax reporting.	GC 34090; 2 year minimum requirement 26 CFR 31.6001; 4 years after tax return is filed RTC 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit	Finance		AU+4
<b>06-03-00</b>	<b><u>Accounts Receivable</u></b>					
06-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
06-03-02	Tax Billing, TOT	Cannabis delivery and TOT receipts	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		AU+4
06-03-03	AR Billing	includes billing and backup	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		AU+4
06-03-04	Cash Receipts & Deposits	Includes cash, credit cards, credit card receipts, transient occupancy tax receipts and other miscellaneous revenue.	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		AU+4
06-03-05	Collection Activities	Sent to collections (CBA)	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		AU+4
06-03-06	AR Adjustments & Accruals	AR related adjustments & accruals	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		AU+4
<b>06-04-00</b>	<b><u>Auditing</u></b>					
06-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
06-04-02	ACFR Annual Financial Statement		GC 34090; 2 year minimum requirement State of California Guidelines; Permanent	Finance		P
06-04-03	Single Audit	Includes the general audit of City financials. Grant funded specifically for a program or subject. CDBG/TD. Transportation.	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent	Finance		P
06-04-04	Annual Individual Audits	Includes sales tax, utility users and other annual audits.	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent	Finance		P
06-04-05	MOU's/ PERS	Based on benefits and payroll information.	GC 34090; 2 year minimum requirement GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for audits, Permanent for PERS documents	Finance		P

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Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>06-05-00</b>	<b><u>Banking &amp; Investing</u></b>					
06-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
06-05-02	Bank Statements & Reconciliations	Both paper and electronic. Electronic versions uploaded to the shared drive.	GC 34090; 2 year minimum requirement 26 CFR 31.6001-1(e)(2); 4 years State of California Guidelines; 5 years after audit	Finance		<b>AU+5</b>
06-05-03	Investments	Broker notices, transaction confirmations, LAIF, endowments and other investment related statements.	GC34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; Permanent	Finance		<b>P</b>
06-05-04	Treasurer's Report to Council	Management report included in the agenda packet.	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports	Finance		<b>C+2</b>
06-05-05	Investment Policy	Presented to Council.	GC 34090; 2 year minimum requirement CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.	Finance		<b>S+5</b>
<b>06-06-00</b>	<b><u>Budgeting</u></b>					
06-06-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
06-06-02	Annual Budget	Includes general City and RDA/Successor Agency budgets. Incorporates department goals and objectives.	GC 34090; 2 year minimum requirement State of California Guidelines; 7 years after audit  Department Preference: Maintain annual budgets permanently for reference.	Finance		<b>P</b>
06-06-03	Budget Workpapers, Finance	Includes workpapers, forecasts, correspondence and other budget creation related documents maintained by the departments.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit	Finance		<b>AU+2</b>
06-06-04	Budget Adjustments	Includes workpapers, forecasts, correspondence and other budget related documents for adjustments by Finance.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit	Finance		<b>AU+2</b>
06-06-05	Master Fee Schedule		GC 34090; 2 year minimum requirement	Finance		<b>S+2</b>
06-06-06	Assembly / Senate Bill Reports	AB1600/Developer Impact Fees. SB90 Police Reports	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent  Department Preference: Maintain submitted reports for the current year plus 7 to follow the State's retention period for submitted reports.	Finance		<b>C+7</b>
06-06-07	Gann Limit Reports	Reporting for State appropriation limits.	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations	Finance		<b>AU+4</b>

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Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>06-07-00</b>	<b><u>Business Licensing</u></b>					
06-07-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
06-07-02	Business License Files	Includes the applications, renewals, customer correspondence, articles of incorporation and the license. Maintained in Central Square. Electronic versions also maintained on the shared drive and in paper format for reference.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations State of California Guidelines; 4 years after termination of business	Finance		<b>AT+4</b>
<b>06-08-00</b>	<b><u>Debt Financing</u></b>					
06-08-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
06-08-02	Bond Issues & Loan Agreements	Includes water and wastewater loans, lease revenue bonds, special tax and other bonds.	GC 34090; 2 year minimum requirement GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statute of limitations of 10 years FC 30210; Maintain State of California Guidelines; Permanent for bond issues.	Finance		<b>P</b>
06-08-03	Bond Statements & Reports	Includes official statements, arbitrage, annual statements, bond disclosure, bond pay-offs, bond covenants and cash/surety bonds.	GC 34090; 2 year minimum requirement GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statute of limitations of 10 years FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration	Finance		<b>AFP+10</b>
06-08-04	Other reports	Arbitrary field report, CDIAC report. Continuing disclosure reports.	GC 34090; 2 year minimum requirement GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statute of limitations of 10 years FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration			<b>AFP+10</b>
<b>06-09-00</b>	<b><u>Financial Reporting</u></b>					
06-09-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
06-09-02	Annual Governmental Accounting Research System (GASB) Reports	Reporting to the agency charged with setting accounting and financial reporting standards for state and local governments.	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent	Finance		<b>P</b>
06-09-03	Measure W Reports	Measure W tax fund balancing and expenditure reporting to the public.	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent	Finance		<b>P</b>

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Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>06-10-00</b>	<b><u>Fixed Assets</u></b>					
06-10-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
06-10-02	Capital Assets	Includes the depreciation schedule spreadsheet, backup documentation, ownership slips, auctions for disposition and other asset information.	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit  Department Preference: Maintain depreciation schedules for 4 years after the annual audit to follow retention of asset inventories.	Finance		<b>AU+4</b>
06-10-03	Fixed Asset Inventory	Includes census of the fixed assets present in the City and the recorded fixed assets to track significant discrepancies and to trace the history of fixed assets. Legal obligation that must be done once a year.	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit for fixed asset inventories, no specific retention for depreciation schedules.	Finance		<b>AU+4</b>
06-10-04	Surplus Property Disposition	Disposition reporting for surplus equipment, vehicles and other property.	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		<b>AU+4</b>
<b>06-11-00</b>	<b><u>Payroll</u></b>					
06-11-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
06-11-02	Employee Time Sheets	Maintained and signed electronically in the PDS tracking system.	GC 34090; 2 year minimum requirement 29 CFR 516.2; Maintain 29 CFR 516.6; 2 years RTC 19530; 3 years after tax return due RTC 19704; 6 year statute of limitations LC 1174; 2 years after pay period 26 CFR 31.6001-1; 4 years after tax return due 29 USC 255(a); 2 to 3 years statute of limitations for minimum wages State of California Guidelines; 6 years after audit	Finance		<b>AU+6</b>



06-00-00 FINANCE

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
06-11-03	Employee Payroll Files	Includes withholding orders, enrollments, retirement system, banking information, requests, one-off payroll items, W-4s, DE-4s, café forms and other payroll related documents for the individual employee.	GC 34090; 2 year minimum requirement LC 1174; 3 years for payroll records LC 1197.5(d); 2 years for payroll records 22 CCR 1085.2(c); 4 years for unemployment contributions 29 CFR 516.2(a)(10); Maintain 29 CFR 516.6; 2 years LC 1174; 2 years after pay period 29 USC 255(a); 2 to 3 years statute of limitations for minimum and unpaid wages 29 USC 1027, 1113, 1451 (ERISA) (6 years); Benefit plans for employees State of California Guidelines; 4 years after termination	Finance	CON	AS+6
06-11-04	Payroll Registers	Includes the register, workers compensation payments, check registers, paystubs for manual checks, leave accruals, journal entries, wire transfers, contractual increases by bargaining unit, time sheet summaries, health insurance and benefit changes, tax tables and other payroll processing documents.	GC 34090; 2 year minimum requirement GC 12946; 4 years after termination 29 CFR 516.2-6; 4 years after tax return filing 29 CFR 1627; 3 years State of California Guidelines; Permanent	Finance	CON	P
06-11-05	Payroll Accounts Payable/Garnishments	Support the payroll process and benefit payments.	GC 34090; 2 year minimum requirement RTC 19704; 6 year statute of limitations 29 USC 436; 5 years 26 CFR 31.6001-1; 4 years 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 3 years after termination	Finance		AS+6
06-11-06	PERS Retirement Reports	Employer contribution reports and circulars.	GC 34090; 2 year minimum requirement GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS working documents, 4 years after termination for employee deduction reports.	Finance		P
06-11-07	Quarterly Returns	Includes Form 941, DE9 and other quarterly returns.	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed RTC 19530; 3 years after tax return is filed RTC 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit	Finance		AU+6

06-00-00 FINANCE

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
06-11-08	W-2s / W-2 Reporting		GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed RTC 19530; 3 years after tax return is filed RTC 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit	Finance	CON	AU+6
06-11-09	State Controllers Reports		GC 34090; 2 year minimum requirement State of California Guidelines; Permanent	Finance		P
<b>06-12-00</b>	<b><u>Risk Management Records</u></b>					
06-12-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
06-12-02	Claims Against the City	Transferred to the City Clerk's office after the claim is closed or denied.	GC 34090; 2 year minimum requirement 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure	Finance		CL+6
06-12-03	Requisition Invoices	Recover claims by the City for damage to City property.	GC 34090; 2 year minimum requirement 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure	Finance		CL+6
06-12-04	Certificates of Insurance	Maintained electronically for department reference to contracts and agreements for vendors:  Not related to a contract or agreement:	GC 34090; 2 year minimum State of California Guidelines; Permanent for certificates of insurance from vendors and contractors. No citation referenced.  Department Preference: Maintain certificates of insurance not related to a specific project or agreement for the current year plus 2 years to meet the minimum requirement of GC 34090.* Vendor related certificates follow the retention life of the contract. Refer to agreements and contracts under City Clerk section 02-04 and subsections.	Finance		Varies *  C+2
06-12-05	Finance Administrative Insurance Policies	City acquired policies.	GC 34090; 2 year minimum State of California Guidelines; Permanent for liability and property insurance	Finance		P
06-12-06	Loss Run Reports	Provided with the invoices for the claim.	GC 34090; 2 year minimum requirement State of California Guideline: 2 years after completed	Finance		C+2

**07-00-00 FIRE DEPARTMENT**

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>07-01-00</b>	<b><u>Fire Administration</u></b>					
07-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
07-01-02	ESO Fire RMS Software	Used for incidents, inspection tracking and resident contact information. All training sessions and individuals are tracked through Target Solutions.	Transitory Record: Maintain while active or until data is transferred to a new tracking system.	Fire		<b>DBase</b>
07-01-03	Shift Rosters	Created and maintained in an Excel spreadsheet.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for schedules of officers on duty	Fire		<b>S+2</b>
07-01-04	Policies & Procedures	Includes interoffice procedures and directives from the Fire Chief. Maintained in Lexipol.	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent, no citation given.	Fire		<b>P</b>
07-01-05	Strike Team Activities	Used to submit forms for reimbursement from the State.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations of 4 years	Fire		<b>C+4</b>
07-01-06	Ride Alongs	Includes a waiver form for ride alongs.	CCP 340.5 Healthcare providers is 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 8 CCR 3203(b)(1); Injury & Illness Prevention Program inspection records, maintain at least 1 year.	Fire		<b>C+3</b>
<b>07-02-00</b>	<b><u>Fire Prevention</u></b>					
07-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
07-02-02	CentralSquare	Used for annual inspections, plan reviews, permits and other activities.	Transitory Record: Maintain while active or until data is transferred to a new tracking system.	Fire		<b>DBase</b>
07-02-03	Fire Investigations	Non-Arson  Arson with Great Bodily Harm  Arson with Homicide	CCP 338; 3 year statute of limitations for action PC 800; 6 year statute of limitations after commission of the offense PC 799; No statutes of limitations on actions for murder. Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. CFC 104.6; 5 years for fire records  Department Preference: Retain investigations of arson with great bodily harm permanently to support the associated case file in Police. Retain non-arson investigations for 10 years for history of the event.	Fire		<b>CL+10</b>  <b>P</b>  <b>P</b>

**07-00-00 FIRE DEPARTMENT**

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
07-02-04	Fire Protection System Plan Reviews	Includes plan checks for new building construction or improvements to fire-related systems, such as sprinklers, fire alarms, underground sprinkler work, etc. Fire Prevention maintains the plans after approval.	IFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection  Department Preference: Retain plan reviews for the life of the structure plus 2 years for historical tracking.	Fire		<b>L+2</b>
07-02-05	Business Inspections	Includes Fire Life Safety Inspections for new businesses, including Chiefies of the inspection and approvals.	UFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection	Fire		<b>CL+5</b>
07-02-06	Annual Inspections	Includes inspection documents for schools, hotels & motels, multi-family (R2), apartments, vegetation / brush inspections and other types of business as required by law and/or fire code.	IFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection	Fire		<b>CL+5</b>
07-02-07	Special Event Permits	Includes Christmas tree lots, temporary tents, hydrant use and other temporary use permits related for Fire. May include plans for seating, tents and other event materials.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits	Fire		<b>AE+3</b>
07-02-08	Fire Code Operational Permits	Includes alarms, sprinklers, energy storage and other construction related permits.	IFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection	Fire		<b>AE+5</b>
07-02-09	False Alarm Reports	Used for tracking of resetting and checking alarm systems.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for false alarm records.	Fire		<b>C+2</b>
07-02-10	Hazardous Materials Business Plans	Plans provided by businesses that manage and dispose of hazardous materials.	GC 34090; 2 year minimum CCP 343; 4 years to commence action State of California Guidelines recommends retaining for 5 years after superseded.	Fire		<b>S+5</b>

07-00-00 FIRE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>07-03-00</b>	<b>Fire Suppression &amp; Equipment</b>					
07-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
07-03-02	Personal Protective Equipment Inspections	Annual tests.	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 8 CCP 3203(b)(1); Injury & Illness Prevention Program inspection records, maintain at least 1 year.  Department Preference: Possibility of defending an equitable indemnity claim up to 5 years	Fire		<b>CL+5</b>
07-03-03	SCBA Fit & Flow Test	Annual tests for both person and unit.	8 CCR 3203; IIPP training, at least 1 year State of California Guidelines; 2 years after superseded for training materials.  Individual training information maintained by employee is retained for termination/separation plus 2 years, per State of California Guidelines  Department Preference: Permanent for long term potential medical issues and varying retention periods of the citations.	Fire		<b>P</b>
07-03-04	Hose Testing Records		GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for equipment and gear logs.	Fire		<b>C+2</b>
07-03-05	Ladder Testing		GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for equipment and gear logs.	Fire		<b>C+2</b>
07-03-06	Fresh Air Compressor / SCBA Fill Station Inspections	Inspection by an outside company with resulting certificate of compliance.	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. State of California Guidelines; Current year plus 2 years for equipment and gear logs.  Department Preference: Possibility of defending an equitable indemnity claim up to 5 years	Fire		<b>CL+5</b>

**07-00-00 FIRE DEPARTMENT**

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
07-03-07	Property Damage Reports	Reports for equipment and vehicle damage repairs. Signed document.	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.	Fire		<b>C+2</b>
07-03-08	Daily Vehicle Inspection Log	Inspection of vehicles by drivers prior to driving. Required by the DOT. Includes safety equipment, liquid levels, tire condition, appearance, operations, lights and other aspects.	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.	Fire		<b>C+2</b>
07-03-09	Daily Small Equipment Logs	Includes Hurst, SCBA and Fresh Air Compressor forms.	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.			<b>C+2</b>
<b>07-04-00</b>	<b><u>Emergency Medical Services</u></b>					
07-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
07-04-02	Patient Care Reports	Includes refusal of care and the patient care report. Produced and maintained digitally in ImageTrend software system.	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 22 CCR 70751; 7 years for patient records for adults, * 2 years after 18th birthday for unemancipated minors.	Fire	CON	<b>CL+7 *</b>
07-04-03	Narcotic Administration Log	Log of administration of narcotics and distribution of remaining narcotics.	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first.  Department Preference: Possibility of defending an equitable indemnity claim up to 5 years	Fire		<b>CL+5</b>
07-04-04	Paramedic Check Sheets	Forms used by paramedics to document equipment checks, narcotics inventories, order supplies. Three reports: Daily, monthly, medical supply order forms.	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later.  Department Preference: Possibility of defending an equitable indemnity claim up to 5 years	Fire		<b>CL+5</b>
07-04-05	EMT-I/EMT-Basic Certification & Paramedic License Cards	Certification records and continued education records to validate requirements. Maintained in Target Solutions.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after termination/separation for certifications and designations	Fire	CON	<b>AS+2</b>

**07-00-00 FIRE DEPARTMENT**

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>07-05-00</b>	<b>Training</b>					
07-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
07-05-02	Training Materials & Schedules	Includes initial academy classes and other training classes. Filed by employee supervisor and Training Chief.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Fire		<b>AS+7</b>
07-05-03	Certifications & Course Completion	Records of certifications and courses completed by safety employees.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 7920.000 PRA, confidential record status State of California Guidelines; Current year plus 2 years for certificates and designations training.	Fire		<b>AS+4</b>
07-05-04	OSHA / Cal-OSHA Required Safety Training		GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Fire		<b>AS+7</b>
07-05-05	Incident Response Qualifications	Training for safety employees on incident response.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Fire		<b>AS+7</b>

**07-00-00 FIRE DEPARTMENT**

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>07-06-00</b>	<b>Hazardous Materials</b>					
07-06-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
07-06-02	Hazmat Training		GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Fire		<b>AS+7</b>
07-06-03	Permit Inspections	Reports submitted to the State by the inspectors.	GC 34090; 2 year minimum requirement 40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.  Department Preference: Maintain permit inspections permanently for potential environmental impact.	Fire		<b>P</b>
<b>07-07-00</b>	<b>Community Risk Reduction</b>					
07-07-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
07-07-02	Disaster Preparedness/Emergency Operations (EOC)	Includes maps and emergency planning. Veoci system.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for emergency management and mutual aid strategic plans.	Fire	V	<b>S+2</b>
07-07-03	Community Emergency Response Team / LISTOS	Includes rosters, volunteers, training materials, plans/maps, events, training supplies/equipment and other materials.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Fire	V	<b>AS+7</b>
07-07-04	Business Emergency Response Team	Includes rosters, volunteers, training materials, plans/maps, events, training supplies/equipment and other materials.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Fire	V	<b>AS+7</b>



08-00-00 HUMAN RESOURCES

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>08-01-00</b>	<b>Administration</b>					
08-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
08-01-02	Human Resources Procedures and Policies		GC 34090; 2 year minimum requirement CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.  Department Preference: Maintain HR policies and procedures for 20 years after superseded to track the history.	HR		<b>S+20</b>
08-01-03	Employee Programs	Recognition/customer service	GC 34090; 2 year minimum requirement GC 12946; 4 years after completion	HR		<b>C+2</b>
08-01-04	EEO-4 Reports		29 CFR 1602; 2 years after creation of the record	HR		<b>CL+2</b>
08-01-05	Unemployment Claim Records		GC 12946; 4 years after completion 29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action State of California Guidelines; 3 years after termination for unemployment claims	HR		<b>AS+4</b>
08-01-06	Volunteer workers	Includes applications, waivers, placement forms; Information is generally kept by departments.  Accepted applications:  Denied applications:	GC 12946; 4 years after completion/position filled State of California Guidelines; 2 years after completion/position filled Denied applications maintained for 4 years after the position is filled to follow GC 12946.	HR / City-wide		<b>AS+4</b>  <b>CL+4</b>

08-00-00 HUMAN RESOURCES

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>08-02-00</b>	<b>Employee Files</b>					
08-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
08-02-02	Employee / Personnel Files	Includes employment application, offer letter, employee policy acknowledgements, Personnel Action Forms (PAFs) and back-up documents, employee demographic information, licenses and certifications, performance evaluations, salary and position history, release authorizations, commendations, identification cards (ID's), training records, and other employee related information. The following employee information records are maintained separately: - pre-employment testing results and background check information - I-9 Forms - benefit and medical records - Workers' Compensation & exposure records	LC 1174; 3 year minimum for employee records 29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 4 years after termination or action 29 CFR 1910.1020; 30 years after employee termination State of California Guidelines; 3 years after termination for personnel files, 30 years after termination for medical records.  Department Preference: Maintain personnel files for 30 years after separation due to medical and USERRA documents historically maintained within the personnel file.	HR	CON	<b>AS+30</b>
08-02-03	Hourly Employee / Personnel File	Includes employment application, offer letter, employee policy acknowledgements, Personnel Action Forms (PAFs) and back-up documents, employee demographic information, licenses and certifications, performance evaluations, salary and position history, release authorizations, commendations, identification cards (ID's), training records, and other employee related information. The following employee information records are maintained separately: - pre-employment testing results and background check information - I-9 Forms - benefit and medical records - Workers' Compensation & exposure records	LC 1174; 3 year minimum for employee records 29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 4 years after termination or action State of California Guidelines; 3 years after termination	HR	CON	<b>AS+6</b>
08-02-04	Employee Benefit & Medical File	Includes plan participation elections, protected leave requests and documentation, doctor's notes, and other medical information. Does not include Workers' Compensation or Exposure records. Does not include USERRA leave records.	8 CCR 15400; Maintain reports LC 90 - 139.6; 5 years for auditing LC 6410; OSHA, maintain 29 CFR 1627.3(b)(1); 1 year from action 29 CFR 1910.1020; 30 years after employee termination State of California Guidelines; 30 after completion/closure	HR	CON	<b>AS+30</b>
08-02-05	USERRA Leave Records		Uniform Services Employment and Reemployment Rights Act; Indefinite retention	HR		<b>P</b>

**08-00-00 HUMAN RESOURCES**

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
08-02-06	Employee Workers Compensation & Exposure Records	Job-Related Injuries & Illness Records, WC Claim Files, Exposures, Toxic and Bloodborne Pathogens Records	8 CCR 15400; Maintain reports LC 90 - 139.6; 5 years for auditing LC 6410; OSHA, maintain 29 CFR 1627.3(b)(1); 1 year from action 29 CFR 1910.1020; 30 years after employee termination State of California Guidelines; 30 after completion/closure	HR		<b>AS+30</b>
08-02-07	Reasonable Accommodation Records		29 CFR 1602.31; 2 years after separation	HR		<b>AS+2</b>
08-02-08	Employee Disciplinary Actions	Maintained in a separate file folder in the employee's personnel file for confidentiality. For Non-safety and Safety Employees.	GC 12946; Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees.	HR		<b>CL+5</b>
08-02-09	I-9 Forms - Full Time Employees	Supporting documents (SSN card, birth certificate, DL, etc.) Maintained electronically.	GC 12946; 2 years after completion/position filled GC 7920.000; Public Records Act, release of confidential information 29 CFR 1602.14; 1 year after position filled 29 CFR 1607; Maintain 29 CFR 1627.3(b)(1); 1 year from action 29 USC 211c; Maintain, no retention period stated USCIS Form I-9; Maintain for 3 years after completion or 1 year after employment is terminated, whichever is longer.	HR		<b>AS+3</b>
<b>08-03-00</b>	<b>Benefits</b>					
08-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
08-03-02	Benefit Plan Reporting & Disclosure Records	Employee Benefits Guide and plan documents provided to employees for medical, dental, vision, flexible benefits, short & long term disability, life/AD&D insurance, employee assistance program and other benefit plans. Includes: Annual benefit renewals from the broker. Forms filed with government agencies about the plan (Form 5500 including all required schedules and attachments) Actuarial statements and valuations. IRS determination letters. Wrap plan documents. Summary plan descriptions (SPDs), summaries of material modifications (SMMs); and Forms 1094/1095.	GC 34090; 2 year minimum GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after action	HR		<b>S+4</b>
08-03-03	Benefit Billing / Invoices	Provider Billing/Invoices	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit	HR		<b>AU+4</b>

08-00-00 HUMAN RESOURCES

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
08-03-04	Retiree Medical Benefits	Includes their retiree healthcare election form, carrier change forms (e.g., address, add/drop dependents), Medicare enrollment forms once they become eligible (these are also kept by the carrier). Retiree file may become a surviving spouse file as a spouse may remain on the City's retiree medical plan when the retiree passes. Files are moving from paper to electronic. Need for file ends upon death of covered member(s), or upon the member dropping their coverage (e.g., dual coverage with another agency, moving out of state and finding less expensive coverage).	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 4 years after termination or action State of California Guidelines; 3 years after termination	HR		AT+4
08-03-05	Retiree Medicare Rebates	File includes spreadsheets listing retirees rebated their Part B costs each quarter and the back-up documents can include Medicare statements.	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 USC 1113; 6 years after date of last action GC 12946; 4 years after termination or action	HR	CON	C+4
<b>08-04-00</b>	<b><u>CalPERS Records</u></b>					
08-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
08-04-02	Plan Contracts & Plan Amendments	Accessible electronically on the myCalPERS website. Original hardcopy maintained by the City Clerk.	GC 34090; 2 year minimum requirement GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents	HR		P
08-04-03	Rate Changes	Supplied by PERS for rate changes. Accessible electronically on the myCalPERS website.	GC 34090; 2 year minimum requirement GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents	HR		P
08-04-04	Valuation Reports	Supplied by PERS for rate changes. Accessible electronically on the myCalPERS website.	GC 34090; 2 year minimum requirement GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents	HR		P

08-00-00 HUMAN RESOURCES

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>08-05-00</b>	<b><u>Classification &amp; Compensation</u></b>					
08-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
08-05-02	Classification & Compensation	Includes reclassifications and other compensation related documents.	GC 34090; 2 year minimum GC 12946; 4 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 2 CCR 570.5; 5 years for pay schedules and special compensation records 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.	HR		<b>C+5</b>
08-05-03	Job Classifications		GC 34090; 2 year minimum GC 12946; 4 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 2 CCR 570.5; 5 years for pay schedules and special compensation records 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.	HR		<b>C+5</b>
08-05-04	Salary Schedule	Publicly available compensation schedule broken down by classification.	GC 34090; 2 year minimum GC 12946; 4 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 2 CCR 570.5; 5 years for pay schedules and special compensation records 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.  Department Preference: Maintain salary schedules for the current year plus 20 years to support requests by CalPERS. Maintained online for reference.	HR		<b>C+20</b>
08-05-05	Salary Surveys & Studies	Includes classification, wage rates	GC 34090; 2 year minimum requirement GC 12946; 4 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 2 CCR 570.5; 5 years for pay schedules and special compensation records 2 CCR 26; 5 years for various employment records 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.	HR		<b>C+5</b>

**08-00-00 HUMAN RESOURCES**

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
08-05-06	Classifications and Appointments	Part of employee personnel file and HR recruitment lists.	GC 34090; 2 year minimum requirement 2 CCR 26; 5 years for various employment records	HR		<b>C+5</b>
<b>08-06-00</b>	<b><u>Deferred Compensation Committee</u></b>					
08-06-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
08-06-02	Plan Governance Records	Includes committee bylaws, Plan Documents, Adoption Agreements, fund offerings, account management, and plan review for compliance, best practices and competitiveness.	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent	HR		<b>P</b>
08-06-03	Agenda Packets	Full packets of Agenda, minutes, and supporting documents discussed at committee meetings.	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years	HR		<b>C+2</b>
08-06-04	Minutes	Minutes or other documents that memorialize the fiduciary responsibilities of the plan administrator.	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent	HR	V, H	<b>P</b>
<b>08-07-00</b>	<b><u>Labor Relations Records</u></b>					
08-07-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
08-07-02	Labor Relations	May include arbitrations, grievances, union requests, sexual harassment and civil rights, complaints, disciplinary actions.	GC 12946; 4 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees	HR	CON	<b>AS+5</b>
08-07-03	Labor Negotiations	Notes, notebooks, correspondence, contracts	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent	HR		<b>P</b>
08-07-04	Memorandum of Understanding		29 USC 211c; Maintain, indefinite 29 CFR 516.5(b); 3 years State of California Guidelines; Recommend Permanent retention without relevant statutes or regulations cited.	HR		<b>P</b>

08-00-00 HUMAN RESOURCES

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
08-07-05	Grievances	Hired employees, non-sworn:  Hired employees, sworn:	GC 12946; 4 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees	HR	CON	AS+4  AS+5
08-07-06	Employment Complaints (EEO/DFEH) and/or Investigation Files	Including harassment complaints and separation agreements.  Hired employees, non-sworn:  Hired employees, sworn:	GC 34090; 2 year minimum requirement GC 12946; 4 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees	HR	CON	   AS+4 AS+5
08-07-07	Appeals	Includes Skelly hearings and arbitration.	GC 12946; Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees	HR		AS+5
08-07-08	Union Representatives / Organizations	Includes correspondence and reviews with labor organizations. Does not include negotiation information.	GC 34090; 2 year minimum requirement  Department Preference: Maintain correspondence and communications for the current year plus 2 years. Review annually for relevant content.	HR		C+2, AR
08-08-00	<b>Recruitment</b>					
08-08-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
08-08-02	Recruitment File	Files include job requisition, job postings, applications, resumes (if hired, retained in employee/personnel file), alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, rejection letters, eligibility lists, appointment information.	GC 12946; 4 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled	HR		CL+4

08-00-00 HUMAN RESOURCES

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
08-08-03	Background Checks - Hired Candidates	Pre-employment testing results and background check information. Includes DOJ fingerprinting, pre-employment physicals, reference checks, and other background checks for hired candidates.  Hired employees, non-sworn  Hired employees; sworn	GC 34090; 2 year minimum PC 832.5; 5 years for officer complaints State of California Guidelines; 3 years after termination/separation for hired general employees, Permanent for hired Safety Personnel; 2 years after position closes for Safety Personnel not hired.	HR		AS+4  P
08-08-04	Background Checks - Non-hired Candidates	Pre-employment testing results and background check information. Includes DOJ fingerprinting, pre-employment physicals, reference checks, and other background checks for non-hired candidates.	GC 34090; 2 year minimum GC 12946; 4 years after completion/position filled State of California Guidelines; 2 years after position closes for Safety Personnel not hired.	HR		CL+4
08-09-00	<b>Safety Committee</b>					
08-09-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
08-09-02	Safety Inspections	Safety inspections such as trip hazards and panic button testing. Includes binders with photos and comments on construction and other safety inspections performed by a third party safety consultant. Required by OSHA.	GC 34090; 2 year minimum requirement 29 CFR 1904.33; maintain OSHA reports for 5 years from the end of the calendar year they relate to. 8 CCR 14300.33; current year plus 5 years for OSHA 300 reports 8 CCR 10102; whichever is longer of the following: 5 years from date of injury; when audit findings are final. State of California Guideline: 5 years after completed	HR		CL+5
08-10-00	<b>Safety &amp; Workers Compensation</b>					
08-10-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
08-10-02	Injury & Illness Prevention Program (IIPP) Plan	Plan establishing workplace objectives for accident and illness prevention.	GC 34090; 2 year minimum, 8 CCR 3204; 1 year for IIPP training records State of California Guideline: 5 years after superseded or expired	HR		S+5
08-10-03	Motor Vehicle Pulls (DMV)	Authorization forms, reports.	VC 1808.1; must pull record at least every 12 months	HR	CON	S



08-00-00 HUMAN RESOURCES

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
08-10-04	DOT Random Drug Testing Program	<p>Records of inspection, maintenance, and calibration of Evidential Breath Testing devices:</p> <p>Records of negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02:</p> <p>Records of alcohol test results indicating an alcohol concentration of 0.02 or greater; records of verified positive drug test results; documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results); SAP reports; and all follow-up tests and schedules for follow-up tests:</p> <p>Alcohol and controlled substance collection process documents:</p> <p>All filed physically by year completed.</p>	<p>49 CFR 40.333; 1 to 5 years depending upon document type. All documents must be maintain in a secured area.</p>	HR	CON	<p><b>C+5</b></p> <p><b>C+1</b></p> <p><b>C+5</b></p> <p><b>C+2</b></p>
08-10-05	ADA Requests & Accommodations	Accommodation requests, log, meeting notes, memos. Maintained electronically by employee.	<p>GC 34090; 2 year minimum requirement</p> <p>GC 12946; 4 years after completion</p> <p>29 CFR 1602.14 - 1 year after date created.</p>	HR		<b>AS+4</b>
08-10-06	Ergonomic Requests & Accommodations	Maintained electronically by employee.	<p>GC 34090; 2 year minimum requirement</p> <p>GC 12946; 4 years after completion</p> <p>29 CFR 1602.14 - 1 year after date created.</p>	HR		<b>AS+4</b>
08-10-07	Employee Accident Reports / First Aid Only	May be part of employee file and/or Risk Management files.	<p>GC 34090; 2 year minimum requirement</p> <p>42 USC 1983; Definitions</p> <p>29 CFR 1904.2-7; OSHA recordkeeping</p> <p>GC 25105.5; 5 years after closure/completion</p> <p>29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first.</p> <p>GC 910 - 913; 6 months to 1 year after event occurs.</p> <p>State of California Guideline; 7 years after settlement or closure</p>	HR		<b>CL+7</b>
08-10-08	CalOSHA Logs	OSHA 300 Log, 300-A Annual Summary, OSHA 301 Incident Report forms, and the privacy case list (if one exists).	<p>GC 34090; 2 year minimum requirement</p> <p>29 CFR 1904.33; 5 years for OSHA reports</p> <p>8 CCR 14300.33; 5 years for OSHA 300 reports</p> <p>8 CCR 10102; 5 years from date of injury</p> <p>State of California Guideline: 5 years after completed</p>	HR		<b>CL+5</b>
08-10-09	Workers' Compensation Third Party Administrator Communications	Correspondence, reports and General Information & Administration from the TPA.	<p>GC 34090; 2 year minimum requirement</p> <p>State of California Guidelines; Administrative Record</p> <p>Department Preference: Retain for the current year plus 2 years. Review annually for relevance to current subjects or matters.</p>	HR		<b>C+2, AR</b>

**08-00-00 HUMAN RESOURCES**

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
08-10-10	Workers' Compensation Excess Insurance	Includes the policy. Insurance pool with self insured retention (SIR).	GC 34090; 2 year minimum State of California Guidelines; Permanent for liability and property insurance	HR		<b>P</b>
08-10-11	Workers' Compensation Loss Run Reports	Monthly Reports	8 CCR 15400; Maintain reports 8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; State recommends Permanent retention, but no relevant statutes; Risk Management Reports (including Loss Analysis Reports) are 5 years after completion/closure.	HR		<b>C+5</b>
<b>08-11-00</b>	<b>Training</b>					
08-11-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
08-11-02	Training Programs	General Training, Mandated Training including Harassment Prevention and Violence Prevention Training, Safety Training. Includes sign-in sheets and training materials. Individual certificates of completion are maintained in employee/personnel files.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 7920.000; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	HR		<b>C+7</b>

**09-00-00 INFORMATION TECHNOLOGY**

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>09-01-00</b>	<b><u>General Information &amp; Administration Technologies</u></b>					
09-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
09-01-02	IT Help Desk	Support database that tracks requests for service and support.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	IT		<b>DBase</b>
09-01-03	Routine Building Surveillance	Does not include Police facilities.	GC 34090.6; 1 year for routine video monitoring	IT		<b>1 Year Rotating</b>
09-01-04	Social Media Posts	Maintained in third party software.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines	IT		<b>C+2</b>
09-01-05	Network Logs	Includes security logs and incident reports.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines  Department Preference: Retain for the current year plus 1 year to satisfy the minimum 2 year requirement.	IT	CON	<b>C+1</b>
09-01-06	Transitory Electronic Communications	Includes e-mail, Teams meetings and other transitory communications via electronic sources:  Texts manually deleted by each user:  City staff should review Administrative Instruction 08 Electronic Communication Records Retention Policy for more details.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines  * Electronic communications must be reviewed for content relevant to current projects or subjects. Communications that contain substantive information regarding City policies, decision-making, proceedings, projects, contractors or other contents that may later be important or useful for carrying out City business, or those that have longstanding, durable value to the City's functions and operations, should be retained according to the associated record series in the retention schedules. Review the email policy for further instructions and clarification.	City-wide		<b>2 Year Rotating *</b>  <b>3 Months *</b>
<b>09-02-00</b>	<b><u>IT Projects &amp; Licensing Records</u></b>					
09-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
09-02-02	Licenses	Includes software EULA licenses, and maintenance and support agreements. Also may available on the vendor's website.	CCP 337; Statutes of limitations of 4 years CCP 343; Statutes of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.	IT		<b>CL+4</b>
09-02-03	IT Initiated Projects	Projects directly associated with IT and infrastructure management. Includes RFPs, agreements, evaluation scores, and other project related documents.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for service requests for maintenance.	IT		<b>CL+2</b>

09-00-00 INFORMATION TECHNOLOGY

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>09-03-00</b>	<b>Backup and Recovery Plans</b>					
09-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
09-03-02	Drive Backup System	Provides daily incremental (synthetic) backups for servers. Older magnetic tapes exist and will be purged according to the retention period.	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Current month plus 1 year for monthly backups  Department Preference: Maintain a 12 month rotating backup set to allow for electronic record retention compliance.	IT		<b>CM+11M</b>
09-03-03	E-mail Archive System	See Administrative Instruction 08 Electronic Communication Records Retention Policy for inbox and archive retention periods.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines	IT		<b>2Y Rotating</b>

**10-00-00 LIBRARY**

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>10-01-00</b>	<b><u>Administration</u></b>					
10-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
10-01-02	California Library Statistical Report	Fiscal year report to State. State of the library, including personnel and salary, collections, programing and special section for requested information. Digital report kept locally.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.	Library		<b>C+2</b>
10-01-03	Grants	Incoming grants from the state, county, CDBG and miscellaneous grants. Digital files kept locally.	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.	Library		<b>AFP+5 *</b>
10-01-04	Incident Reports	Electronic stored on the shared drive.	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California; 7 years after closure for accident/incident reports	Library		<b>CL+7</b>
<b>10-02-00</b>	<b><u>Literacy Services</u></b>					
10-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
10-02-02	Homework Program Registration	Includes waivers, name, address, emergency contacts, medical information / allergies (children) and other registration information for children at the Gene Mullin Community Learning Center.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.	Library	CON	<b>C+2</b>
10-02-03	Homework Program Attendance	For children at the Gene Mullin Community Learning Center.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.	Library		<b>C+2</b>

11-00-00 PARKS & RECREATION

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>11-01-00</b>	<b><u>Parks &amp; Recreation Administration</u></b>					
11-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
11-01-02	Grant Applications & Agreements	Grants received from Federal, State, County and other sources.	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.	Admin		<b>AFP+5 *</b>
11-01-03	Daily Cash Balances	Track entire departments daily cash balances. Maintained via excel.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit	Admin		<b>AU+4</b>
11-01-04	Annual Trainings	Documentation of non-licensed or non-certified staff who have completed trainings to perform specific job duties (Example: to apply herbicides).	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 7920.000; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Admin		<b>C+7</b>
11-01-05	Safety Trainings	Documentation of staff who have completed safety courses both required by OSHA and optional trainings.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 7920.000; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Admin		<b>C+7</b>
11-01-06	Cash Drawer Base Amounts & Petty Cash	Daily tracking.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit	Recreation		<b>C+4</b>
<b>11-02-00</b>	<b><u>Facilities</u></b>					
11-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
11-02-02	Facility Maintenance Projects	Mostly electronic records. One-off projects are maintained in SeeClickFix.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.	Facilities / IT		<b>CL+2</b>

11-00-00 PARKS & RECREATION

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
11-02-03	Capital Projects	CIP's in Ebuilder and large non-CIP projects in paper format. Includes plans, specifications, submittals, RFPs, and bid documents.	GC 34090(a); Permanent for real property related documents GC 4003, 4004, Maintain CCP 337.15; 10 years State of California Guidelines; Permanent for capital improvements	Facilities		<b>P</b>
11-02-04	Facility Permits	Includes health certificates, elevators and other permits for facility operations.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for municipal facility rental / use permits	Facilities		<b>AE+2</b>
11-02-05	Facility Inspections	Inspections for facility operations.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years			<b>C+2</b>
11-02-06	Facility Inventories & Facility Assessment Reports	Periodic reports on facilities.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years for management reports	Facilities		<b>C+2</b>
11-02-07	10 Year Assessment Reports	Potentially performed every 10 years for the whole City.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years for management reports  Department Preference; Maintain for 2 years after assessment report is superseded.	Facilities		<b>S+2</b>
11-02-08	S2-Security Access	Key access control maintained by P&R on S2 system. Excluding: Fire, PD, and Water Quality.	GC 34090; 2 year minimum requirement	Facilities		<b>C+2</b>
11-02-09	Emergency Action Plans	For active shooter, disaster, fire and other emergency actions.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for emergency management and mutual aid strategic plans.	Facilities		<b>S+2</b>
<b>11-03-00</b>	<b>Parks</b>					
11-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
11-03-02	Park History	Includes location, inventory, systems and other park information.	GC 34090(a); Real property records, maintain GC 4003, 4004; Maintain HSC 19850; Building Plans - Life of Building, with exceptions CCP 337.15; 10 years State of California Guidelines; Permanent	Parks		<b>P</b>
11-03-03	Parks Capital Projects	CIP type projects.	GC 34090(a); Permanent for real property related documents GC 4003, 4004, Maintain CCP 337.15; 10 years State of California Guidelines; Permanent for capital improvements	Parks		<b>P</b>

**11-00-00 PARKS & RECREATION**

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
11-03-04	Maintenance Projects	Includes bids and sChiefe of work for right-of-way, landscape, irrigation and general maintenance project documents.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.	Parks		<b>CL+2</b>
11-03-05	Play Structure Inspection & Maintenance	Done through CityWorks. No paper records are generated.	CCP 338; 3 years for action State of California Guidelines; Completion plus 2 years for inspection records in Parks, and 2 years after audit for equipment inventories.	Parks		<b>CL+3</b>
11-03-06	City Tree Inventory	Information related to City property trees.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.  Department Preference: Maintain tree history files for the life of the tree plus 2 years for historical trending.	Parks		<b>L+2</b>
11-03-07	Protected Tree Permits	Includes applications, removal and pruning permits, and other information about residential and commercial trees.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits	Parks		<b>AE+2</b>
11-03-08	Community Gardens	Annual license for garden plots.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits	Parks		<b>AE+2</b>
11-03-09	Pesticide Permits	Annual license for use of pesticides.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for hazardous materials storage permits and pesticide application documents.	Parks		<b>C+2</b>
11-03-10	Pesticide Usage Reports	Manually tracked monthly and submitted annually to DPR upon facility inspection. Paper records.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for hazardous materials storage permits and pesticide application documents.	Parks		<b>C+2</b>
11-03-11	Pesticide Specifications & Safety	Includes pesticide labels and contents, and pesticide safety information.	29 CFR 1910.1020; Retain MSDS records for 30 years unless another record of what, where and when a chemical was used is maintained.	Parks		<b>C+30</b>
<b>11-04-00</b>	<b><u>Recreation Programs &amp; Classes</u></b>					
11-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
11-04-02	Recreation Management Software	Software used to manage registration, attendance, payment and all other aspects of recreation programs and classes.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	Recreation		<b>DBase</b>
11-04-03	Activity Guide	Annual guide for programs available within the City.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years  Department Preference: Maintain activity guides permanently for historical reference.	Recreation		<b>P</b>



11-00-00 PARKS & RECREATION

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
11-04-04	Recreation Programs & Classes	Includes curriculum, program rules, code of conduct, curriculum, City contact information filed by program. Kept in a combination of paper and in the Recreation Management Software system.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.	Recreation		<b>C+2</b>
11-04-05	Registration Forms	Includes waivers, names, address, emergency contacts and other registration related information. Some registration forms kept in the Recreation Management Software system.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.	Recreation	CON	<b>C+2</b>
11-04-06	Attendance Records	Sign in sheets and rosters for registered and drop-in classes. Some attendance sheets kept in the Recreation Management Software system.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.	Recreation	CON	<b>C+2</b>
11-04-07	Scholarships	Applications include sensitive personal information. Subsidized discount to eligible students.	GC 34090; 2 year minimum requirement	Recreation	CON	<b>C+2</b>
11-04-08	Volunteers	Includes the application, contact information, fingerprint verification, correspondence and any General Information & Administration about the volunteer.	GC 12946; 4 years after completion/position filled State of California Guidelines; 2 years after completion/position filled	Recreation	CON	<b>AS+4</b>
11-04-09	Contracted Instructors	Includes contracts, Livescan and other instructor information.	CCP 337(b); Statute of limitations of 4 years CCP 343; Statute of limitations of 4 years  Department Preference: Maintain instructor files for 4 years after the instructor separates from the City.	Recreation		<b>AS+4</b>
11-04-10	Co-sponsorship	For approved non-profit groups that are recreational in nature and are designed to bring people of like-minded interest together.	GC 34090; 2 year minimum requirement	Recreation		<b>C+2</b>
11-04-11	Special Event Administration	Includes contact information, planning, supply acquisition, staffing, vendor applications and evaluations, outreach, Chiefies of contracts and other event organization information.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.	Recreation		<b>C+2</b>
11-04-12	Accident / Incident Reports	Includes minor injury accidents, incidents and other related reports. Major incidents are sent to Human Resources / Risk Management.	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California; 7 years after closure for accident/incident reports	Recreation		<b>CL+7</b>
11-04-13	Emergency Action Plans	For active shooter, disaster, fire and other emergency actions.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded	Recreation	V	<b>S+2</b>

**11-00-00 PARKS & RECREATION**

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>11-05-00</b>	<b><u>Rentals</u></b>					
11-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
11-05-02	Rental Permits	Includes applications, proof of insurance, special permits (alcohol, music, etc.) and other rental documents for picnic, sports fields and courts, room rentals and other facility rentals. Aquatics pool rental permits and carbon Chiefies, along with signed acknowledgement of policies kept on site in paper and in CivicRec.	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.	Recreation		<b>CL+4</b>
11-05-03	Schedules/Daily Logs	Facility schedules, Logs completed by staff for after facility usage.	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for various logs.	Recreation		<b>C+2</b>
<b>11-06-00</b>	<b><u>Aquatics</u></b>					
11-06-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
11-06-02	Attendance Tally Sheet	Used to reconcile deposits. Tracked via CivicRec.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit	Recreation		<b>C+4</b>
11-06-03	Daily Opening / Closing Checklist	Checklists by lifeguards for pool conditions. Includes daily chemical and water testing logs. Tracked on paper and recorded via DigiQuatics.	GC 34090; 2 year minimum requirement	Recreation		<b>C+2</b>
11-06-04	Shift Reports	Tracks staff attendance and work schedules, daily issues and unusual activities, and other communications between lifeguards. Tracked in DigiQuatics.	GC 34090; 2 year minimum requirement	Recreation		<b>C+2</b>
11-06-05	Pool Maintenance Checklist	Checklists by staff and lifeguards for pool conditions. Includes daily chemical and water testing logs.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.	Recreation		<b>C+2</b>
11-06-06	Inspections	Pool lift and other permits	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years	Recreation		<b>C+2</b>
11-06-07	SDS Information	Safety Data Sheets - hard copy kept on site.	29 CFR 1910.1020; Retain MSDS records for 30 years unless another record of what, where and when a chemical was used is maintained.	Recreation		<b>C+30</b>

**11-00-00 PARKS & RECREATION**

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>11-07-00</b>	<b><u>Childcare - Early Learning &amp; YES</u></b>					
11-07-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
11-07-02	State Licensing	Childcare license and associated documents to maintain the license, including site inspections.	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years	Recreation		<b>C+5</b>
11-07-03	Staff/Caregivers	Includes permits, credentials, Livescan fingerprinting, and other information regarding caregivers. Also for special needs aides.	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years California Social Services Recommendation: 3 years after termination for personnel records.	Recreation	CON	<b>AS+5</b>
11-07-04	Children's Files	Includes registration, Individual Education Plans (IEP), field trip forms and licensing for child care.	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years 22 CCR 101221; 3 years after termination	Recreation	CON	<b>AS+5</b>
11-07-05	CPS Mandated Reporting	Required reporting for child abuse to CPS.	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions	Recreation	CON	<b>CL+10</b>
11-07-06	Registration Packets	Includes registration and child information, waivers and release of liability, including for special events and excursions.	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years 22 CCR 101221; 3 years after termination	Recreation	CON	<b>AS+5</b>
11-07-07	Court Orders	Restrictions on access to child, custody schedules	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years 22 CCR 101221; 3 years after termination	Recreation	CON	<b>AS+5</b>
11-07-08	Sign-In/Out Forms	Documents contain the child's name, parent or guardian signature and time checked in and out of program.	GC 34090; 2 year minimum requirement 22 CCR 101229.1; maintain sign-in sheet for 1 month State of California Guidelines; Current year plus 2 years	Recreation	CON	<b>C+2</b>
<b>11-08-00</b>	<b><u>Senior Services</u></b>					
11-08-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
11-08-02	Adult Day Care Program/State Licensing	Adult Daycare license and associated documents to maintain the license.	7 CFR 226.10(d); 3 years for claims against advances 22 CCR 78435; 7 years for all participant records	Recreation		<b>C+7</b>
11-08-03	Participant Files	Registration, intake forms including doctor evaluations.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. 7 CFR 226.10(d); 3 years for claims against advances 22 CCR 78435; 7 years for all participant records	Recreation	CON	<b>C+7</b>

11-00-00 PARKS & RECREATION

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
11-08-04	Senior Nutrition Program Registration	Files on seniors who participate in the program. Annual forms include the name, address, phone number, birth date, emergency contact information, nutritional assessments, and other information on seniors.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. 7 CFR 226.10(d); 3 years for claims against advances 22 CCR 78435; 7 years for all participant records USDA-CACFP-05-2010; Current year plus 3 years for nutrition program records	Recreation	CON	C+7
11-08-05	County Provided Training Program	Staff training on the nutrition program by the County. Staff then trains the volunteers.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 7920.000; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Recreation		C+7
11-08-06	Site Inspections	Performed monthly by the County to check whether the City is following protocol for food service.	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports County; Current year plus 5 years	Recreation		C+5
11-08-07	Adult Protective Services Mandated Reporting	Required reporting for child abuse to Adult Protective Services.	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions  Department Preference: Maintain senior/elder abuse reports for the same retention as child abuse reports.	Recreation	CON	CL+10
11-08-08	Form C-1 Congregate Nutrition	County required form for Office of Aging & Adult Services funding. Monthly invoices, Contracts, Annual budgets, RFP's, Post-audits, Quarterly Monitoring reports, annual fiscal closeouts and client rosters.	County required retention based on approval/clearance for destruction from the State Dept of Aging. 22 CCR 78435; 7 years for all participant records USDA-CACFP-05-2010; Current year plus 3 years for nutrition program records	Recreation		AP+7
11-08-09	Form C-2 Home Delivery Meals	County required form for OAA funding. Monthly invoices, Contracts, Annual budgets, RFP's, Post-audits, Quarterly Monitoring reports, annual fiscal closeouts, clients rosters, client assessment files and weekly master route list. System in place during the pandemic and not currently providing the services.	County required retention based on approval/clearance for destruction from the State Dept of Aging. 22 CCR 78435; 7 years for all participant records USDA-CACFP-05-2010; Current year plus 3 years for nutrition program records	Recreation		AP+7

11-00-00 PARKS & RECREATION

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>11-09-00</b>	<b>Cultural Arts</b>					
11-09-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
11-09-02	Quarterly Art Shows	Registration applications, including art piece submissions.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect.	Recreation		<b>C+2</b>
11-09-03	Temporary Art Installations	Proposals and agreements.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect.	Recreation		<b>C+2</b>
11-09-04	Public Art Loans	Proposals, agreements, maintenance care and instructions, site plans, RFQ and RFPS when applicable.	CCP 337.2; Statute of limitations of 4 years CCP 343; Statute of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. State of California Guidelines; Maintain agreements and contracts for 5 years after closure or completion.	Recreation		<b>CL+5</b>
11-09-05	Public Art Purchases	Proposals, agreements, maintenance care and instructions, site plans, RFQ and RFPS when applicable.	CCP 337.2; Statute of limitations of 4 years CCP 343; Statute of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. State of California Guidelines; Maintain agreements and contracts for 5 years after closure or completion.	Recreation		<b>CL+5</b>

12-00-00 POLICE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>12-01-00</b>	<b><u>Administration / Chief of Police</u></b>					
12-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
12-01-02	Alcoholic Beverage Control (ABC) Permits	Includes one day events. ABC form 221.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for temporary use permits	Chief / Admin		<b>AE+2</b>
12-01-03	Administrative Staff Memos	General status updates on current projects and items of interest.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines	Chief / Admin		<b>S+2</b>
12-01-04	Citizen Complaints	Complaints received by citizens not related to an officer or employee.	42 USC 1983; Settlement/resolution of complaint plus 7 years	Chief / Admin		<b>CL+7</b>
12-01-05	General Orders	Maintained in Lexipol.	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent, no citation given.	Chief / Admin	CON	<b>P</b>
12-01-06	Grant Applications & Agreements	Department maintains, requests, grant agreements, project log, invoices and other background documents.	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.	Chief / Admin		<b>AFP+5 *</b>
12-01-07	Internal Affairs / Investigations	Also includes officer involved deaths.  Member of public complaint with sustained finding:  Member of public complaint with no sustained finding:  Internally generated:	EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. GC 12946; Personnel records, 4 years after termination. PC 832.5(b); 5 years after closure for lack of sustained conduct, 15 years after closure with proof of sustained conduct, confidential document not for public exposure. VC 2542 & 2547; Officer fraud or misrepresentation. 3 years after act or omission. CA SB 16; 5 years for no sustained findings, 15 years for sustained findings CA SB 1421; Release of certain officer records	Chief / Admin	CON	<b>CL+15</b>  <b>CL+5</b>  <b>CL+4</b>
12-01-08	InTime	Time management system for schedules, paid leave, attendance and other time tracking.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	Chief / Admin		<b>DBase</b>

12-00-00 POLICE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
12-01-09	Officer Involved Shootings	Investigations and cases of officer involved shootings and discharge of weapons.	EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. PC 832.5; 5 years after case closure with no sustained misconduct, 15 years with sustained misconduct; confidential document not for public exposure. VC 2542 & 2547; Officer fraud or misrepresentation. 3 years after act or omission. State Recommendation; Closure of case plus 25 years. DOJ regulates, if not involving felonies, the report can be destroyed after 3 years, provided that accounting of incident has been placed with the case file.  Department Preference: Maintain officer involved shootings permanently to track history of the case and the officer.	Chief / Admin	V, CON	P
12-01-10	Paid Overtime Sheets	Entered into PDS payroll system and paper maintained in the department. Part of payroll maintained by Finance.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines	Chief / Admin		C+2
12-01-11	Retiree Qualification Permits	Identification for police employees and retirees for carrying firearms. Retirees need to qualify for carrying.	GC 34090; 2 year minimum requirement PC 12071, Maintain records PC 12078, Maintain records State Recommendation, 2 years after the license expires.	Chief / Admin	CON	AE+2
12-01-12	Ride Along / Sit Along Requests	For patrol and dispatch.	GC 34090; 2 year minimum requirement	Chief / Admin	CON	C+2
<b>12-02-00</b>	<b><u>Criminal Investigations Bureau (CIB)</u></b>					
12-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
12-02-02	Informant Files	Maintained in paper form and entered into RIMS. Includes vice crimes (gang, narcotics, prostitution, robbery).	GC 34090; 2 year minimum requirement State of California Guidelines; 10 years after termination for informant files, no citation stated	CIB	CON	AT+10
12-02-03	Registration Files - 11590 HS	Drug registrants	GC 34090; 2 year minimum requirement HSC 11594; 5 years after termination of parole or probation PC 186.32; 5 years after last registration requirement State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.	CIB		L+2

12-00-00 POLICE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
12-02-04	Registration Files - 290	For sex offenders. Activity based on ORI status.  Adults  Juvenile	GC 34090; 2 year minimum requirement PC 290; definitions and references WIC 781; * 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.	CIB	V, CON	L+2  * Varies
12-02-05	Registration Files - 457.1	Arson - Adults  Arson - Juveniles	GC 34090; 2 year minimum requirement PC 290; definitions and references WIC 781; * 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.	CIB	V, CON	L+2  * Varies
<b>12-03-00</b>	<b>Holding Facility</b>					
12-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
12-03-02	Jail Video Recordings	Maintained in Avigilon.	GC 34090.6; 1 year. If a claim is filed or pending litigation, retain with the case file for 100 days after conclusion of court action. State of California Guidelines; Current Month plus 13 months for surveillance recordings	Chief / Admin		CM+13M
12-03-03	Temporary Holding Facility Questionnaire	Maintained in RMS booking table files with the associated case. Used for bi-annual audits and inspections by the State. Includes medical inmate screenings, detoxification forms, logs of secure / non-secure detention including juvenile cell check, visitor, incident and other jail logs.	HSC 123145; * Under 18 - 1 year after 18th birthday or 7 years, whichever is longer. Over 18 - 7 years after discharge. 15 CCR 1205; Maintain separately from inmate files, no retention listed 15 CCR 1207; Maintain, no retention listed California "Minimum Guidelines for Local Detention Facilities" state "There is no Title 15 regulation related to records retention" for these records. State of California Guidelines; Current year plus 6 years for jail logs	Chief / Admin		CL+7 *
12-03-04	Juvenile Commission Reports	Monthly and annual reports sent to the Juvenile Commission. Form is downloaded from the County website.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.	Chief / Admin		C+2
12-03-05	Inspections	Board of Corrections biennial, health department, fire department, etc.	GC 34090; 2 year minimum requirement State of California Guidelines; After completion plus 6 years for inspections by various agencies	Chief / Admin		CL+6
12-03-06	Daily Inspections	Daily inspections of jail facility performed by desk officer. Hard Chiefies maintained.	GC 34090; 2 year minimum requirement State of California Guidelines; After completion plus 6 years for inspections by various agencies	Chief / Admin		C+6



12-00-00 POLICE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>12-04-00</b>	<b><u>Personnel &amp; Training Records</u></b>					
12-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
12-04-02	Personnel Records	Includes equipment released, background checks, employee transaction forms, step increases, corrective evaluations and other materials related to the employee. Similar to the files maintained by HR but contains other confidential information on officers.	Department Preference: Officers requesting reinstatement maintained for 2 years before sending to HR. * Other officers maintained for 6 months after separation.	Personnel	CON	<b>AS+2 *</b>
12-04-03	Background Checks - Unsuccessful Candidates		GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for hired Safety Personnel; 2 years after position closes for Safety Personnel not hired.	Personnel	CON	<b>CL+2</b>
12-04-04	Field Training	All field training materials stored electronically in PowerReady. Also maintain hard Chiefies.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 7920.000; PRA, confidential record status State of California Guidelines; 7 years after termination, no specific citation given. 2 years after termination for certificates and designations training.	Personnel		<b>AS+7</b>
12-04-05	Training Information Management System Database (TIMS)	Used to track all training for officers, including inhouse, POST and other training sessions.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	Personnel		<b>DBase</b>
12-04-06	Training Reimbursement Forms	Used for officer training reimbursements. Duplicated information that is sent to Finance for processing. Maintained for 1 year in PD.	GC 34090.7; Duplicates and reference materials may be destroyed within the 2 year minimum.	Personnel		<b>C</b>
12-04-07	POST Reimbursements	Includes school travel authorizations and training. Separated by schools. POST may audit up to 5 years after the session.	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit  Department Preference: Maintain POST reimbursements for the current year plus 5 years to accommodate POST audits.	Personnel		<b>C+5</b>
<b>12-05-00</b>	<b><u>Property &amp; Evidence</u></b>					
12-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
12-05-02	Asset Seizure / Forfeiture Form	For monies seized over a certain amount. Requested from a major crimes task force, and ultimately scanned to RIMS with the case file.	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum requirement retention period	Property		<b>C+1</b>

12-00-00 POLICE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
12-05-03	Auction Reports	Reports of items unable to be returned to owners and that are auctioned off to the public.	GC 34090; 2 year minimum requirement State of California Guidelines; No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.	Property		<b>C+2</b>
12-05-04	Evidence Purge / Disposition	Includes weapons destruction logs, drug destruction logs, deposit receipts, property disposition memorandums and returns to owners.	State of California Guidelines; Permanent for gun destruction. No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.	Property		<b>P</b>
12-05-05	Property Record / Receipts	Tracks property releases and dispositions. Used to permanently track history of evidence. Separate from the case and not destroyed with the case file.	GC 34090; 2 year minimum requirement State of California Guidelines; No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.	Property		<b>C+2</b>
12-05-06	Audio Recordings - Routine	Includes telephone and radio communications. If crime related, the District Attorney must request audio within 100 days of the date. The City Attorney will inform the PD about pending litigation.	GC 34090.6; 100 days. * If a claim is filed or pending litigation, retain with the case file. State of California Guidelines; 180 days for audio, telephone and radio communication tapes, with exceptions of recordings pertaining to GC 34090.6  Department Preference: Maintain communication recordings for a rotating 2 year period. Kept in the Verint System.	Property		<b>2Y Rotating</b> *
12-05-07	Body Worn Cameras	Includes all recording systems whether body worn, handheld, or integrated into portable equipment.  Non-evidence, Police Report with No Arrest, Detention / Arrest, Traffic / Pedestrian Contact with No Report:  Violent Crime Report, Use of Force, Administrative, Complaint Against Employee or Agency:  Critical Incident, Homicide:	PC 832.18(5)(A)&(B); 60 days for nonevidentiary data, 2 years for evidentiary data. State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons.  EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. CCP 338 et al.; up to 3 years after commission of offense or after realization of offense. PC 832.5; 5 years after case closure with no sustained misconduct, <u>*15 years with sustained misconduct; confidential document not for public exposure.</u>  PC 799; No statutes of limitations on actions CCP 335.1; Must commence action within 2 years Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent	Property	CON	<b>2Y</b>  <b>5Y or 15Y *</b>  <b>P</b>

12-00-00 POLICE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
<b>12-06-00</b>	<b>Records</b>	<b>** Maintain all case files confidential while active. California Public Records Act to be consulted.</b>				
12-06-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
12-06-02	Sunridge Systems RIMS	Electronic case management system.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	Records	V, CON **	<b>DBase</b>
12-06-03	Case Reports - All Other	Crime reports, DUI's, incidents, mandatory registrants, bookings/arrests, missing persons, restraining orders, criminal protective orders, NCIC entries. May include property, photos, field interview cards, additional documents and any other elements for the case. All files scanned and stored in the RMS system.		Records		
	187 - Murders		PC 187; Definitions PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc.	Records	V, CON **	<b>P</b>
	Accident/Incident Reports, Non-criminal	All cases maintained in RIMS. No current purge schedule	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons.	Records	V, CON **	<b>CL+2</b>
	Accident/Incidents Reports, Fatality Collisions	All cases maintained in RIMS. No current purge schedule.	PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent  Department Preference: Maintain felony and fatality accident reports for 25 year after closure to follow other agency practices.	Records	V, CON **	<b>CL+25</b>
	Child Abuse		PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions	Records	V, CON **	<b>CL+10</b>

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Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
	Child Molestation		PC 261; Definitions PC 220; Definitions & punishments PC 286; Definitions & punishments PC 288; Definitions & punishments PC 289; Definitions & punishments WIC 781; Juvenile records, when offender reaches age 38, or 5 years after records are sealed. Department of Justice recommends 25 years.  Department Preference: Maintain sex crime cases for 2 years after proof of offender's death.	Records	V, CON **	L+2
	Drug / Sex Crime Registration	Sex offenders - Adult  Sex offenders - Juvenile	GC 34090; 2 year minimum requirement PC 290; definitions and references WIC 781; * 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.	Records	V, CON **	L+2  * Varies
	Felony Cases, Non-permanent	Does not include murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death	GC 34090, 2 year minimum requirement CCP 338 et al.; up to 3 years after commission of offense or after realization of offense, 6 years for notary public offenses. State of California; Prosecution of cases involving 8 or more years in prison must commence within 6 years.	Records	V, H, CON **	CL+6
	Felony Cases, Permanent	Includes murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, sexual assault, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death.	PC 799, 801.1, 803; No statutes of limitations on actions CCP 335.1; Must commence action within 2 years Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent	Records	V, H, CON **	P
	Marijuana Related Crimes		HSC 11361.5, 11361.7, 11357 B, C, D, or E; 2 years after case closure, * or until offender reaches the age of 18 years provided there are no active warrants associated with the case. Destroy Juvenile marijuana cases after age 18. HSC 11362.1, Legal adult use of cannabis products  * Combined cases may be retained for the longest applicable retention period. The District Attorney may vacate the conviction and the City may destroy the case file sooner than the retention period listed.	Records	V, CON **	CL+2 *
	Misdemeanors / Infractions		GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons.	Records	V, CON **	CL+2

12-00-00 POLICE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
	Missing Persons		GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for non-criminal occurrences, including missing persons where person has been returned/found. DOJ recommends permanent for unsolved missing persons.	Records	V, CON **	CL+2
	Officer Involved Shootings	Includes shootings	EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. PC 832.5; 5 years after case closure with no sustained misconduct, 15 years with sustained misconduct; confidential document not for public exposure. VC 2542 & 2547; Officer fraud or misrepresentation. 3 years after act or omission. State Recommendation; Closure of case plus 25 years. DOJ regulates, if not involving felonies, the report can be destroyed after 3 years, provided that accounting of incident has been placed with the case file.	Records	V, CON **	CL+25
	Robberies / Burglary		CCP 338 et al.; up to 3 years after commission of offense or after realization of offense. State Recommendation; Closure of case plus 3 years.	Records	V, CON **	CL+3
	Sex Crimes		PC 261; Definitions PC 220; Definitions & punishments PC 286; Definitions & punishments PC 288; Definitions & punishments PC 289; Definitions & punishments WIC 781; Juvenile records, when offender reaches age 38, or 5 years after records are sealed. Department of Justice recommends 25 years.  Department Preference: Maintain sex crime cases for 2 years after proof of offender's death.	Records	V, CON **	L+2
	Stolen Vehicles		CCP 338 et al.; up to 3 years after commission of offense or after realization of offense. State Recommendation; Closure of case plus 3 years.	Records	V, CON **	CL+3
	Unattended Death / Suicide	Suspicious  No suspicious circumstances	PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent  GC 34090; 2 year minimum requirement	Records	V, H, CON **  V, CON **	P  CL+2

12-00-00 POLICE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
	Weapon Crimes	Possession of illegal weapons, carrying concealed weapons, and other crimes relating to the possession or use of illegal weapons where no other crime has occurred.	GC 34090; 2 year minimum requirement  Department Preference: Retain weapon crime information for 5 years to track potentially violent individuals.	Records	V, CON **	CL+5
12-06-04	Alcoholic Beverage Control (ABC) Applications	Received from the State for applications for local establishments applying for licenses. Chiefed and sent to Council.	GC 34090; 2 year minimum requirement State of California Guidelines; Life of the business plus 2 years for alcoholic beverage sales permits	Records		L+2
12-06-05	Cash Receipt Books	Log of monies receive at the PD counter.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit	Records		C+4
12-06-06	Civil Subpoenas	Subpoenas for officers in civil cases.	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Current year plus 2 years. Courts/County maintain the original record.	Records		C+2
12-06-07	Clearance Letters	Includes requests from persons residing in the City asking for a cursory records check through our RMS system to ascertain if the person has any negative information on file in our RMS system. This request results in a letter stating the results of the records check.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for requests for criminal history	Records		CL+2
12-06-08	Criminal Background Checks	Requests for criminal history for employment background checks. Maintained in RIMS person record.	GC 34090; 2 year minimum requirement CCP 340; 1 year statute of limitations 11 CCR 707(c); 3 years after release of record  Department Preference: Maintain checks permanently within RIMS.	Records		P
12-06-09	Livescan Fingerprinting	Includes fingerprinting for job applicants, criminal bookings, registrants and other requests.	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain fingerprint information for city employment for 2 years after termination.	Records	CON	C+2
12-06-10	Monthly DOJ/UCR/BACS (MACR) Report	Electronic statistical report maintained for future analysis maintained in RIMS	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.	Records		C+2
12-06-11	NCIC Validations	National Crime Information Computer. DOJ requires reporting monthly for stolen vehicles/license plates, stolen weapons, warrants, missing persons and restraining orders. Inhouse audit performed and results send electronically to DOJ for cases still outstanding. Results also attached to cases in RIMS.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly, and annual activity/statistical reports.	Records		AU+2
12-06-12	Record Sealings, Adults	Maintained in RIMS.	PC 851.8(a); Factually innocent records, 3 years after arrest, * with district attorney approval.	Records	V, CON	CL+3 *

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Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
12-06-13	Record Sealings, Juveniles	Maintained in RIMS.	Date of court ordered destruction WIC 781; 5 years after sealed by court order for at-risk youth; * WIC 781; When juvenile reaches the age of 38 for murder and/or sex crimes occurring before the child is 14 years of age * WIC 781; For murder and/or sex crimes occurring on or after the child reaches age 14, DO NOT DESTROY.	Records	V, CON	CL+5 *
12-06-14	Taxi Permits & Inspections	Includes vehicle inspections for service providers.	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after termination for taxi licenses and permits	Records		AT+4
12-06-15	Subpoenas Duces Tecum	Subpoenas for records or property. Scanned and maintained with the associated case. Hard Chiefies maintained for the current year.	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Courts/County maintain the original record.	Records		C
<b>12-07-00</b>	<b>Traffic Unit</b>					
12-07-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
12-07-02	Equipment Calibrations	Preliminary Alcohol Screening Device, lidar and radar calibration.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after termination of use of equipment for radar calibration records	Traffic		AT+2
12-07-03	Traffic & Parking Citations	Originals are forwarded to the court after agency processing. Includes citations electronically created.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations.	Traffic		C+2

13-00-00 PUBLIC WORKS

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
<b>13-01-00</b>	<b>Public Works Administration</b>					
13-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
13-01-02	Project Management System	Work order system and citizen requests. SeeClickFix for requests and work orders produced through CityWorks.	Transitory Record: Maintain while active or until data is transferred to a new tracking system.	Admin		<b>DBase</b>
13-01-03	Outreach, Education & Notifications	For City-sponsored events. May include photos and other historical information.	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years	Admin		<b>C+2</b>
13-01-04	Safety Programs & Procedures	Includes sign-in sheets, attendance rosters, training materials for safety training classes and events.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 7920.000 PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Admin		<b>C+7</b>
13-01-05	Infrastructure Plans & Maps	Plans and maps for infrastructure systems throughout the City, such as . Includes historical maps	GC 34090(a); Real property records, maintain GC 4003, 4004; Maintain HSC 19850; Building Plans - Life of Building, with exceptions CCP 337.15; 10 years State of California Guidelines; Permanent	Admin		<b>P</b>
13-01-06	Agency Reports	Reports to Regional Water Quality Control Board, California Integrated Water Quality System, California Air Resources Board, CalRecycle (SB 1383) and other regular agency reports.	GC 34090; 2 year minimum requirement CCP338(k); 6 year statute of limitations for air quality records State of California Guidelines; Current year plus 7 years for AQMD records	Admin		<b>CL+7</b>
13-01-07	Infrastructure Inspections	Includes inspections of City facilities and infrastructure.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.	Admin		<b>CL+2</b>
13-01-08	Standard Operating Procedures	Procedures for all Public Works divisions.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines recommends retaining for 2 years after superseded.	Admin		<b>S+2</b>



13-00-00 PUBLIC WORKS

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
<b>13-02-00</b>	<b>Code Enforcement</b>					
13-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
13-02-02	Code Enforcement Cases	CentralSquare is used to track cases, violation notices, correspondence and other case related documents. Some case reports are stored in the shared drive. May start out through SeeClickFix, Code Enforcement hotline voicemails, or emails from other departments.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.	Code		<b>CL+2</b>
<b>13-03-00</b>	<b>Fleet</b>					
13-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
13-03-02	Maintenance Contracts	Includes contracts for vendor activities. Maintained electronically on the shared drive.	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.	Operations & Maintenance		<b>CL+4</b>
13-03-03	Vehicle & Equipment Maintenance Records	Paper history and reports of equipment and vehicles. Includes registration, purchase, maintenance and other specific vehicle and equipment related information. Tracked in Collective Data.	GC 34090; 2 year minimum requirement State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles.	Operations & Maintenance		<b>L+2</b>
13-03-04	Vehicle Pink Slips	Maintained in a safe. Only retain pink slips until the vehicle leaves our possession. Transfer of title to the new owners when the vehicle is sold/donated.	GC 34090; 2 year minimum requirement State of California Guidelines state life of the vehicle plus 2 years for title records of vehicles. State does not reference any citations.	Operations & Maintenance		<b>L+2</b>
13-03-05	Biennial Inspection of Terminals (BIT) Records	Inspection of vehicles by the State Department of Transportation.	GC 34090; 2 year minimum requirement VC 3450.12; maintain inspection reports for at least 2 years. 25 month inspection period.	Operations & Maintenance		<b>C+2</b>
13-03-06	Biennial Inspection of Terminals (BIT) Audits	Annual California Highway Patrol audit of Biennial Inspection of Terminals records. Review drivers licenses, drug pull records, driver training and medical records for drivers.	GC 34090; 2 year minimum requirement VC 3450.12; maintain inspection reports for at least 2 years. 25 month inspection period.	Operations & Maintenance		<b>C+2</b>
13-03-07	BAR Inspections	Combined with California Air Resources Board.	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency.  Department Preference: Maintain inspection records for 2 years after completion to follow State retention for the California Air Resources Board permit.	Operations & Maintenance		<b>CL+2</b>

13-00-00 PUBLIC WORKS

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
13-03-08	Portable Diesel Equipment	Bay Area Air Quality Management District inspects these records periodically (if there is a change or addition to the equipment).	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency.  Department Preference: Maintain inspection records for 2 years after completion to follow State retention for the California Air Resources Board permit.	Operations & Maintenance		CL+2
13-03-09	Diesel & Gas Smog Inspections	Maintained in CFA and in hard copy form.	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency.  Department Preference: Maintain inspection records for 2 years after completion to follow State retention for the California Air Resources Board permit.	Operations & Maintenance		CL+2
13-03-10	Daily Vehicle Inspection Log	Inspection of vehicles by drivers prior to driving. Required by the State Department of Transportation. Includes safety equipment, liquid levels, tire condition, appearance, operations, lights. Maintain the old and new books in the vehicle.	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.	Operations & Maintenance		C+2
13-03-11	Weekly Fuel Island Inspections & Logs	Includes inspections of gas and diesel fuel tanks. County inspects the tanks monthly and maintains the records. No records maintain by the City.	GC 34090; 2 year minimum requirement CCP 337; SOL of 4 years State of California Guidelines; 3 years after audit	Operations & Maintenance		CL+3
13-03-12	Fuel Usage & Tax Reports	Includes underground storage tank reports and other fuel tax reports. Tanks located at the Fire stations.	GC 34090; 2 year minimum requirement CCP 337; Statutes of limitations of 4 years State of California Guidelines; 3 years after audit	Operations & Maintenance		CL+3
13-03-13	Hazardous Waste Manifests	Used for disposal of oil filters, used oil, sweeping compound and other hazardous waste materials. Maintained in paper format to report to the Environmental Protection Agency.	GC 34090; 2 year minimum requirement 40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.	Operations & Maintenance		C+10
13-03-14	Tire Disposal Records	Release slips from the recycler.	GC 34090; 2 year minimum requirement 40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.	Operations & Maintenance		C+10

**13-00-00 PUBLIC WORKS**

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
<b>13-04-00</b>	<b>Parking</b>					
13-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
13-04-02	Collections	Coin collection reports. Maintained in paper format in the front office and the Parking shop.	GC 34090; 2 year minimum requirement CCP 337; Statutes of limitations of 4 years State of California Guidelines; 4 years after audit	Operations & Maintenance		<b>C+4</b>
13-04-03	Meter Reports	Includes finance and meter reports maintained in hosted software system.	GC 34090; 2 year minimum requirement CCP 337; Statutes of limitations of 4 years State of California Guidelines; 4 years after audit	Operations & Maintenance		<b>C+4</b>
13-04-04	Parking Permits	Permits ordered by Public Works and distribution is provided through the hosted software system. Permits issued monthly and quarterly for the downtown parking district.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits	Operations & Maintenance		<b>AE+2</b>
<b>13-05-00</b>	<b>Sewers</b>					
13-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
13-05-02	Sewer Basin Cleaning	Maintained in a spreadsheet and in CityWorks and See Click Fix	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.	Operations & Maintenance		<b>CL+2</b>
13-05-03	Sanitary Sewer Master Plan	Master plan for the City's sewer system.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.	Operations & Maintenance		<b>S+2</b>
13-05-04	Inspections & Assessments	Includes schedules for inspections and results.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.	Operations & Maintenance		<b>CL+2</b>
<b>13-06-00</b>	<b>Storm Drains</b>					
13-06-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
13-06-02	Storm Lines & Catch Basin Cleaning	Maintained in a spreadsheet and in CityWorks.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.	Operations & Maintenance		<b>CL+2</b>

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Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
13-06-03	Adopt-A-Storm Drain	Supplies distribution to volunteers.	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain outreach records for the Current Year plus 2 years	Operations & Maintenance		<b>C+2</b>
13-06-04	Inspections & Assessments	Includes schedules for inspections and results.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.	Operations & Maintenance		<b>CL+2</b>
<b>13-07-00</b>	<b><u>Streets</u></b>					
13-07-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
13-07-02	Street Maintenance Projects	Maintained by supervisor to track street maintenance projects. Includes sidewalks, signs, striping/markings, maintenance projects and other street information.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.	Operations & Maintenance		<b>CL+2</b>
13-07-03	Street Lighting & Traffic Signals	Includes the street light infrastructure and plans.	CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years	Operations & Maintenance		<b>L+3</b>
13-07-04	Citizen Requests	Correspondence with residents requesting street lights.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.	Operations & Maintenance		<b>CL+2</b>
13-07-05	Street Cleanup Program	Includes cleanup efforts for homeless encampments, 4th of July, illegal dumping and other cleanup. Communications to coordinate cleanups.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.	Operations & Maintenance		<b>CL+2</b>
13-07-06	Inspections & Assessments	Includes schedules for inspections and results.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.	Operations & Maintenance		<b>CL+2</b>
<b>13-08-00</b>	<b><u>Sustainability</u></b>					
13-08-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
13-08-02	SB 1383 Reporting	Annual reports to CalRecycle.	GC 34090; 2 year minimum requirement CCP338(k); 6 year statute of limitations for air quality records State of California Guidelines; Current year plus 7 years for AQMD records	Operations & Maintenance		<b>CL+7</b>

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Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
13-08-03	Material Procurement	Required by SB 1383 to procure compost, mulch and paper products. Currently tracked in a spreadsheet. Compliance requirement by CalRecycle . Supports the associated grant.	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Retention may be longer as stated in the agreement.	Operations & Maintenance		AFP+5 *
13-08-04	Non-compliance Letters	Sent to residences and commercial businesses. Required by CalRecycle. Saved electronically and on a tracking spreadsheet.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.	Operations & Maintenance		CL+2
13-08-05	Free Shuttle Program	Contracted service. Ridership, expenditures and performance reports sent to the County. Relates to the grant.	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Retention may be longer as stated in the agreement.	Operations & Maintenance		AFP+5 *
13-08-06	Compost Pail Distribution Program	Submissions automatically sent to admin distribution email group and resident information saved to distribution list spreadsheet. Required by Cal Recycle. Spreadsheet to track inventory saved in shared drive.	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain solid waste reports for the current year plus 2 years.	Operations & Maintenance		C+2
<b>13-09-00</b>	<b>Engineering Division Permits</b>					
13-09-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-09-02	Encroachment Permits	Includes encroachments like "dig once" trenching, sewer lateral replacements, potholing, street cuts, storage containers, paving and other temporary encroachments not related to Capital Improvement Projects.	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for maintenance projects, and for temporary use permits.	Engineering		AE+2
13-09-03	Grading Permits	Includes erosion control compliance and other grading permits.	GC 34090(a) Real property records, maintain Permanently GC 4003, 4004; Maintain HSC 19850; Life of Building, with exceptions State of California Guidelines; Permanent for construction based encroachment permits.	Engineering		P
13-09-04	Hauling Permits		GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for maintenance projects, and for temporary use permits.	Engineering		AE+2

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13-09-05	Oversize Transportation Permits	Temporary use permit for access of oversized vehicles.	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for temporary use permits.	Engineering		<b>AE+2</b>
13-09-06	Plan Check Logs, Encroachments	For projects like fiber installation, utilities and other large project encroachments.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for various logs	Engineering		<b>C+2</b>
13-09-07	Sidewalk & Outdoor Dining Permits		GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for temporary use permits.	Engineering		<b>AE+2</b>
13-09-08	On-call Agreements		GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines  Department Preference: Maintain contract backup information for 2 years after the contract is closed or project complete.	Engineering		<b>CL+2</b>
<b>13-10-00</b>	<b>Capital Improvement Program</b>					
13-10-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
13-10-02	Capital Improvement Projects	Construction of new facilities. Electronic format since 2000.  Construction Records including planning, design, construction, conversion or modification of local government- owned facilities, structures & systems; environmental / California Environmental Quality Act reports and documents (i.e.. streets, curbs, gutters, sidewalks, storm drains, etc.):  Engineering Project Records. Supporting documents including appraisal reports, bidders lists, non-environmental reports, work orders, schedules, exhibits, construction staking documentation and correspondence:	GC 34090(a); Permanent for real property related documents GC 4003, 4004, Maintain CCP 337.15; 10 years State of California Guidelines; Permanent for capital improvements  CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.	Engineering		<b>P</b>         <b>CL+10</b>
<b>13-11-00</b>	<b>Private Developments</b>					
13-11-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
13-11-02	Benchmarking & Surveying		GC 34090(a); Permanent for land and property related documents State of California Guidelines; Permanent for surveys	Engineering	V	<b>P</b>

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Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
13-11-03	Easements & Right-of-Way	Includes easements inside the parcel / lot.	GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent	Engineering	V	P
13-11-04	Lot Splits & Lot Line Adjustments	Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects.	GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent	Engineering	V	P
13-11-05	Parcel Map Working Files	Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects. Referenced through the County.	GC 34090; 2 year minimum requirement CCP 337.15; 10 years	Engineering		CL+10
13-11-06	Plan Reviews - Planning		GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement. Duplicates must not be kept longer than the retention life of the original record.	Engineering		ACT
13-11-07	Subdivision Working Files	Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects. Referenced through the County.	GC 34090; 2 year minimum requirement CCP 337.15; 10 years	Engineering		CL+10
<b>13-12-00</b>	<b>Traffic Advisory Committee</b>					
13-12-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-12-02	Agendas/Agenda Packets	Includes traffic change requests.	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years	Engineering		C+2
13-12-03	Minutes		GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent	Engineering	V, H	P
13-12-04	Traffic Change Requests	Includes written responses to requests and work orders. Organized electronically by address or location.	GC 34090; 2 year minimum requirement  Department Preference: Maintain traffic change requests for 2 years after the request is accommodated or denied.	Engineering		CL+2
13-12-05	Traffic Studies & Traffic Surveys		GC 34090; 2 year minimum requirement State of California Guidelines; Completion of survey plus 2 years	Engineering		CL+2

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Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
<b>13-13-00</b>	<b><u>Waste Water Administration (Water Quality Control Plant)</u></b>					
13-13-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
13-13-02	Service Contracts	Includes maintenance and services of the building. Maintained on the S Drive.	CCP 337.2; Statute of limitations of 4 years CCP 343; Statute of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.	Admin		<b>CL+4</b>
13-13-03	Utility Bills	Received from Pacific Gas & Electric and processed through the Plant. Paper format kept onsite.	GC 34090; 2 year minimum requirement CCP 337; Statutes of limitations of 4 years	Admin		<b>C+4</b>
13-13-04	Time Cards	Time entered into PDS tracking system and paper maintained. Time cards not signed and used for internal audits.	GC 34090; 2 year minimum requirement 29 CFR 516.2; Maintain 29 CFR 516.6; 2 years RTC 19530; 3 years after tax return due RTC 19704; 6 year statute of limitations LC 1174; 2 years after pay period 26 CFR 31.6001-1; 4 years after tax return due 29 USC 255(a); 2 to 3 years statute of limitations for minimum wages State of California Guidelines; 6 years after audit	Admin		<b>C+6</b>
13-13-05	Facilities Permits	State Water Resources Control Board, San Mateo County Health & Safety, Bay Area Air Quality Management District, Environmental Protection Agency, underground water and other permits. Includes calculations and data sent to the agency. Does not include NPDES.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for municipal facility rental / use permits	Admin / Maintenance		<b>AE+2</b>
13-13-06	Sewer Spills	Inspection and remediation of sewer spills.	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample.	Admin		<b>C+5</b>
<b>13-14-00</b>	<b><u>Environmental Compliance (Water Quality Control Plant)</u></b>					
13-14-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
13-14-02	NPDES Permits & Applications	For stormwater, water and waste water. Maintained electronically on the S Drive.	40 CFR 122.28; Maintain NPDES general permits State of California Guidelines; Permanent for NPDES permits	Environ Compl		<b>P</b>



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Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
13-14-03	Agency Reporting	Includes compliance reports to the State Water Resources Control Board. Maintained electronically on the S Drive.	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample.	Environ Compl		<b>C+5</b>
13-14-04	Violation Notifications	Notifications for violations by the City from regional boards. Not for NPDES. Maintained in paper format.	NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample.	Environ Compl		<b>C+3</b>
13-14-05	Pretreatment Permits	Includes permits and inspections for restaurants, laundry facilities and all industries operating in the City. Annual permits include local discharge limits permits, groundwater permit applications, retail food facility permit applications and other issued permits.	27 CCR 15185(c); 5 years for hazardous waste enforcement documents 40 CFR 122.21; 3 years after approval 40 CFR 122.41; 3 years after report State of California Guidelines; Current year plus 5 years for discharge monitoring reports	Environ Compl		<b>C+5</b>
<b>13-15-00</b>	<b><u>Maintenance (Water Quality Control Plant)</u></b>					
13-15-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
13-15-02	Process Maintenance	Includes biofilter, scrubbing system, odor control, and other process maintenance. Documents include work requests and other documents related to maintenance. Maintained in Lumin.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.	Maintenance		<b>CL+2</b>
13-15-03	Lift Stations	Maintenance records. Maintained in Lumin.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.	Maintenance		<b>CL+2</b>
13-15-04	Maintenance Service Contracts	Includes supporting documents and workpapers. Originals maintained by the City Clerk's Office.	CCP 337.2; Statute of limitations of 4 years CCP 343; Statute of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.	Maintenance		<b>CL+4</b>
13-15-05	Plant Walkthrough	Safety checklist performed twice annually.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.	Maintenance		<b>CL+2</b>
13-15-06	Equipment Inventory	Purchase orders, purchase date and inventories.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for equipment inventory records	Maintenance		<b>S+2</b>
<b>13-16-00</b>	<b><u>Operations (Water Quality Control Plant)</u></b>					
13-16-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
13-16-02	Chemicals	Includes invoices, delivery receipts / packing slips and bills of lading for chlorine, ferrous chloride, polymers, sodium bisulfite and other chemicals.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations State of California Guidelines; 4 years after audit	Operations		<b>C+4</b>

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13-16-03	Operations & Maintenance Manuals	Reference documents for equipment maintenance.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after termination for several kinds of equipment manuals.  Administrative Decisions; Life of the equipment plus 2 years for equipment manuals & specifications.	Operations		<b>L+2</b>
13-16-04	Lead Operator Reports	Daily activity log book tracking trends for general operations. Scanned and saved on the shared drive. Originals maintained in a binder.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for operations and maintenance records.	Operations		<b>CL+2</b>
13-16-05	Daily Operations Checklist	Checklist created by the operators on equipment readings and data.	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis Current year plus 12 years for compliance records.	Operations		<b>C+12</b>
13-16-06	Tonnage Reports & Waste Hauling	Provided by the sludge disposal service. Tonnage reports and bills of lading.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for tonnage reports.	Operations		<b>C+2</b>
13-16-07	SCADA Reports	Includes telemetry, as-builts, maintenance and work performed. Signed by staff performing the associated tasks. Reports discontinued in 2023.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for operations and maintenance records.	Operations		<b>CL+2</b>
<b>13-17-00</b>	<b>Laboratory (Water Quality Control Plant)</b>					
13-17-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		<b>AR</b>
13-17-02	Chemical Records	Includes invoices, delivery receipts, packing slips and bills of lading for chlorine, ferrous chloride, polymers, sodium bisulfate and other chemicals.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations State of California Guidelines; 4 years after audit	Laboratory		<b>C+4</b>
13-17-03	Bacteriological & Chemical Analysis, Raw Data and Testing	Includes BOD, COD, ELAP, ERA, FGL, BSK, pretreatment, lab and chlorine testing results, beach sampling, weekly, quarterly and annual sampling, and other testing results.	40 CFR 141.33(a); 5 years after completion for bacterial testing State of California Guidelines; Current year plus 5 years for bacteriological analysis.	Laboratory		<b>C+5</b>
13-17-04	Lab Certification	Includes ELAP audits and accreditation, operator certificates, lab analyst records and other certification documents.	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for State certification compliance reports	Laboratory		<b>C+12</b>
13-17-05	Lab Equipment Inventory	Current equipment in use. Includes equipment log books.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for equipment inventory records	Laboratory		<b>S+2</b>
13-17-06	Chain of Custody	Includes chain of custody records and invoices for contract lab work.	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.	Laboratory		<b>C+12</b>

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Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
13-17-07	Daily Sample Logs	Logs of analysis of sewage sludge and discharge.	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records. 40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis Current year plus 12 years for compliance records.	Laboratory		<b>C+12</b>
13-17-08	Standard Operating Procedure Manuals	For quality assurance, standards & methods, refrigerated samples, regulations, standard operating procedures, inventory and procedures.	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records. 40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis Current year plus 12 years for compliance records.  Department Preference: Maintain SOPs for 12 years after superseded to meet the longest compliance retention period.	Laboratory		<b>S+12</b>
13-17-09	Calibration	Calibration and quality assurance log sheets and reports. Internal and external calibration.	40 CFR 122.41; 3 years for calibration records  Department Preference: Maintain calibration records for at least the current year plus 12 years after completion to match water testing retention under 40 CFR 141.91 and 40 CFR 141.33.	Laboratory		<b>C+12</b>
13-17-10	Lab Reports	Includes annual, monthly and lab reports for State Water Quality Control Board, sewer system overflows, and fats, oils & grease inspections.	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.	Laboratory		<b>C+12</b>
13-17-11	Contract Laboratories	Includes testing results from contract labs such as CalTest.	40 CFR 141.33; 5 years after completion State of California Guidelines; Current year plus 5 years for bacteriological analysis.  Department Preference: Maintain sub-contracted lab records for at least the current year plus 12 years to match retention of water analysis records under 40 CFR 141.91 and 40 CFR 141.33.	Laboratory		<b>C+12</b>
13-17-12	Hazardous Waste Manifests	Used for chemicals, used oil and other hazardous waste materials.	GC 34090; 2 year minimum requirement 40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.	Laboratory		<b>C+10</b>