

CITY OF SUNNYVALE RECORDS RETENTION SCHEDULE
DRAFT Updates: July 1, 2025

Attachment 2
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		CATEGORIES / RECORD SERIES	RETENTION PERIOD(S)	VITAL (Y=Yes)	DoR (Owner)	DESCRIPTOR / EXAMPLE	CITATION	FORMER RECORD SERIES #
			SEE LEGEND				SEE LEGEND	
100		GENERAL ADMINISTRATION						
101		OFFICE ADMINISTRATION AND MANAGEMENT						
101	-02.1	Agendas: Misc	CU+4		Originating Department	Agendas for Child Care Advisory Board (CCAB) agenda and packets; Community Advisory Committee (CAC); Staff Advisory Committees; ELT strategic planning; School Districts; updates with City Manager ; ad hoc committees; staff meetings .	GC 34090	ADMIN087.1
101	-02.2	Agendas: Staff Meetings	CU+2		Originating Department	City staff meetings.	GC 34090	N/A
101	-08.1	Minutes: Misc	CU+4		Originating Department	Minutes of miscellaneous committees, Staff Advisory Committees, staff meetings , etc.	GC 34090	ADMIN101.1
101	-08.2	Minutes: Staff Meetings	CU+2		Originating Department	City staff meetings.	GC 34090	N/A
101	-18	Delegation of Authority	S+2		Originating Department	Delegation of authority to sign agreements, order of succession, etc.	GC 34090	N/A
200		COMMUNITY DEVELOPMENT						
202		BUILDING						
202	-05	Blueprints and Specifications	CL+2 P		CDD	Submitted by contractors with applications for building permits and for Certificates of Occupancy.	GC 34090(d)	DEV030
600		CITY MANAGER ADMINISTRATION, LEGISLATIVE AND LEGAL						
601		CITY MANAGER ADMINISTRATION						
601	-01	Reports: City Manager	CU+5 CU+2		OCM	City Manager Bi-Weekly Reports (Update Sunnyvale).	GC 34090	ADMIN048.1
601	-02	Brochures, Publications, Newsletter, Bulletins	CU+2		OCM	Examples: Harbinger/Sun Times, Quarterly Report/Horizon, Council One Sheet, Insights, etc.	GC 34090	ADMIN120.1, ADMIN120.2
700		PUBLIC SAFETY						
704		HAZARDOUS MATERIALS						
704	-08	California Accidental Release Prevention Program (CalARP)	P	Y	DPS	Risk Management Plans; Closure/Deregistration Received; Miscellaneous, support documentation for Completeness review (including checklist, notification letters, public notice) Documents re: storage.	GC34090(a)	PS026
705		LAW ENFORCEMENT ADMINISTRATION						
705	-09.1	Internal Affairs Administrative Investigative Files	CL+15 CL+6	Y	DPS		PC832.5, EVC1040, GC12946, PC801.5; 803(c)VC2547	PS037
705	-09.2	Internal Affairs Administrative Investigative Files - involve a sustained finding of misconduct	CL+15	Y	DPS			

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			SEE LEGEND				SEE LEGEND	
705	-10	Internal Affairs: Administrative Investigative Files of Officer-involved Shooting Where a DPS Member is a Subject of a Criminal Investigation - Not Resulting in a Criminal Conviction.	CL+15	Y	DPS		PC832.5, EVC1040, GC12946, PC801.5; 803(c)VC2547	N/A
705	-11	Internal Affairs: Administrative Investigative Files Where a DPS Member is a Subject of a Criminal Investigation - Not Resulting in a Criminal Conviction	CL+15	Y	DPS		PC832.5, EVC1040, GC12946, PC801.5; 803(c)VC2547	N/A
705	-12	Internal Affairs: Administrative Investigative Files Where a DPS Member is a Subject of a Criminal Investigation or Officer Involved Shooting - Resulting in a Criminal Conviction	CL+15	Y	DPS		PC832.5, EVC1040, GC12946, PC801.5; 803(c)VC2547	N/A