

CITY OF SUNNYVALE RECORDS RETENTION SCHEDULE
Update: November 10, 2020

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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	-15	Video Surveillance (High-Definition Video)	CU+60 days		Originating Department	HD Live-feed Video surveillance to protect our business interests, securing facilities, and maintaining appropriate public access (applies to systems installed after 05/28/2020).	GC 34090.6	N/A
101	-16	Video Surveillance (Low-Definition Video)	CU+1		Originating Department	Video surveillance storage to protect our business interests, securing facilities, and maintaining appropriate public access (applies to systems installed after 05/28/2020).	GC 34090.6	N/A
101	-17	Americans with Disabilities Act (ADA) Complaints and Requests for Accommodation	CU+3		All Departments	Correspondence and documentation related to ADA complaints and requests for accommodation	Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973	N/A
102		INFORMATION AND TECHNOLOGY SYSTEMS						
102	-06	List of Enterprise Applications	CU+2		ITD	List of Enterprise systems that are used by multiple departments and contain public data.	GC 7922.700	N/A
200		COMMUNITY DEVELOPMENT						
203		PLANNING						
203	-01	Drawings, Project Plan	CU+2		CDD, DPW	Broad policies or topics not tied to a specific address (does not include those usually filed with a project).	GC 34090(d)	DEV014
203	-02	Project files Planning and Zoning; Not Complete or Denied	CL+2		CDD, DPW	Planning Permit applications not approved (plan versions with building, engineering, planning).	GC 34090(d)	DEV024
203	-03.2	Maps (except Tentative and Final Parcel and Subdivision Maps)	P		CDD	Various maps created for general information such as zoning maps, general plan maps, maps of specified uses, parcel size, building age, aerials, etc.		N/A
203	-04	Sample Materials Submitted with Planning Permit Applications for Approval	CL+2		CDD	Roof, glass, paint, etc. samples – keep as long as project is in approval process plus 2 years. Original is then scanned or photographed, original destroyed, and photo or scan filed in project file.	GOV-34090	NEW
203	-06.1	Sureties (Bonds, Cash Deposits) Housing; Commercial Development	CL+10 -CL+4		CDD, FIN	Housing; Industrial Development (CL+10); Revenue Bond documentation (CL+4).	CCP 337.5, CCP 337	DEV003, DEV058
203	-06.2	Sureties (Bonds, Cash Deposits): Revenue Bond documentation	CL+4		CDD, FIN	Revenue Bond documentation.	CCP 337.5, CCP 337	DEV003, DEV058
203	-13.1	General Plan Amendments	P		CDD	Approved and denied.	GC 34090 GC 65103; GC 50110	DEV069
203	-13.2	General Plan Amendments Initiations	P		CDD	Approved and denied.	GC 34090 GC 65103; GC 50110	N/A
203	-17	Estoppel Certificates	CL+15		CDD, DPW, ESD, OCM	Estoppel certificates.	GC 34090	N/A
300		LIBRARY AND RECREATION SERVICES						
301		LIBRARY AND RECREATION ADMINISTRATION						

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301	-04	Surveys	CU+4		LRS	Completed surveys from customer appreciation day, program evaluations, etc.	GC-34090	ADMIN143
301	-05	Hazardous Material Plan	S+2		LRS	Hazardous material plan.	OSHA,GC34090	ADMIN170
301	-11	Facility Rental/Use; facility maintenance and operations	CU+2		LRS	Contracts, insurance binders, liability releases and receipts.	GC34090;GC 34090(d)	DEV063, DEV064
302		PROGRAMS/SERVICES						
302	-01	Active Aging	CU+3		LRS	Items related to the active aging program.	GC-34090	PW017
302	-02	Care Management	CU+3		LRS	Case records.	GC-34090	PW017
303		LIBRARY SERVICES						
303	-01	Reports: State Library Reports	CU+2		LRS	CA state Library Reports and supporting documents, State Library report.	GC-34090	ADMIN138
303	-02	Reports: Circulation Reports	CU+3		LRS	Circulation activity, credit bureau, delinquency notices/fines, circulation reports.	GC-34090	ADMIN140
304		SPORTS AND FACILITIES						
304	-01	Facility Rentals/Use; Facility Maintenance and Operations	CU+2		LRS	Permits, Contracts, diagrams, schedules, insurance binders, facility rental applications, liability releases and receipts, maint and ops service requests, etc.	GC34090;GC-34090(d)	DEV063, DEV064
400		FINANCIAL AND FISCAL						
404		PAYROLL						
404	-02	Deferred Compensation	T+5		FIN	Records of employee contributions and city payments; PERS-Employee Deduction Reports.	GC-34090; 26 CFR 1.6001-1* (*29 CFR 1627.3(2)-)	FIN037
404	-04	Paycheck Stuffers	CU+2		FIN		GC-34090	ADMIN158
406		BUDGET						
406	-01	Budget Development	AU+2		FIN	Reports and related papers used during City Manager reviews; various staff notes, analyses and supporting docs generated during budget reviews; budget development reports with historical spending, position allocations, department build-ups, requests for operating/project budget baseline adjustments and SLA, performance indicators. Accounting period reports provide budget to actual information for programs, funds, and transaction detail for the period; periodic fund allocations (interest, gas tax, DED indirect cost allocations); Automated Call Distributor reports.	GC 34090	FIN007
406	-02.2	Budget: Adopted	P		FIN	Adopted budget, and all records pertaining to the adopted budget; including any items adopted with annual budget, such as Fee Schedule, Sunnyvale Financing Authority Budget, Redevelopment.	GC 34090	FIN019
406	-06	Proposed Budget	CU+2		FIN	Recommended Budget presented to Council.	GC 34090.7	N/A
406	-04	Redevelopment Agency Budgets	P		FIN, CDD	Includes annual audit.	GC-34090, 40802, 53901	DEV060
406	-05	Redevelopment Relocation Files	CL+2		FIN, CDD-RDA	e.g., Redevelopment.	GC-34090	DEV079
410		REDEVELOPMENT						
410	-01	Redevelopment Agency Budgets	P		FIN, CDD	Includes annual audit.	GC 34090, 40802, 53901	DEV060
410	-02	Redevelopment Relocation Files	CL+2		FIN, CDD-RDA	e.g., Redevelopment. Applies to acquisition activities and displacement.	GC 34090	DEV079
410	-03	Redevelopment Bond Issues	P		FIN		GC 34090	

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500		PERSONNEL						
503		RISK MANAGEMENT						
503	-09	Photographs, Negatives, Film	CL+2	Y	HR	Related to risk management	GC 34090, CCP 335.1	ADMIN131
503	-12	Damage Claims	CL+7	Y	HR	Paid/Denied. Examples: Claims against the City; liability claims.	GC 34090; GC 25105.5	ADMIN125
504		VOLUNTEERS						
504	-01.1	Volunteer Records - Placed	T+3 Placed CU+2: Not Placed		HR	Volunteer recruitment, applications, records, volunteer agreements to serve (signed original), and volunteer timecards/timesheets.	GC 34090	ADMIN173; ADMIN174
504	-01.2	Volunteer Records - Not Placed	CU+2		HR	Volunteer recruitment, applications, records.	GC 34090	ADMIN 174
508		LABOR RELATIONS						
508	-03.2	Employee Rights: Non-Sworn Employees	T+3		HR	May include Arbitration, grievances or complaints (initiated by an individual employee), union requests, sexual harassment and Civil Rights, disciplinary actions.	GC 12946; 29 CFR 1602.12	ADMIN062, ADMIN062.1
508	-06	Group Grievance	CL+15		HR	Grievances or complaints (initiated by a bargaining unit or union), and Public Employment Relations Board (PERB) cases (initiated by an individual or bargaining unit).	GC 12946; 29 CFR 1602.12	ADMIN062, ADMIN062.1
600		CITY MANAGER ADMINISTRATION, LEGISLATIVE AND LEGAL						
601		CITY MANAGER ADMINISTRATION						
601	-16	Recordings: tapes, audio, video for Minutes Preparation	CU+1		OCM, Originating Department	Audio or video tapes, CDs, DVDs or other electronic media used for minutes preparation. Examples: recordings of City Council meetings, Planning Commission meetings, boards and commission meetings.	GC 34090.7; GC 54953.5.(b)	ADMIN107
601	-17	Recordings: tapes, audio, video: City Council Meetings	CU+10		OCM	Audio or video tapes, CDs, DVDs or other electronic media for historical purposes. Example: Council meeting recordings.	GC 34090.7	ADMIN107.1
604		LEGISLATIVE AND/OR LEGAL DOCUMENTS						
604	-04	Archive: Including Info Only Reports	CU+10		OCM	Information Only reports to Council, and Reports to Commissions, Agenda-related memos to Council.	GC 34090(d)	ADMIN088
604	-12	Public Comments for City Council, Board and Commissions Meetings	CU+2		OCM, Originating Department	Comments submitted by members of the public for Councilmembers, Board and Commissioner Members review.	GC 34090	N/A
604	-13	Recordings: tapes, audio, video for Minutes Preparation	CU+4 45 Days		OCM, Originating Department	Audio or video tapes, CDs, DVDs or other electronic media used for minutes preparation. Examples: recordings of City	GC 34090.7; GC 54953.5.(b)	ADMIN107
604	-14	Recordings: tapes, audio, video: City Council Meetings	CU+10		OCM	Audio or video tapes, CDs, DVDs or other electronic media for historical purposes. Example: Council meeting recordings.	GC 34090.7	ADMIN107.1
700		PUBLIC SAFETY						
701		FIRE SAFETY ADMINISTRATION						

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701	-08	Facility Fire Administrative/Technical Errata	L		DPS	Retain for life of building/structure or activity.	GC 34090, CA Fire Code 104.6	N/A
704		HAZARDOUS MATERIALS						
704	-09	Underground Storage tank	CU+5		DPS, DPW, ESD	UPCF Form – A: Facility Info; B: Tank Info; C: Cert of Installation; D: Monitoring Plan / Data Dictionary Elements / Inspection reports: Installation, Compliance, Removal / Enforcement records: AED, Red Tag, Civil/Criminal, NOV/NTC / Detailed records to report summaries – RPT 3,4,6 / Surcharge billing and collection records, Data Dictionary Elements.	GC-34090	PS026.01, PS026.02, PS026.04, PS026.05, PS026.06, PS026.07
704	-10	Underground Storage tank	CU+1	Y	DPS, DPW, ESD	Permits/transfer of permits.	GC-34090	PS026.03
704	-13	Underground Storage tank	CU+1		DPS, DPW, ESD	SIR annual report.	GC-34090	PS026.14
704	-14	Underground Storage tank	CU+7		DPS, DPW, ESD	Unauthorized release records.	GC-34090	PS026.15
704	-15	Underground Storage tank	P	Y	DPS, DPW, ESD	Closure documents – proposal for compliance, noncorrosive liquid test results, proper disposal documents, soil/water analysis report.	GC-34090	PS026.19
704	-16	Underground Storage tank	S+2		DPS, DPW, ESD	Compliance statement, designated operator designation, employee training approval for unstaffed sites.	GC34090	PS026.20, PS026.21
704	-17	Underground Storage tank	CU+1		DPS, DPW, ESD	Miscellaneous – groundwater monitoring reports, gas sampling reports, proposed cleanup plan.	GC-34090	PS026.22
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			
707		POLICE SERVICES						
707	-07	Equipment Radio Logs (Communication)	CU+2		DPS	Documents problems, malfunctions, resolution to provide equipment performance history.	GC-34090	PS111
900		ENVIRONMENTAL SERVICES						
909		SOLID WASTE						
909	-13	Agreements	T+5	Y	ESD	Franchise agreements, Kirby Canyon Landfill agreement and fee.		N/A
910		SMART STATION						
910	-05	Environmental Review Information	P		ESD	Studies and reports related to SMaRT Station operations, sea level rise impact.		N/A