

LEGEND - RECORDS RETENTION SCHEDULE**FORMAT CODES**

HC - Hard Copy
E - Electronic/Image File
D - Database
M - Microfilm
S - Samples

DEPARTMENT OF RECORD (DOR)

CDD - Community Development Dept.
DPW - Department of Public Works
DPS - Department of Public Safety
ESD - Environmental Services Dept.
FIN - Finance Department
HRD - Human Resources Dept.
ITD - Information Technology Dept.
LRS - Library and Recreation Services Dept.
NOVA - NOVA Workforce Services
OCA - Office of the City Attorney
OCM - Office of the City Manager

VITAL RECORDS

A vital record is required for daily operations and to resume those operations after a catastrophic disaster.

DESCRIPTION OF RETENTION PERIOD CODES

AU - requires a record to be retained for a period beyond the most recent audit involving the materials noted. For example: AU+5 requires the record to be retained until the audit of that record is complete, plus 5 years.

CU - requires a record to be retained for a period beyond its current use. Discretion should be used to determine the useful life of a particular record(s). For example: CU+2 requires the record to be retained until it is no longer needed, plus two years. If a record dated June 23, 2019 is needed during the 2019 calendar year, it would be retained for the remainder of 2019, and through 2020 and 2021.

CL - requires a record to be retained for a period beyond its date of completion or closure. For example: CL+3 requires the record to be retained for three years beyond the date of completion. Records identified as "Logs" with a retention of "CL" indicate the date the log ends, such as the end of the fiscal or calendar year.

P - requires a record to be retained permanently (generally assumed to be 500 years) or indefinitely (until the record medium deteriorates beyond use).

S - requires a record to be retained until it is superseded by an updated version. For example: S+2 requires the record to be retained for two years beyond the date the document was superseded by an updated version.

T - requires a record to be retained for a period beyond the term of termination date. For example: T+8 requires the record to be retained for eight years beyond the end of a term.

L – requires a record to be retained for the life of the software, application, equipment or infrastructure. Additional terminology is included in Record Series that utilize “Life” retention.

RETENTION PERIOD CODE

