

RECORDS RETENTION & DESTRUCTION SCHEDULE LEGEND AND CITATIONS

The following is a key to the acronyms used to define retention periods:

LEGEND of RETENTION CODES			
AC	= Active	E	= Election
AD	= Adoption	M	= Maturity
AU	= Audit	P	= Permanent or Indefinite
CL	= Closed/Completion	L	= Life
CU	= Current Year or Current Use	S	= Supersede
DOB	= Date of Birth	T	= Termination

Description of retention 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 pertaining to that record is complete, plus five years.

CU requires a record to be retained for a period beyond its current use or the current calendar year. For example: CU + 2 requires the record to be retained for the current year, plus two years. A record dated June 23, 2009 would be retained for the remainder of 2009, and through 2010 and 2011.

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S requires a record to be retained until that record is superseded by an updated version. For example: S + 2 requires the record to be retained for two years beyond the date the document was superseded by an updated version.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 or termination date. For example: T + 8 requires the record to be retained for eight years beyond the end of a term.

The following is a key to the acronyms used to reference legal citations or other authorities:

CITATIONS	
B&P	= Business and Professions Code
CA	= California Administrative Code
CCP	= Code of Civil Procedure
CCR	= Code of California Regulations
CEQA	= California Environmental Quality Act
CFR	= Code of Federal Regulations
EC	= Election Code
FMLA	= Family & Medical Leave Act of 1993
GC	= Government Code
H&S	= Health & Safety code
HUD	= Housing and Urban Development Code
SMC	= Sunnyvale Municipal Code
OSHA	= Occupational Safety & Health Act
PC	= Penal Code
POST	= Police Officers Standards Training
UFC	= Uniform Fire Code
USC	= United States Code
WIC	= Welfare & Institutions Code

City of Sunnyvale
Records Retention and Destruction Schedule

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Annual Financial Report	Records related to or needed for an independent auditor analysis	ADMIN001	FIN	FIN	Administration	Audit	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Bond documentation	Assessment district files, City Directors Mortgage Files, Account Statements, Bonds/Coupons paid or cancelled, final bond documentation	ADMIN002	FIN	FIN, DPW, CDD	Administration	Audit	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010	
Financial Plans	Working files for 20 year financial plans. Examples: operating budgets; IT rental rate schedules; Performance Budgeting Structure Related Reports, PAMS, PABS	ADMIN004	FIN	FIN	Administration	Audit	GC 34090.7	5	Archive electronic files after 5 years; paper copies shredded	3/23/2010	
Audit Hearing or Review Documents	Documentation created and/or received in connection with an audit hearing or review. Logs and notes from administrative appeals	ADMIN005	FIN	FIN	Administration	Audit	GC 34090; OMB A-128	AU + 2	Destroy or Delete after retention period	3/23/2010	
Audit Reports	Internal and/or external; including back-up documentation. Examples: payroll audit reports; audit reports for golf course restaurants; budget audit reports; etc.	ADMIN006	FIN	FIN	Administration	Audit	GC 34090; OMB A-128	AU + 6	Confidential Recycle or Delete after retention period	3/23/2010	
Libraries-	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.—Examples: books, art, gifts, donations; Sunnyvale library history, pictures, articles, etc.	ADMIN008	LCS	LIB, DPS	Administration	Community Services	GC 34090-	CU + 2-	Refer to Legal Authority	11/27/2018	DELETE as the library inside DPS is no longer there.
Plaques-	Historic value-	ADMIN009	DPS	DPS	Administration	Administration	GC 34090	P-	Archive per Records Management Policy	11/27/2018	Changed from LIB to DPS as plaques were originally held in DPS' library and outside of LCS' jurisdiction
Sports Organizations-	Documents pertaining to sports organizations—Examples: Records covering instructor agreements, registration, schedules, attendance, evaluations, program surveys, products for audits, insurance, rules, rosters, tournaments, tournament schedules, fee schedules, fee waivers, and sport league records	ADMIN010	LCS	LCS	Administration	Community Services	GC 34090	5 + 2-	Destroy or Delete after retention period	11/27/2018	DELETE - Items listed in the description are covered within other record series. For example, instructor agreements would fall within Record Series "Contracts & Agreements"
Affidavit Index		ADMIN011	OCM	OCM	Administration	Elections	EC 17001	CL + 5	Destroy or Delete after retention period	3/23/2010	
Ballots, Prop. 218 (Assessment Districts)	Property related fees (Assessment Ballot proceeding)	ADMIN015	OCM	OCM	Administration	Elections	California Constitution Art. XIII	P	Archive per Records Management Policy	3/23/2010	
Calendar: Elections		ADMIN016	OCM	OCM	Administration	Elections	GC 34090	E + 2	Destroy or Delete after retention period	3/23/2010	
Canvass of Returns	Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results Examples: ROV certification of results; resolution certifying canvass of returns and results	ADMIN017	OCM	OCM	Administration	Elections	GC 22932; EC 17130; EC 2653	P	Archive per Records Management Policy	3/23/2010	
Certificates of Election	Certificates of election; Original reports and statements	ADMIN018	OCM	OCM	Administration	Elections	GC 81009(a) (d)	T + 4	Destroy or Delete after retention period	3/23/2010	
Charter, Amendments / Measures	Charter; Charter Amendments; Charter Revisions; Chapter designations by Secretary of State following adoption of voters	ADMIN019	OCM, OCA	OCM, OCA	Administration	Elections	GC 34458-60; GC 34090	P	Archive per Records Management Policy	3/23/2010	
Fair Political Practices: Conflict of Interest Code	Conflict of Interest Code Resolution	ADMIN020	OCM	OCM	Administration	Elections	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Fair Political Practices: Administration / Campaign Statements and Conflict of Interest materials	FPPC Opinions. Examples: Conflict of Interest Code biennial review; reporting forms and working documents	ADMIN020.1	OCM	OCM	Administration	Elections	GC 34090	CU + 5	Destroy or Delete after retention period	3/23/2010	
Fair Political Practices: Campaign disclosure, Elected	FPPC Filings. Examples: Form 700, 460, 410, 501 etc.	ADMIN021	OCM	OCM	Administration	Elections	GC 81009(b) (g)	P	Archive per Records Management Policy	3/23/2010	
Fair Political Practices: Campaign disclosure, Not Elected	FPPC Filings. Examples: Form 700, 460, 410, 501 etc.	ADMIN022	OCM	OCM	Administration	Elections	GC 81009(b)	E + 8	Destroy or Delete after retention period	3/23/2010	
Fair Political Practices: Campaign disclosure - Unsuccessful (all other committees)	FPPC Filings. Examples: Form 460, 410 etc.	ADMIN023	OCM	OCM	Administration	Elections	GC 81009(c)	E + 8	Destroy or Delete after retention period	3/23/2010	
Winning Candidate Statements, Elected	Sample ballot retained permanently. Examples: Written statement of candidates, elected	ADMIN024	OCM	OCM	Administration	Elections	GC 34090; GC 81009	P	Archive per Records Management Policy	11/27/2018	Split into winning, losing candidates and miscellaneous election materials not covered by statutes
Losing Candidate Statements	Sample ballot retained permanently. Examples: Written statement of candidates	ADMIN024.01	OCM	OCM	Administration	Elections	GC 34090; GC 81009	P 5 Years	Archive per Records Management Policy	11/27/2018	New
Miscellaneous Election Materials	Anything not specified in statute such as local ballot measures	ADMIN024.02	OCM	OCM	Administration	Elections	GC 34090; GC 81009	P 7 Years	Archive per Records Management Policy	11/27/2018	New
Candidate Statements, Not Elected	Example: Written statement of candidates, not elected	ADMIN024.1	OCM	OCM	Administration	Elections	GC 34090; GC 81009	E + 8	Destroy or Delete after retention period	3/23/2010	
Fair Political Practices: History	History of elections, sample ballots, certificates of destruction, other resolutions re: elections	ADMIN025	OCM	OCM	Administration	Elections	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Fair Political Practices: Statement of Economic Interests - Elected Officials	Includes elected officials and GC 87200 filers. FPPC Filings Examples: Form 700	ADMIN026	OCM	OCM	Administration	Elections	GC 81009(e)	P	Recycle or Delete after retention period	3/23/2010	
Fair Political Practices: Statement of Economic Interests - Conflict of Interest Code filers	FPPC Filings: includes Conflict of Interest Code Designated Positions or Employees, commissioners, consultants. Examples: Form 700	ADMIN027	OCM	OCM	Administration	Elections	GC 81009(e)	CU + 7	Destroy or Delete after retention period	3/23/2010	
Lobbyist Registration	Statements	ADMIN028	OCM	OCM	Administration	Elections	EC 81009(b)	P	Archive per Records Management Policy	3/23/2010	
Maps, Precincts/Voter Information		ADMIN029	OCM	OCM	Administration	Elections	GC 34090; EC 17503; EC 17302	E + 2	Destroy or Delete after retention period	3/23/2010	
Nomination Papers: Successful	Nomination documents, in-lieu petitions	ADMIN030	OCM	OCM	Administration	Elections	EC 17100	T + 4	Destroy or Delete after retention period	3/23/2010	
Nomination Papers: Not Elected or Unsuccessful	Nomination documents, in-lieu petitions	ADMIN031	OCM	OCM	Administration	Elections	EC 17100	E + 8	Destroy or Delete after retention period	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Notifications and Publications: Elections	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election, Affidavit of publication, notice of election, notice of nominees	ADMIN032	OCM		OCM	Administration	Elections	GC 34090	E + 2	Destroy or Delete after retention period	3/23/2010	
Oaths of Office	Elected Officials	ADMIN033	OCM		OCM	Administration	Elections	GC 34090; 29 USC 1113	T + 6	Destroy or Delete after retention period	3/23/2010	
Petitions	Initiative, referendum, recall, Charter Amendments. Examples: initiative and referendum petitions; recall petitions; etc.	ADMIN034	OCM		OCM	Administration	Elections	EC 17200, EC 17400; GC 3756:8	E + 8 months	Destroy or Delete after retention period	11/27/2018	Corrected typo in retention period. Note: The retention is 8 months after the election results are certified or 8 months after final examination of petition if no election is held.
Petition-related materials (not petitions)	Initiative petition materials - insufficient. Notice of Intention, written text of the initiative, written statement setting for the reasons for the proposed petition	ADMIN034.01	OCM		OCM	Administration	Elections	EC 9205.5	CU + 1 day	Destroy after retention period	11/27/2018	New code effective January 1, 2013
Petition-related materials (not petitions)	Initiative petition materials - if election is held. Notice of Intention, written text of the Initiative, written statement setting for the reasons for the proposed petition	ADMIN034.02	OCM		OCM	Administration	Elections	EC 9205.5	E + 1 day	Destroy after retention period	11/27/2018	New code effective January 1, 2013
Petition-related materials (not petitions)	Initiative petition materials - if Council adopts the proposed ordinance. Notice of Intention, written text of the Initiative, written statement setting for the reasons for the proposed petition	ADMIN034.03	OCM		OCM	Administration	Elections	EC 9205.5	AD + 1 day	Destroy after retention period	11/27/2018	New code effective January 1, 2013
Precinct Records	Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places includes notice of appointment of office and record of service	ADMIN035	OCM		OCM	Administration	Elections	EC 17503	E + .5	Destroy or Delete after retention period	3/23/2010	
Voter Roster	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments	ADMIN036	OCM		OCM	Administration	Elections	EC 17300	E + 5	Destroy or Delete after retention period	3/23/2010	
Biographies	Biographies, bios, or vitae for City Council, Mayor, City Manager	ADMIN040	OCM		OCM	Administration	Administration	GC 34090	P	Archive per Records Management Policy	11/27/2018	Removed LIB from Ownership
Classifications and Appointments for city personnel Salary Schedules	Includes supplemental Personnel records--	ADMIN041	HR		HR	Administration	Benefits	GC 34090; GC 12946; 29 CFR 516.6(2)	P	Archive per Records Management Policy	11/27/2018	Update Record Series for clarity
Correspondence, Originating Department	If not attached to agreement or project file. Examples: Correspondence not retained in a subject file; general internal or external correspondence; memos (internal); individual customer files kept as back-up for frequent customers; memos from Assistant City Manager; etc.	ADMIN042	Originating Department		All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090(d)	2 Yrs	Recycle or Delete after retention period	11/27/2018	Change to 2 Years to match citywide email retention policies.
Goals & Objectives, Departmental	Goals & objectives	ADMIN043	Originating Department		All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	11/27/2018	Added ESD
Policies & Procedures, Departmental	Retain while current. Examples: Standard operating procedures; disaster recovery plan; policy manuals; board and commission handbook; procedure descriptions	ADMIN044	Originating Department		All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090(d)	S + 5	Recycle or Delete after retention period	11/27/2018	Added ESD
Promotional Marketing: External	Marketing copy for external publicity or advertising. Examples: business retention marketing and recreational marketing for programs, classes, activities and events (reports, studies, original copies of pictures/art)	ADMIN045	Originating Department		All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCM, ESD	Administration	General Subject	GC 34090	CU + 7	Recycle or Delete after retention period	11/27/2018	Added ESD
Promotional Marketing: Internal	Marketing copy for internal publicity or advertising	ADMIN046	Originating Department		All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCM, ESD	Administration	General Subject	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Added ESD
Reports: Departmental	Special/or final summary, review or evaluation. Examples: Accounting period reports (i.e. actual to budget); City quarterly reports, etc.	ADMIN047	Originating Department		All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090; GASB	CU + 2	Destroy or Delete after retention period	11/27/2018	Added ESD
Reports: Staff	Non-agenda related, includes supporting documentation. Examples: project reports; City Manager bi-weekly reports; weekly ELT meetings; executive reports; etc.	ADMIN048	Originating Department		All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	11/27/2018	Added ESD
Reports: City Manager	City Manager Bi-Weekly Reports	ADMIN048.1	OCM		OCM	Administration	General Subject	GC 34090	CU + 5	Destroy or Delete after retention period	3/23/2010	
Special Projects Documentation		ADMIN049	Originating Department		All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Support Services	Reproduction; printing; postal/mailling services, other internal resources. Examples: reproduction, printing requests; postal/mailling services, other internal resources	ADMIN050	ITD, OCM	FIN	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	General Subject	GC 34090	CU + 2	Refer to Legal Authority	11/27/2018	Changed from ITD / OCM to FIN because the Print Shop is no longer under ITD
Travel Records	Travel authorization requests, travel expense reimbursements, itineraries, supporting documentation, etc.	ADMIN051	Originating Department		All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	11/27/2018	Added ESD
Grants: Community Development Block Grant and Urban Development documentation	Applications, reports, contracts, supporting documents	ADMIN052	CDD		CDD-Housing	Administration	Grants	GC 34090; 24 CFR 570.502 24 CFR85.42* (*OMB Cir. A-102, A-110, A-128)	T + 5	Recycle or Delete after retention period	3/23/2010	
Grants, Federal and State	Refer to grant application close-out procedure. Examples: Grant applications, supporting documents	ADMIN053	Originating Department	FIN		Administration	Grants	GC 34090	CL + 5	Destroy or Delete after retention period	3/23/2010	
Grant Financial Records	Complete file for each grant that includes back up documentation. Examples: grant document, expenditures, reimbursements, and grantee reports.	ADMIN054	FIN	FIN		Administration	Grants	GC 34090	CL + 5	Refer to Legal Authority	3/23/2010	
Grants, Unsuccessful	Applications not entitled. Examples: grant documents	ADMIN055	FIN	FIN		Administration	Grants	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Benefit Plan Claims-	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance-- Examples: reports and usage, claims, policies, and documentation	ADMIN056	HR	HR		Administration	Benefits	GC 6250 et seq; OMB A-129-29 CFR-1602.30; 32; Lab Rel Sec 1174*. (*29 CFR-1637.3; 29 USC-1027; 29 CFR-1627.3; 29-USE-1113-)	A-	Archive per Records Management Policy	11/27/2018	Due to privacy laws, documents are no longer maintained by staff.
Bond, Personnel Fidelity	Employee Fidelity Bonds	ADMIN058	HR	HR		Administration	Risk Management	GC 34090, City Charter	T + 2	Destroy or Delete after retention period	11/27/2018	Update Citation for clarity
Benefits Guide	General employee information including benefit plans	ADMIN059	HR	HR		Administration	Benefits	GC 34090	S + 2	Recycle or Delete after retention period	11/27/2018	Update Record Series for clarity
Employee Programs Citywide Employee Events or Special Programs	Includes EAP, Recognition, and Years of Service Awards, Employee Giving Campaign (except pledge forms, see FIN030), Suggestion Award Program	ADMIN060	HR	HR		Administration	Administration	GC 34090; GC 12946	CU + 2 archive for 5Y.	Refer to Legal Authority Destroy or Delete after retention period	11/27/2018	
Employee Rights: General Employees	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions		3	HR		Administration	Employee Relations/Development	GC 12946; 29 CFR 1602.12	T + 2	Destroy or Delete after retention period	11/27/2018	
Employee Rights: Safety Employees	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions	ADMIN062	HR	HR		Administration	Employee Relations/Development	GC 12946; 29 CFR 1602.12	T + 5	Destroy or Delete after retention period	11/27/2018	
Personnel Records- Hourly Employees-		ADMIN063	HR	HR		Administration	Human Resources	GC 12946; GC 34090* 29 CFR-1627.3, Labor-Relations Section 1174	T + 6-	Destroy or Delete after retention period	11/27/2018	Duplicate to ADMIN068 Official Personnel Files
Immigrant Immigration I-9s		ADMIN064	HR	HR		Administration	Benefits	Immigration Reform/Control Act 1986 Pub. L 99-603, LC 1174, 8 USC 1324a(b)(3)	If hired, DOH + 3 or T+1, whichever longer. If not hired, but recruited for a fee, date of recruitment +3	Refer to Legal Authority	11/27/2018	Update Record Series for clarity
Medical Leave	May include Family leave FMLA/CFRA/PDL; certifications; tests, W-4s ; Paid Medical Leave; pre-employment medical test; long term disability claims/applications; employee emergency relief fund; interactive processes/reasonable accommodations; State Disability Insurance claims; Hearing Conservation Test; respirator test; etc.	ADMIN065	HR	HR		Administration	Administration, Risk Management, Employee Relations/Development	FMLA 1993 US OSHA; 29 CFR 1910.1020; 29 CFR 1602.30-1602.32; OSHA 8CCRS100(d)(2)OSHA 8CCRS100(d)(2)	T + 30- T + 5	Confidential-Recycle Destroy or Delete after retention	11/27/2018	Keep consistent retention as ADMIN068 Official Personnel Files. Incorporate Citation from ADMIN166 Hearing Conservation Testing
Motor Vehicle Pulls (DMV)-	DMV Motor Vehicle Pull Notices	ADMIN066	HR	HR		Administration	Employee-Relations/Development	GC 12946	CL + 7-	Refer to Legal Authority	11/27/2018	Paper notices are no longer sent to Human Resources from the DMV. An online service is now utilized, allowing online access to driver information via the DMV Pull Program. Once an employee separates from City employment, we are obligated under CA Vehicle Code 1808.1(d) to discontinue his/her enrollment in the DMV Pull Program.
Negotiation Documentation	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements. Examples: contractual agreements with Leadership Sunnyvale ; negotiations notes, notebooks correspondence, contracts and Memorandum of Agreements Understandings; side letters	ADMIN067	HR, DPS	HR		Administration	Administration	29 USC Sections 211(c), 203(m), 207(g)	P CL + 15	Archive after 5 years	11/27/2018	Contractual agreements with the Leadership Sunnyvale is not maintained/owned by HRD. HR is the department authorized to conduct labor negotiations on behalf of the City - delete DPS as an owner.

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Official Personnel Files	Official personnel file for each employee. Documentation may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations; disciplinary actions; terminations; Oaths of Office; evaluations; pre-employee medicals ; identification cards (ID's) Examples: Annual, three month, & six month performance evaluations for employee; personnel action forms; personnel action forms ; disciplinary actions; exit interviews ; pre-employment medical authorization ; benefit election/change forms; beneficiary designations	ADMIN068	HR		HR	Administration	Benefits	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC 6250 et seq; 29 CFR; GC 12946, 34090* 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)	CU + 1 year then archive for 33- years T+5	Destroy or Delete after retention period	11/27/2018	
Personnel Records (copies)	Attendance; evaluations; drafts; worksheets; postings. Examples: Departmental copies of leave request forms; disability leave requests; job postings; manager achievement plans; manager performance evaluations; SEIU/SEA/Confidential employees performance evaluations; department maintained personnel rosters	ADMIN069	Originating Department		All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, ESD, FIN, HR, ITD, OCA, OCM, ESD	Administration	Human Resources	GC 34090; GC 6250	CU + 2	Destroy or Delete after retention period	11/27/2018	Updated applicable departments
PERS, Social Security, SSI- EEOC/ADEA/DFEH	EEOC/ADEA. Examples: EEOC/DFEH complaints and City response; PERS files; EEO-4 reports	ADMIN070	HR		HR	Administration	Employee Relations/Development	29 CFR 1627.3(2); GC 12946, 34090	P	Archive per Records Management Policy	11/27/2018	Update Record Series for clarity. Created new series for EEO-4 report.
EEO-4 Reports	EEO-4 Reports	New	HR		HR	Administration	Benefits	29 CFR 1602.30; 29 CFR 1602.31	CU + 3	Destroy or Delete after retention period	11/27/2018	New
Recruitment Documentation	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database. Examples: applications; Department of Justice No Longer Interested forms ; position recruitment records including: position requisition, job specs/bulleting , advertising costs, exam results, copy of eligibility lists, referral lists, selection interview questions, candidate correspondence; reference checks; selection appeals	ADMIN071	HR		HR	Administration	Recruitment	Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	CL + 3	Destroy or Delete after retention period	11/27/2018	Department of Justice No Longer Interested forms is moved to a new standalone Record Series. Incorporate ADMIN164 Selection Appeals to here.
Reports: Human Resources	Employee statistics, benefit activity; liability loss. Examples: vacation, floating holiday, comp time taken, and admin leave hours by employee (all non-disability leaves); disability leave reports; liability loss reporting	ADMIN072	HR		HR	Administration	Human Resources	GC 34090	CU + 2	Confidential-Recycle -Destroy or Delete after retention	11/27/2018	
Personnel Records, Safety Employees	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; disciplinary actions; terminations; evaluations-pre employee medicals. Examples: achievement plans; COA-Out of Class Assignment; Annual, three month, & six month performance evaluations by employee; personnel action forms; personnel action forms; disciplinary actions; exit interviews; pre-employment medical; service awards; Duty Preference	ADMIN073	DPS		DPS	Administration	Department of Public Safety	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1607.4; * (*29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)); 29 CFR; 1607.15	T + 5	Confidential Recycle or Delete after retention period	3/23/2010	
Personnel Records, Safety Employees	Police, fire, emergency employees may include;outside employment, commendations, oaths of office, career records.	ADMIN073.1	DPS		DPS	Administration	Department of Public Safety	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1607.4; * (*29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)); 29 CFR; 1607.15	P T + 3	Archive per Records Management Policy	11/27/2018	Changed retention from P to T + 3
Employee Surveys and Studies	Includes classification, wage rates. Examples: job analysis; review of work; interviews of staff; job classifications and salaries from other agencies, union group, date established, EEOC code, etc.	ADMIN074	HR		HR	Administration	Human Resources	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	CU + 2	Destroy or Delete after retention period	3/23/2010	
Training Records, Non-Safety- Citywide Training Records	Class/training/workshop descriptions and schedules, rosters, sign-in sheets, evaluations, program information. Harassment training materials including sign-in sheets, copies of certificates of attendance, written or recorded training materials (including webinars), and any written questions employees submit.	ADMIN075	HR		HR	Administration	Employee Relations/Development	GC 34090; GC 12950.1GC 12950.1	CU + 7- CU + 3	Destroy or Delete after retention period	11/27/2018	Update Record Series for clarity. Add harassment training description. Training records do not need to be kept for 7 years, reduce retention.
Training Documentation: Personnel (by name)-	Paperwork documenting officers internal and external training.	ADMIN076	HR		HR	Administration	Employee Relations/Development	GC 34090-	T + 7-	Destroy or Delete after retention period	11/27/2018	DELETE - Duplicate to PS151 Training: Personnel (by name). Records for non-Officers are covered by ADMIN075.
Safety Certifications/Designations	Certifications/designations. Examples: safety certifications/designations	ADMIN077	DPS		DPS, DPW, ESD	Administration	Human Resources	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Added ESD
City Employee Reimbursements	Reimbursement includes travel advances and expenses, training expenses for staff and City Council, tuition reimbursement, retiree medical reimbursement	ADMIN078	HR, FIN		HR, FIN	Administration	Human Resources	GC 34090	CU + 2	Recycle or Delete after retention period Destroy or Delete after retention	11/27/2018	
Administrative Policy, Chapter 5 Internet/World-Wide-Web-	Management/Policies and supporting documentation-	ADMIN079	ITD, OCM		ITD	Administration	Information Services	GC 34090-	S + 2-	Recycle or Delete after retention period	11/27/2018	DELETE - Eliminated due to being a duplicate to ADMIN115
Inventory, Information Systems	Hardware/Software Inventory logs; systems manuals. Examples: hardware/software inventory logs; system manuals; warranties, specifications, maintenance records; software licenses, license agreements	ADMIN080	ITD		ITD	Administration	Information Services	GC 34090; CCP 337	S + 2 ; License agreements:T+4	Recycle or Delete after retention period	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Network Information Systems (LAN/WAN) documentation	Configuration maps and plans	ADMIN081	ITD		ITD	Administration	Information Services	GC 34090; CCP 337.2; 343	CU + 4	Recycle or Delete after retention period	3/23/2010	
Program Files and Directories; Annual backup	Annual backup	ADMIN082	ITD		ITD	Administration	Information Services	GC 34090; GC 34090-7	CU + 2	Destroy or Delete after retention period	11/27/2018	DELETE - The rules are actually a little more complicated and should be implemented in conjunction with the data/records being backed-up.
Program Files and Directories; Daily backup	Daily backup	ADMIN083	ITD		ITD	Administration	Information Services	GC 34090; GC 34090-7	CU + 2 mos	Destroy or Delete after retention period	11/27/2018	DELETE - Daily backup's are "incremental" and should not have a life beyond the corresponding "Full" backup, which is usually weekly.
Program Files and Directories; Monthly backup	Monthly backup	ADMIN084	ITD		ITD	Administration	Information Services	GC 34090; GC 34090-7	CU + 1	Destroy or Delete after retention period	11/27/2018	DELETE
Program Files and Directories; Weekly backup	Weekly backup	ADMIN085	ITD		ITD	Administration	Information Services	GC 34090; GC 34090-7	CU + 5	Destroy or Delete after retention period	11/27/2018	DELETE - Additionally, these (All backups) are deleted and dropped off automatically without an opportunity for OCA signoff
Agendas: City Council, Boards, and Commissions	Original agendas and special meeting notices: City Council, City Boards and Commissions, Ad Hoc Committees, Council Subcommittees, Redevelopment Agency (RDA), Local Redevelopment Authority (LRA) and Public Financing Authority; Redevelopment Successor Agency Oversight Board	ADMIN087	OCM, Originating Department		All Applicable Departments: CDD, LCS, DPW, HR, LIB, OCM, ESD	Administration	Legal/ Legislative	GC 34090	P	Archive per Records Management Policy	11/27/2018	Update to description and examples
Agendas: misc.	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	ADMIN087.1	Originating Department		All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	Legal/ Legislative	GC 34090	CU + 4	Archive per Records Management Policy	11/27/2018	Added ESD
Agenda Reports - Report to Council (RTC) - Information Only Items	Information Only Reports to Council (RTCs) and Reports to Commissions, Agenda-related memos to Council	ADMIN088	OCM		OCM	Administration	Legal/ Legislative	GC 34090 (d)	CU + 10	Destroy or Delete after retention period	11/27/2018	Split into 2 items to include ADMIN088.01
Agenda Reports - Report to Council (RTC) - Public Hearing, General Business and Consent Calendar items	Reports to Council (RTC) for public hearing and consent calendar items; Study Issues/Budget Issues Workshop binders/materials, Reports to Commissions	ADMIN088.01	OCM		OCM	Administration	Legal/ Legislative	GC 34090 (d)	P	Destroy or Delete after retention period	11/27/2018	We have not been adhering to this retention period since the schedule was adopted. In many cases, Council minutes refer to RTCs and their attachments as part of the motion made my Council. The RTCs are often needed to reference Council's action. If we make this change in 2015, we should note it and indicate some earlier RTCs have been destroyed.
Appeals, Civil		ADMIN089	OCA		OCA	Administration	Legal/ Legislative	CCP 583.320(a)(3); GC 34090	CU + 3	Destroy or Delete after retention period	3/23/2010	
Applications for Boards, Commissions: Not appointed	Not selected. Examples: applications; rejection letters; etc.	ADMIN090	OCM, Originating Department		OCM	Administration	Legal/ Legislative	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Applications for Boards, Commissions: Appointed	Selected	ADMIN091	OCM, Originating Department		OCM	Administration	Legal/ Legislative	GC 34090; GC 40801	T + 5	Destroy or Delete after retention period	3/23/2010	
Articles of Incorporation		ADMIN092	OCM		OCM	Administration	Legal/ Legislative	GC 34090; CCP 337.2	P	Archive per Records Management Policy	3/23/2010	
Case Logs	From Close of cases listed; Chronological listing of cases	ADMIN093	OCA		OCA	Administration	Legal/ Legislative	CCP 337.2; 343	CL + 7	Destroy or Delete after retention period	3/23/2010	
Case Records - (High Profile)	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs	ADMIN094	OCA		OCA	Administration	Legal/ Legislative	GC 6254	P	Archive per Records Management Policy	3/23/2010	
Case Records	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	ADMIN095	OCA		OCA	Administration	Legal/ Legislative	42 USC s1983	CU + 7	Destroy or Delete after retention period	3/23/2010	
Contracts and Agreements Excluding Capital Improvement	Includes agreements, leases, equipment, services or supplies. Examples: school district agreements; benefit contracts; service and service maintenance agreements with service providers; franchise agreements; tower lease agreements; instructor agreements; vendor agreements; community service organization agreements, purchase orders and associated attachments, purchase orders and associated attachments (FIN); memorandum of understanding (MOU); Friendship City agreements	ADMIN096	FIN, Originating Department		All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	Legal/ Legislative	CCP 337.2, 343; GC 34090	T + 5	Recycle or Delete after retention period	11/27/2018	Added ESD
Contracts and Agreements Including Capital Improvement	Construction. Examples: capital improvement project contracts	ADMIN097	FIN, OCM		FIN, OCM	Administration	Legal/ Legislative	H&S 19850; GC 34090	P	Archive after 5 years	3/23/2010	
Case Index of Attorney Case Notations	Including notations on activities related to case	ADMIN098	OCA		OCA	Administration	Legal/ Legislative	GC 6254	L	Destroy or Delete after retention period	3/23/2010	
Advertising of Legal Notifications	Includes public notices, legal publications. Examples: ad copy, invoice, finance-(proofs of legal publications, ordinances, resolutions, etc.); public notices, Affidavit of publication, etc.	ADMIN099	OCM		OCM	Administration	Legal/ Legislative	CCP 343, 349 et seq.; GC 911.2; GC 34090	CU + 4	Recycle or Delete after retention period	3/23/2010	
Logs, Attorney Service Request	Service request, summaries of monthly requests	ADMIN100	OCA		OCA	Administration	Legal/ Legislative	GC 34090	CU + 2	Destroy or Delete after retention period	11/27/2018	DELETE

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Minutes: Council, Boards, and Commissions	Official minutes and hearing proceedings of governing body or board, commission or committee. Examples: Minutes of the City Council, City Boards and Commissions, Ad Hoc Committees, Council Subcommittees, Redevelopment Agency (RDA), Local Redevelopment Authority (LRA) and Financing Authority; Redevelopment Successor Agency and Redevelopment Successor Agency Oversight Board	ADMIN101	OCM, Originating Department	All Applicable Departments: CDD, LCS, DPW, ESD, HR, OCM	Administration	Legal/ Legislative	GC 34090(d); GC 36814; GC 40801	P	Archive per Records Management Policy	11/27/2018	Update to descriptor/examples for consistency with agendas; update to department names
Minutes: misc.	Minutes of miscellaneous committees, Staff Advisory Committees, staff meetings, etc.	ADMIN101.1	Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	Legal/ Legislative	GC 34090	CU + 4	Recycle or Delete after retention period	3/23/2010	
Notices: Public Meetings	Special meeting notices: City Council, Boards and Commissions	ADMIN102	OCM, Originating Department	All Applicable Departments: CDD, LCS, DPW, HR, LIB, OCM	Administration	Legal/ Legislative	GC 34090, 54960.1(c)(1)	P	Archive per Records Management Policy	11/27/2018	Marked to be deleted due to redundancy - ref. ADMIN087
Attorney Opinions/ Memoranda	Confidential. Legal Opinions/ Memoranda (internal & external)	ADMIN103	OCA	OCA	Administration	Legal/ Legislative	GC 34090	S + 2	Confidential Recycle or Delete after retention period	3/23/2010	
Ordinances	Legislative actions. Examples: original signed Ordinances; Charter amendments	ADMIN104	OCM	OCM	Administration	Legal/ Legislative	GC 34090(d) 40806	P	Archive per Records Management Policy	3/23/2010	
Petitions: Not election-related	Submitted to legislative bodies. Examples: Neighborhood or special-interest group petitions; not election-related	ADMIN105	OCM	OCM	Administration	Legal/ Legislative	GC 34090; GC 50115	CU + 2	Confidential Recycle or Delete after retention period	3/23/2010	
Resolutions	Legislative actions. Examples: original signed resolutions	ADMIN106	OCM	OCM	Administration	Legal/ Legislative	GC 34090(d) 40801	P	Archive per Records Management Policy	3/23/2010	
Recordings: tapes, audio, video for Minutes Preparation	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	ADMIN107	OCM, Originating Department	All Applicable Departments: CDD, LCS, DPW, HR, LIB, OCM, ESD	Administration	Legal/ Legislative	GC 34090.7; GC 54953.5.(b)	CU + 1	Archive per Records Management Policy	11/27/2018	Added ESD
Recordings: tapes, audio, video: City Council Meetings	Audio or video tapes, CDs, DVDs or other electronic media for historical purposes. Example: Council meeting recordings	ADMIN107.1	OCM	OCM	Administration	Legal/ Legislative	GC 34090.7	P	Archive per Records Management Policy	3/23/2010	
Assessment Districts Documentation	Original documentation	ADMIN108	FIN	FIN	Administration	Municipal Clerk	GC 34090	P	Archive after maturity	3/23/2010	
Inventory, Records	Inventory of non-current or inactive records holdings and location, indices. Examples: inventory from GRM offsite storage, department logs of records storage	ADMIN109	OCM	OCM	Administration	Municipal Clerk	GC 34090; 80 OPS Atty. Gen. 106	S + 4	Recycle or Delete after retention period	11/27/2018	Removed "tapes may be recycled" and replaced "Iron Mountain" with "GRM offsite storage"
Municipal Code	Supplements included	ADMIN110	OCA	OCA	Administration	Municipal Clerk	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Public Records Request	Public Records Requests. Examples: Written requests for public records; subpoena form and any attachments; request forms, logs or documentation	ADMIN111	OCM, Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	Municipal Clerk	GC 34090	CL + 2	Destroy or Delete after retention period	11/27/2018	Added ESD
Records Management Documents	Document includes retrieval, transfers - inactive	ADMIN112	OCM	OCM	Administration	Municipal Clerk	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Records Management Disposition Certification	Documentation of final disposition or records. Examples: records destruction certificate or resolution	ADMIN113	OCM	OCM	Administration	Municipal Clerk	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Records Retention Schedules	Resolution adopting records retention and destruction schedule and policies	ADMIN114	OCM	OCM	Administration	Municipal Clerk	CCP 343	P	Archive per Records Management Policy	3/23/2010	
General Administrative Policies and Procedures	All city policies and procedures. Examples: Administrative Policy Manual	ADMIN115	OCM, Originating Department	OCM	Administration	Policies/ Procedures	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010	
Policy, Council Policies	Policies, directives, amendments rendered by Council not assigned a resolution or ordinance number. Examples: Council Policy Manual; Legislative Advocacy Positions	ADMIN116	OCM, OCA	OCM	Administration	Policies/ Procedures	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010	
Public Financing Authority Documentation	All records and documents associated with Public Financing Authority	ADMIN117	FIN	FIN	Administration	Public Financing Authority	GC 34090, CCP337.5	CL + 10	Archive per Records Management Policy	3/23/2010	
Public Financing Authority: Financial Records		ADMIN118	FIN	FIN	Administration	Public Financing Authority	GC 34090, 40802, 53901	P	Archive per Records Management Policy	3/23/2010	
Public Financing Authority: Management Reports		ADMIN119	FIN	FIN	Administration	Public Financing Authority	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010	
Brochures, Publications, Newsletter, Bulletins	Miscellaneous publications from departments	ADMIN120	Originating Department	All Applicable Departments: CDD, DCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	Public Information	GC 34090	S + 2	Recycle or Delete after retention period	11/27/2018	Removed Council One Sheets and Ethics Guide since it's no longer produced.
Brochures, Publications, Newsletter, Bulletins	Examples: Quarterly Report/Horizon	ADMIN120.1	OCM	OCM	Administration	Public Information	GC 34090	CU + 3	Recycle or Delete after retention period	11/27/2018	New name, Horizon.
Brochures, Publications, Newsletter, Bulletins	Examples: Harbinger/Sun Times	ADMIN120.2	OCM	OCM	Administration	Public Information	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Added as new, separate line item.
City Calendar	Calendar entries maintained on the City's website	ADMIN121	OCM	OCM	Administration	Public Information	GC 34090	CU + 1	Recycle or Delete after retention period	11/27/2018	Changed retention
Media Relations	Content provided to media outlets, such as written replies, press releases and associated photos/photo releases, video or b-roll, etc.	ADMIN122	OCM	OCM	Administration	Public Information	GC 34090	CU + 3	Recycle or Delete after retention period	11/27/2018	Edited descriptor

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Media Relations: Photos	Examples: Photos; digital photos; video and other electronic media	ADMIN122.1	OCM	OCM	OCM	Administration	Public Information	GC 34090-	P	Archive per Records Management Policy	11/27/2018	DELETE - Marked to be deleted. Remove per update to descriptor and examples in ADMIN122 (J. Garnett)
Media Relations: Photo releases	Written authorization to use or publish photos	ADMIN122.2	OCM	OCM	OCM	Administration	Public Information	GC 34090	CU + 2	Archive per Records Management Policy	3/23/2010	
Media Contact Log	Tracking for Performance Measures on replies	ADMIN122.3	OCM	OCM	OCM	Administration	Public Information	GC 34090	CU + 3	Recycle or Delete after retention period	11/27/2018	Changed retention
News Release Log	Index of news releases	ADMIN122.4	OCM	OCM	OCM	Administration	Public Information	GC 34090	CU + 3	Archive per Records Management Policy	11/27/2018	Retention period updated to correlate with ADMIN122 (J. Garnett)
Media Relations: Candidates	Candidate video statements	ADMIN122.5	OCM	OCM	OCM	Administration	Public Information	GC 34090	E + 8	Destroy or Delete after retention period	11/27/2018	Update to descriptor/examples.
Accident Reports - City Assets	Reports and related records. Examples: workplace accident reports; accident reports for accidents involving City vehicles; reports related to accidents on City property	ADMIN123	HR, DPW, LCS, DPS	HR	HR	Administration	Risk Management	29 CFR 1904.2; 29,* (* CFR 1904.6) CCP 338	CL + 7	Archive after closure; shred after designated retention period	3/23/2010	
Bonds, Insurance Policies	Bonds and insurance policies insuring City property and other assets—Insurance policies for General Obligation Bonds, Certificates of Participation (COPS), Lease-Revenue Bonds, Fidelity Bonds, Surety Bonds, and other financial instruments	ADMIN124	HR, FIN	HR, FIN	HR, FIN	Administration	Risk Management	CCP 337.2; 343	P CL + 10	Archive after current	11/27/2018	Update Description for clarity and changed from P to CL + 5
Damage Claims	Paid/Denied. Examples: Claims against the City; liability claims.	ADMIN125	OCA	HR	HR	Administration	Risk Management	GC 34090; GC 25105.5	CL + 5- CL + 7	Destroy or Delete after retention period	11/27/2018	Risk Management is recommending a change to retention for records keeping best practice. Even though a claim gets closed, it claimant did not litigate, they can still file lawsuit. Updated Disposition Instructions
Incident Reports	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)	ADMIN126	HR	HR	HR	Administration	Risk Management	CCP 338	CL + 7	Recycle or Delete after retention period Destroy or Delete after retention	11/27/2018	
Insurance; ACCEL JT Powers Agreement-	(Authority California Cities Excess Liability Insurance)-B-Accreditation/ MOU-s/agreement/agendas-	ADMIN127	HR	HR	HR	Administration	Risk Management	GC 34090-	P-	Archive per Records Management Policy	11/27/2018	
Insurance Certificates	Insurance certificates filed separately from contracts, includes insurance filed by licensees. Examples: Bonds or Insurance for vendors who do business with the City. HR risk and insurance documents.	ADMIN128	HR, FIN	HR, DPW	HR, DPW	Administration	Risk Management	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Insurance, Liability/Property documentation	May include liability, property, Certificates of Participation-- deferred-use-of-facilities-	ADMIN129	HR, FIN, LCS	HR	HR	Administration	Risk Management	GC 34090	P	Archive per Records Management Policy	11/27/2018	Update Description for clarity
Insurance, Workers Compensation documentation	Indemnity; PERS -working files - originals with Administrator, claims files	ADMIN130	HR	HR	HR	Administration	Risk Management	LC 6410 29 CFR 1910.1020	P	Archive per Records Management Policy	11/27/2018	Update Description for clarity
Photographs, Negatives, Film	Related to risk management	ADMIN131	HR	HR	HR	Administration	Risk Management	GC 34090, CCP 335.1	CL + 2	Destroy or Delete after retention period	11/27/2018	Update Citation
Risk Management Reports	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	ADMIN132	HR	HR	HR	Administration	Risk Management	29 CFR1904.4; GC 34090	CL + 5	Destroy or Delete after retention period	11/27/2018	
Workers Compensation Documentation	Claim Files, Reports, Incidents (working files)-originals filed-with Administrator-	ADMIN133	HR	HR	HR	Administration	Risk Management	8-CCR 15400.2; 29-CFR 1904.33	P-	Archive per Records Management Policy	11/27/2018	DELETE - Duplicate to ADMIN130 Insurance, Workers Compensation documentation
BED Workforce Investment Act Records- NWS Workforce Innovation and Opportunity Act (WIOA) Records	Applicant, Participant, Grant Agreements, Fiscal, Property, Monitoring	ADMIN134	BED NOVA	BED NOVA	BED NOVA	Administration	Community Services	29-CFR-97.42—29-CFR-95.53— 2CFR 200.333 through 200.337	CL + 3	Destroy or Delete after retention period	11/27/2018	
NOVA Homeless-Veterans Reintegration Program	Applicant, Participant, Grant Agreements, Fiscal, Property	ADMIN135	NOVA	NOVA	NOVA	Administration	Community Services	29-CFR-95.53—29-CFR-97.42	CL + 3	Destroy or Delete after retention period	11/27/2018	Requested by NOVA to remove
NOVA Fee For Service		ADMIN136	NOVA	NOVA	NOVA	Administration	Community Services	CFR-95.53; 29-CFR-97.42	CL + 3	Destroy or Delete after retention period	11/27/2018	DELETE - Requested by NOVA
NWS Other Programs	Programs Not Otherwise Specified - ProMatch, Proven People, Non-WIA grants , Non-WIOA grants, Fee for Service, NOVA Foundation	ADMIN137	NWS	NWS	NWS	Administration	Community Services	29-CFR-95.53; 29-CFR-97.42 2CFR 200.333 through 200.337	CL + 3	Destroy or Delete after retention period	11/27/2018	
Reports: State Library Report	CA State Library Reports and supporting documents. State Library Report	ADMIN138	LIB LCS	LIB LCS	LIB LCS	Administration	Community Services- Library	GC 34090	P-CU +2	Archive per Records Management Policy	11/27/2018	Change LIB to LCS; change Community Services to Library and CU+2
State Records	Services reimbursements, transaction reimbursements, MCLE Records. State Records, LSTA, Grants.	ADMIN139	LIB LCS	LIB LCS	LIB LCS	Administration	Community Services- Library	GC 34090	CU + 3	Destroy or Delete after retention period	11/27/2018	Change LIB to LCS; change Community Services to Library. Added LSTA and Grants to description
Reports: Circulation Reports	Circulation activity, credit bureau, delinquency Notices/fines. Circulation Reports	ADMIN140	LIB LCS	LIB LCS	LIB LCS	Administration	Community Services- Library	GC 34090	CU + 5 CU + 3	Destroy or Delete after retention period	11/27/2018	Change LIB to LCS; change Community Services to Library and CU+3
Donation Letters	receipt forms acknowledging patrons donations of materials or funds. Donation Letters	ADMIN141	LIB LCS	LIB LCS	LIB LCS	Administration	Community Services- Library	26 CFR 301.6501(a)	CU + 7	Destroy or Delete after retention period	11/27/2018	Change LIB to LCS; change Community Services to Library
Friends of the Sunnyvale Library	Book sales, Notices of sales; flyers, donations; minutes; agendas. Friends of the Sunnyvale Library	ADMIN142	LIB	LIB	LIB	Administration	Community Services	GC 34090	CU + 7	Destroy or Delete after retention period	11/27/2018	DELETE - Friends of the Sunnyvale Library filed and were granted 501(C)3 status. No need to keep their files
Surveys: Library	Completed surveys from customer appreciation day, program evaluations, etc.	ADMIN143	LIB LCS	LIB LCS	LIB LCS	Administration	Community Services- Library	GC 34090	CU + 4	Destroy or Delete after retention period	11/27/2018	Change LIB to LCS; change Community Services to Library
Library Patrons	Feedback, compliments, complaints- Patrons	ADMIN144	LIB LCS	LIB LCS	LIB LCS	Administration	Community Services- Library	GC 34090	CU + 3-	Destroy or Delete after retention period	11/27/2018	DELETE - Will use City-wide Record Series
Public Library Foundation	Public Library Foundation correspondence, Notices, funds-- Public Library Foundation	ADMIN145	LIB	LIB	LIB	Administration	Community Services	GC 34090	CU + 3-	Destroy or Delete after retention period	11/27/2018	DELETE - The California State Library eliminated the Public Library Foundation Program in 2011.
Customer Concern Records	Customer Concerns	ADMIN148	LCS	LCS	LCS	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	11/27/2018	DELETE - Will use City-wide Record Series
ATT Confidential Phone Listing	ATT phone listing to be used for emergency broadcast purpose.	ADMIN149	ITD	ITD	ITD	Administration	Information Services	GC 34090	S	Shred medium.	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Software original media Setup/Install Programs	OS, desktop software or other vendor software.	ADMIN150	ITD		ITD	Administration	Information Services	GC 34090	S +2 L+1	Securely dispose	11/27/2018	The City doesn't always install current version - due to testing, environment, collaboration with external agencies etc., We need to retain the original software as long as we (potentially) need to (re-) install. Additionally, these days we generally do not receive 'original media', but downloads. The record series should be changed to 'Setup/Installation' programs.
	Application Source code, including database code	ADMIN151	ITD		ITD	Administration	Information Services	GC 34090	P S+1 or L+1	Archive per Records Management Policy Delete after retention period	11/27/2018	Source code especially database code that is used with superceeded/end-of-life versions of vendor software have no value and cannot be used to demonstrate/prove much. Similarly with execution source code and version of Windows (Vendor software).
Applicant Fingerprint Images	Applicant Fingerprint Records- electronic images	ADMIN152	DPS		DPS	Administration	Human Resources	California DOJ Guidelines for Submitting Applicant Live Scan Transactions, Section M - Proper Handling and Storage of Applicant Information (May 2007)	30 days post-transmission	Delete after retention period	3/23/2010	
Civil Service Rules, Salary Resolutions	Notes and drafts of proposed changes- Finalized published versions	ADMIN153	HR		HR	Administration	Human Resources	GC 34090	CU +2 P	Destroy or Delete after retention period Archive after 5 years	11/27/2018	Update Record Series for clarity. Unpublished versions of documents should be deleted as they are part of the deliberative process.
Drug Tests	Spreadsheet of names of employees who must drug test, copies of memo advising employee of test date. Employee names and drug test dates only Records of employees randomly selected for drug and/or alcohol tests, random test results, Substance Abuse Professional (SAP) reports, follow-up test results, inspection records and information obtained by previous employers concerning drug and alcohol test results.	ADMIN154	HR		HR	Administration	Risk Management	DOT 49 CFR Part 40 Subpart P Sect 40.333; 49 CFR 40.333 and Sect 40.25	CU + 5	Destroy or Delete after retention period	11/27/2018	
Deferred Compensation	See OPF, plan documents contracts and hardship withdrawals	ADMIN155	HR		HR	Administration	Benefits	26 CFR 301.6501(a)-1	CU + 4	Destroy or Delete after retention period	11/27/2018	Vendors assumed responsibility for hardship withdrawl determinations.
Irrevocable election forms	Employee election of paid leave cash-out submitted in prior calendar year.	New	HR		HR	Administration	Benefits	GC 34090; 26 CFR 301.6501(a)-1	Taxes + 4	Destroy or Delete after retention period	11/27/2018	New
Open Enrollment		ADMIN156	HR		HR	Administration	Benefits	CA222-0010-00; 22 CCR 1085-2	CU +4	Destroy or Delete after retention period	11/27/2018	DELETE - Duplicate to ADMIN068 Official Personnel Files
Out of Class/Hazardous Duty Report		ADMIN157	HR		HR	Administration	Human Resources	CA222-0010-00; 22 CCR 1085-2	CU +4	Destroy or Delete after retention period	11/27/2018	DELETE - Contained in Payroll data, and OPF data.
Paycheck Stuffers		ADMIN158	HR FIN		HR FIN	Administration-Finance	Human Resources Payroll	GC 34090	CU + 2	Destroy or Delete after retention period	11/27/2018	These records, if any, are processed and kept by FIN Payroll
Position Allocation		ADMIN159	HR		HR	Administration	Human Resources	CA222-0010-00; 22 CCR 1085-2 GC 34090	CU +4	Destroy or Delete after retention period	11/27/2018	DELETE - Original forms owned by Finance; see FIN008 Budget Adjustments, Journal Entries and FIN019 Budget; Adopted
W-4 Statements	W-4 Statements (10+ exemptions)	ADMIN161	HR FIN		HR FIN	Administration-Finance	Human Resources Payroll	26 CFR 301.6501(a)-1	Taxes + 4	Destroy or Delete after retention period	11/27/2018	These records are processed and kept by FIN Payroll
Wage Attachments		ADMIN162	HR FIN		HR FIN	Administration-Finance	Human Resources Payroll	26 CFR 301.6501(a)-1	Taxes + 4	Destroy or Delete after retention period	11/27/2018	These records are processed and kept by FIN Payroll
Pre-Employment Medical - Not Hired		ADMIN163	HR		HR	Administration	Recruitment	CA222-0010-00; 22 CCR 1085-2; GC 12946	CU + 5	Destroy or Delete after retention period	11/27/2018	
Selection Appeals		ADMIN164	HR		HR	Administration	Recruitment	22 CCR 1085-2 GC 12946	CU +4 EL +2	Destroy or Delete after retention period	11/27/2018	Incorporate into ADMIN071 Recruitment Documentation. CA and CCR no longer valid; Retention in agreement with government code requirement
CIPRMA Agreement		ADMIN165	HR		HR	Administration	Risk Management	GC 34090 CCP337	CU +4	Destroy or Delete after retention period	11/27/2018	Duplicate to ADMIN124 Insurance Policies and Bonds
Hearing Conservation Testing		ADMIN166	HR		HR	Administration	Risk Management	OSHA 8CCRS100(d)(2)	T +30	Destroy or Delete after retention period	11/27/2018	Incorporate into to ADMIN065 Medical Files
Infectious Disease & Occupation Exposure Files	Employee exposure records	ADMIN166	HR		HR	Administration	Risk Management	29 CFR 1910.1030(h); 29 CFR 1910.1020; 8CCR3204(d)(1)(B)	P	Archive per Records Management Policy	11/27/2018	
Liability Claims	Claims against the City - General, Automobile, Property and Employment Liability Claims	ADMIN167	HR		HR	Administration	Risk Management	CCP 335.1	CU +6 CL + 7	Destroy or Delete after retention period	11/27/2018	Update to Retention for records keeping best practice. Even though a claim gets closed, if claimant did not litigate, they can still file lawsuit.
Liability Claims - Sexual Abuse and Molestation	Special liability claims against the City	New	HR		HR	Administration	Risk Management	CCP 340.1, CCP 1002, CG Section 905	CL + 20	Archive after current	11/27/2018	Reflects increase to Statue of Limitations under AB 3120.
Safety Program	Workplace inspections, training records, annual training in the contents of fire safety and evacuation plans, safety committee meeting records, and exposure control reports	ADMIN168	HR		HR	Administration	Risk Management	8 CCR 3203(b)(1)-(2), 8 CCR 3203(c)(2), CFC 406.2	CU + 2	Destroy or Delete after retention period	11/27/2018	Update Description for clarity
Applicant Fingerprint Records- Livescan Application- BCII-8016 Form	Applicant Fingerprint Records- Livescan Application- BCII-8016 Form	ADMIN169	DPS, HR		HR	Administration	Recruitment	California DOJ Guidelines for Submitting Applicant Live Scan Transactions. Section M - Proper Handling and Storage of Applicant Information (May 2007)	12 Months		11/27/2018	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Department of Justice No Longer Interested forms		New	HR	HR	Administration	Recruitment	CG12946	CL+2	Destroy or Delete after retention period	11/27/2018	New. Stand alone documents. Document not in ADMIN071 Recruitment Documentation file
Hazardous Material Plan	Hazardous Material Plan	ADMIN170	LCS	LCS	Administration	Human Resources	OSHA, GC 34090	S + 2	Destroy following retention after document is superseded	11/27/2018	Changed DCS to LCS. Suggesting that this record series be removed from LCS as "Owner" and "Pertaining to". Seems it should be HR and pertains to DPW, ESD, LCS.
Returned Mail	Backup for mail that has come back to the division undeliverable	ADMIN171	Originating Department	FIN	Administration	General Subject	GC 34090	7 yrs	Recycle or Delete after retention period	3/23/2010	
Legislative Issues	Tracking of legislative issues.	ADMIN172	OCM	OCM	Administration	Legal/ Legislative	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Volunteer records: Placed	Volunteer recruitment, applications, records, volunteer agreements to serve (signed original), and volunteer timecards/timesheets	ADMIN173	HR	HR	Administration	Volunteer Resources	GC 34090	T + 2	Confidential-Recycle-Destroy or Delete after retention	11/27/2018	
Volunteers: Agreement to Serve	Volunteer agreement to serve, signed original	ADMIN173-1	HR	HR	Administration	Volunteer Resources	GC 34090	T+5	Recycle or Delete after retention period	11/27/2018	DELETE - Incorporate into ADMIN173 Volunteer records: Placed
Volunteers: Timecards	Volunteer timecards, timesheets	ADMIN173-2	HR	HR	Administration	Volunteer Resources	GC 34090	T+3	Recycle or Delete after retention period	11/27/2018	DELETE - Incorporate into ADMIN173 Volunteer records: Placed
Volunteer records: Not placed	Volunteer recruitment, applications, records	ADMIN174	HR	HR	Administration	Volunteer Resources	GC 34090	CU + 2	Confidential-Recycle-Destroy or Delete after retention	11/27/2018	
Intergovernmental Relations (IGR): Subject files	IGR Subject files.	ADMIN175	OCM	OCM	Administration	Legal/ Legislative	GC 34090	CU + 3	Recycle or Delete after retention period	11/27/2018	Fixed Citation typo
Correspondence: City Council	Outgoing correspondence on behalf of City Council or Mayor	ADMIN176	OCM	OCM	Administration	General Subject	GC 34090	T + 3	Recycle or Delete after retention period	3/23/2010	
Columbia Neighborhood Center: Grant Proposals	Columbia Neighborhood Center (CNC) grant proposals	ADMIN177	LCS	LCS	Administration	Community Services	GC 34090	CL+5	Recycle or Delete after retention period	11/27/2018	DELETE - Record Series "Grants" will be used.
Columbia Neighborhood Center: Participants	Columbia Neighborhood Center (CNC) participant confidentiality and permission forms	ADMIN178	LCS	LCS	Administration	Community Services	GC 34090	CL+5	Recycle or Delete after retention period	11/27/2018	DELETE - Will use Record Series: "Schedules, Classes & Events"
Columbia Neighborhood Center: Media relations; marketing	Columbia Neighborhood Center (CNC) news releases, articles, marketing materials	ADMIN179	LCS	LCS	Administration	Community Services	GC 34090	CU + 3	Recycle or Delete after retention period	11/27/2018	DELETE - Will use Record Series: "Promotional Marketing: External".
Neighborhood Associations	Neighborhood Associations: applications, grants, registry, agreements, reimbursements	ADMIN180	LCS	LCS	Administration	Community Services	GC 34090	CL + 5	Recycle or Delete after retention period	11/27/2018	Changed from OCM to LCS
Special Orders of the Day (SOD)	Special Orders of the Day presented by the Mayor or Council; includes proclamations, certificates of appreciation / achievement / recognition, commendations, letters of recognition	ADMIN181	OCM	OCM	Administration	Legal/ Legislative	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Delegation visits	Records of visiting delegations	ADMIN182	OCM	OCM	Administration	Legal/ Legislative	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Volunteers: Waivers	Community Services volunteers. Includes: HOTS, Summer-Teen	ADMIN183	HR	HR, LCS	Administration	Volunteer Resources	GC 34090	T+5	Recycle or Delete after retention period	11/27/2018	Volunteers are covered by Workers' Compensation, so waivers are no longer used.
Volunteers: Reports	Mid-Year Report, End of Year Report of volunteers	ADMIN184	HR	HR	Administration	Volunteer Resources	GC 34090	CU + 5 CU + 2	Recycle or Delete after retention period Destroy or Delete after retention	11/27/2018	Update retention to be consistent with retention of other HR reports as in ADMIN184
Volunteers: Volgistics User Agreement	Confidential	ADMIN185	HR	HR	Administration	Volunteer Resources	GC 34090	P T + 5	Archive per Records Management Policy Destroy or Delete after retention period	11/27/2018	Update retention to be consistent with retention of contracts as in ADMIN096
State of the City: Awards	Includes prepared State of the City Address by the Mayor, Awards	ADMIN186	LCS	LCS	Administration	Legal/ Legislative	GC 34090	P-CU + 3	Archive per Records Management Policy	11/27/2018	Changed from OCM to LCS
State of the City: Nominations	Nominations	ADMIN187	LCS	LCS	Administration	Legal/Legislative	GC 34090	CU+2	Recycle or Delete after retention period	11/27/2018	DELETE- will use Record Series: "State of the City"
Benchmark Data	Horizontal, vertical & control	DEV001	DPW	DPW	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period	3/23/2010	
Bids & Proposals (Unsuccessful)		DEV002	FIN	FIN	Development	Administration	GC 34090(d)	CL + 2	Destroy or Delete after retention period	3/23/2010	
Bonds: Development	Housing; Industrial Development	DEV003	CDD	CDD-Planning	Development	Administration	CCP 337.5	CL + 10	Recycle or Delete after retention period	3/23/2010	
Bonds: Security	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work	DEV004	DPW	DPW	Development	Administration	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Code Books	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements	DEV005	Originating Department	All Applicable Departments: CDD, DPS, DPW, OCA, OCM, ESD	Development	Administration	GC 34090e, Sunnyvale Municipal Code	P 15 Years	Archive per Records Management Policy	11/27/2018	Changed from P to 15 Years - national code book sources should be the main source
Contractor Listing	Current listing	DEV006	FIN, CDD, DPW, LCS, ESD	DPW, FIN, CDD-Building, ESD	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS. Added ESD
Correspondence: Development Administration	Working documentation	DEV007	CDD	CDD-Housing	Development	Administration	GC 34090(d)	CU + 2; HUD Correspondence: CU+5	Recycle or Delete after retention period	3/23/2010	
Development Conditions, Mitigation	Mitigation measures; filed with case files	DEV008	CDD	CDD-Planning	Development	Administration	GC 34090	L	Recycle or Delete after retention period	3/23/2010	
Development Agreements	Infrastructure contracts, franchises.	DEV009	CDD, DPW, ESD	DPW, ESD	Development	Administration	CCP337, 337.1(a), 337.15; GC 34090;4 8 CFR 4.703	P	Archive per Records Management Policy	11/27/2018	Added ESD
Development Standards	Landscape mediums, parkway landscape development, public works construction	DEV010	CDD, LCS, DPW	DPW	Development	Administration	GC 34090(a)	P AD + 20	Archive per Records Management Policy	11/27/2018	Changed DCS to LCS and changed from P to Adoption + 20
Drawings, Project Plan	Does not include those usually filed with case or project	DEV011	CDD, DPW	DPW, CDD-Planning	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period	3/23/2010	
Franchises	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/or involving construction of improvements	DEV012	DPW	DPW	Development	Administration	GC 65864, GC 65869.5, GC 34090* (*CCP 337.2, 343)	P	Archive per Records Management Policy	11/27/2018	Changed Owner/Point of Contact from CDD to DPW
General Subject Files	Internal working files including correspondence	DEV013	CDD	CDD-Planning	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period	3/23/2010	
Grants: Community/Urban Development (includes CDBG)	Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations	DEV014	CDD	CDD-Housing	Development	Administration	24 CFR 570.502(b) (3); 241 CFR 85.42; 2 CFR 215.53	CL + 4 ; Certain HUD records: CL+5	Destroy or Delete after retention period	3/23/2010	
Historic Preservation Inventory	Historic structures & landmarks	DEV015	CDD	CDD-Planning	Development	Administration	GC 34090(d)	P	Archive per Records Management Policy	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Incident Files	Emergency Call Outs	DEV016	DPS	DPS	Development	Administration	GC 34090(d)		CL + 2	Recycle or Delete after retention period	3/23/2010	
Land Uses, Nonconforming	Building or site usage which does not conform to current standards	DEV017	CDD, DPW	DPW, CDD-Planning	Development	Administration	GC 34090(a)		P	Archive per Records Management Policy	3/23/2010	
Maps & Plats	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.	DEV019	DPW, ESD	DPW, ESD	Development	Administration	GC 34090(a)		P	Archive per Records Management Policy	11/27/2018	Added ESD
Master Plans, Annual	Special or long range program plan for municipalities – coordination of services; strategic planning	DEV020	DPW, ESD	DPW, ESD	Development	Administration	GC 34090		S + 2	Recycle or Delete after retention period	11/27/2018	Added ESD
Permits, Construction	Plans, building, signs, grading, encroachment, including blueprints and specifications	DEV021	CDD, DPW	DPW, CDD-Building	Development	Administration	GC 34090(a); H&S19850; GC 4003; GC 4004		P	Archive per Records Management Policy	3/23/2010	
Permits, Other	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.	DEV022	CDD, LCS, DPW	CDD-Building	Development	Administration	GC 34090(a)		P	Archive per Records Management Policy	11/27/2018	Changed DCS to LCS
Photographs	Example: Aerial photographs, Real Estate	DEV023	CDD, LCS, DPW	DPW	Development	Administration	GC 34090(d)		S + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS
Projects, Not Completed or Denied	Building, engineering, planning	DEV024	CDD, DPW	DPW, CDD-Building	Development	Administration	GC 34090(d)		CL + 2	Recycle or Delete after retention period	3/23/2010	
Seismic Retrofit Program	Includes Certificates of Compliance	DEV026	CDD	CDD - Building	Development	Administration	GC 34090(a)		P	Archive per Records Management Policy	3/23/2010	
Street Names and House Numbers Designation and Status	Street dedications, closings, address assignment/changes	DEV027	CDD	CDD-Building	Development	Administration	GC 34090a, Sunnyvale Municipal Code		P	Archive per Records Management Policy	3/23/2010	
Studies, Special Projects & Areas	Engineering, joint powers, noise, transportation	DEV028	CDD, DPW, OCM, ESD	DPW, OCM, CDD-Planning, ESD	Development	Administration	GC 34090(d)		CL + 2	Recycle or Delete after retention period	11/27/2018	Added ESD
Surveys, land/Structure	Recording data and maps	DEV029	CDD, DPW	DPW	Development	Administration	GC 34090(a)		P	Archive per Records Management Policy	3/23/2010	
Blueprints and Specifications	Submitted by contractors with application for permit and builds for Certificate of Occupancy	DEV030	CDD	CDD-Building	Development	Building	GC 34090(d)		CL + 2	Recycle or Delete after retention period	3/23/2010	
Certificates of Compliance and Occupancy	Compliance, elevation, occupancy which affect real property	DEV031	CDD	CDD-Building	Development	Building	GC 34090(a); H&S 19850		P	Archive per Records Management Policy	3/23/2010	
Construction (Approved)	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds	DEV032	CDD	CDD-Building	Development	Building	GC 34090(a); GC 4003; GC 4004; H&S 19850, 19853		P	Archive per Records Management Policy	3/23/2010	
Inspection Documentation	Correspondence, fees, appeal requests, reports, construction tracking, daily logs and reports	DEV033	CDD	CDD-Building, DPW-Engineering	Development	Building	GC 34090(d)		P	Archive per Records Management Policy	11/27/2018	
Permits	Plans, building, signs, grading, encroachment permits	DEV034	CDD	CDD-Building	Development	Building	GC 34090; H&S 19850; GC 4003; GC 4004		P	Archive per Records Management Policy	3/23/2010	
Abandoned Vehicles documentation		DEV036	DPS	DPS	Development	Code Enforcement	GC 34090(d)		CL + 2	Recycle or Delete after retention period	3/23/2010	
Case Files	Building, housing, zoning code violation records including inspections	DEV037	CDD	OCA, DPS	Development	Code Enforcement	GC 34090(d)		CL + 2	Confidential Recycle or Delete after retention period	11/27/2018	Changed Pertains to from CDD-Neighborhood Preservation to DPS
Liens & Releases: Supporting Recorded Documentation	Utilities, abatement, licenses. Record of information and correspondence for properties which receive a tax roll lien	DEV038	FIN, CDD	FIN	Development	Code Enforcement	GC 34090		CL + 2	Destroy or Delete after retention period	3/23/2010	
Liens & Releases: Recorded Liens & Releases	Utilities, abatement, licenses. Record of information and correspondence for properties which receive a tax roll lien	DEV038.1	FIN, CDD	FIN	Development	Code Enforcement	GC 34090		P	Archive per Records Management Policy	3/23/2010	
Logs	Complaints, citations, hearings, lien recovery, abatements	DEV039	CDD, LCS	DPS, ESD, Pretreatment Section	Development	Code Enforcement	GC 34090(d)		CU + 6	Recycle or Delete after retention period	11/27/2018	Remove LCS as Owner. Changed Owner/Point of Contact from CDD to DPS and Pertains to from CDD-Neighborhood Preservation to DPS
Regulations	Includes rules, codes, policy	DEV040	CDD	DPS	Development	Code Enforcement	GC 34090(d)		S + 2	Recycle or Delete after retention period	11/27/2018	Changed Pertains to from CDD-Neighborhood Preservation to DPS
Capital Improvement Projects Documentation	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, blueprints, drawings, maps, etc.	DEV043	CDD, LCS, DPW, ITD	All Applicable Departments, CDD, LCS, DPW, ITD, ESD	Development	Engineering	CC337.15		CL + 10	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS. Added ESD
Construction Tracking, Daily Logs and Reports	Assesses value of real property.	DEV044	CDD, LCS	DPW, CDD-Building	Development	Engineering	CC337.15		P	Archive per Records Management Policy	11/27/2018	DELETE – Merge with DEV033
Drawings: Traffic Control Plan	Signs, signing & striping, road construction	DEV045	DPW	DPW, CDD-Planning	Development	Engineering	GC 34090(a)		P	Archive per Records Management Policy	3/23/2010	
Flood Control Documents	Storm Drains	DEV046	ESD	ESD	Development	Engineering	GC 34090(d)		CL + 2	Recycle or Delete after retention period	11/27/2018	Updated and added ESD
Special Districts Documentation	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction	DEV047	DPW, ESD	DPW, ESD	Development	Engineering	GC 34090(a)		P	Archive per Records Management Policy	11/27/2018	Updated and added ESD
Traffic Signal Logs	Counts, collisions, accidents	DEV049	DPW, DPS	DPW, DPS	Development	Engineering	GC 34090(d)		CL + 2	Recycle or Delete after retention period	3/23/2010	
Air Quality (AQMD) Documents and Programs	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative	DEV050	DPW, ESD	DPW, ESD	Development	Environmental Quality	CCP 338(k); GC 34090		CU + 7	Recycle or Delete after retention period	11/27/2018	Updated to ESD
Asbestos Documentation	Documents abatement projects, public buildings	DEV051	CDD, LCS	LCS, HR CDD-Building	Development	Environmental Quality	GC 34090(a)		P	Archive per Records Management Policy	11/27/2018	Changed DCS to LCS
California Environmental Quality Act (CEQA) Information	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	DEV052	CDD, DPW, LCS, ESD	DPW, LCS, CDD-Planning, OCM, ESD	Development	Environmental Quality	GC 34090(a) + CEQA Guidelines		P	Archive per Records Management Policy	11/27/2018	Remove LCS as Owner and Pertains to fields. Changed DCS to LCS. Added ESD
Congestion Management Programs	Ride sharing, trip reduction	DEV053	DPW	DPW-Traffic	Development	Environmental Quality	GC 34090(d)		CU + 2	Recycle or Delete after retention period	11/27/2018	Removed OCM from departments.
Environmental Review Information	Correspondence, consultants, issues, water and energy conservation records	DEV054	LCS, DPW, ESD	LCS, DPW, CDD-Planning, ESD	Development	Environmental Quality	GC 34090(d)		CU + 6	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS. Added ESD
Pest Control Documentation	Pesticide applications, inspections and sampling, chemical usage records, Material Safety Data Sheet (MSDS) records	DEV055	DPS, LCS	DPS, LCS	Development	Environmental Quality	GC 34090(d)		CU + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS
Soil: Analysis, Findings, and Recommendations Documentation	Analysis, construction recommendations	DEV056	CDD, LCS , DPW	DPW	Development	Environmental Quality	GC 34090(d)		CL + 2	Recycle or Delete after retention period	11/27/2018	Remove LCS as Owner and Pertains to fields.
Soil Reports	Final Reports	DEV057	CDD, LCS , DPW	DPW	Development	Environmental Quality	GC 34090(d)		P	Archive per Records Management Policy	11/27/2018	Changed DCS to LCS
Bond Documents	Revenue Bond Documentation	DEV058	CDD	CDD-Housing	Development	Housing	CCP 337		CL + 4	Destroy or Delete after retention period	3/23/2010	Remove LCS as Owner and Pertains to fields.

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Programs, Housing	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance	DEV059	CDD		CDD-Housing	Development	Housing	24 CFR 570.502; 24 CFR 85.42	CL + 3	Recycle or Delete after retention period	3/23/2010	
Budget: Redevelopment Budgets	Includes annual audit	DEV060	CDD	FIN	CDD-RDA	Development	Housing	GC 34090, 40802, 53901	P	Archive per Records Management Policy	11/27/2018	Remove RDA
Bond Issues		DEV061	CDD		CDD-Housing	Development	Housing	GC 43900 et seq.	P	Archive per Records Management Policy	3/23/2010	
Capital Improvements, Construction	Contains records regarding planning, design, construction, conversion or modification of local government-owned facilities, structures and systems	DEV062	DPW	LCS, DPW, CDD-Planning		Development	Municipal Facility	GC 34090; GC 4004; H&S 19850	P	Archive per Records Management Policy	11/27/2018	Changed Owner/Point of Contact from CDD to DPW
Facility Rentals/Use	Permits, contracts, diagrams, schedules, insurance binders, facility rental applications and permits, liability releases, activities, fee schedules, license agreements, usage agreements, golf tee sheets	DEV063	LCS		LCS, CDD-Building Safety	Development	Municipal Facility	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS
Facility Maintenance and Operations Procedures, Inventory, and Supporting Documentation	Service requests, invoices, supporting documentation, buildings, equipment, field engineering, public facilities including work orders and graffiti removal, golf play reports and golf facility audits	DEV064	LCS		LCS, CDD-Building Safety, OCM-Facilities	Development	Municipal Facility	GC 34090(d)	CU + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS
Case Files, Planning and Zoning	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body	DEV065	CDD, DPW		CDD-Planning	Development	Planning	GC 34909a; H&S 19850; GC 4003; GC 4004	P	Archive per Records Management Policy	3/23/2010	
Certificates: Building	Retain during life of structure	DEV066	CDD		CDD-Building	Development	Planning	GC 34090	L	Recycle or Delete after retention period	3/23/2010	
General Plan and Elements	Includes sphere of influence	DEV068	CDD		CDD-Planning	Development	Planning	GC 34090	P	Archive per Records Management Policy	3/23/2010	
General Plan Amendments, Approved and Denied		DEV069	CDD		CDD-Planning	Development	Planning	GC 34090 GC 65103; GC 50110	P	CL+2, then archive P	3/23/2010	
Interpretations	Zoning code interpretations residing on City's intranet site	DEV070	CDD		CDD-Planning	Development	Planning	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated description
Maps, Plans, Drawings, Exhibits, Photos	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans	DEV071	CDD, DPW		DPW, CDD-Planning	Development	Planning	GC 34090; H&S 19850; GC 34090.7	P	Archive per Records Management Policy	3/23/2010	
Abandonment Documentation	Buildings, Condemnation, Demolition	DEV072	CDD, DPW		DPW, CDD-Building	Development	Property	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010	
Acquisition/ Disposition Documentation	Supporting documents re: sale, purchase, exchange, lease or rental of property by City	DEV073	DPW		DPW	Development	Property	GC 34090(a); GC 6254	CL + 10	Recycle or Delete after retention period	3/23/2010	
Annexation Case Files	Reports, agreements, public notices	DEV074	CDD, OCM		OCM, CDD-Planning	Development	Property	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010	
Appraisals	Exempt until final acquisition or contract agreement obtained	DEV075	CDD, DPW		DPW	Development	Property	GC 34090; GC 6254(h)	CL + 2	Recycle or Delete after retention period	3/23/2010	
Deeds & Promissory Notes		DEV076	CDD, DPW, OCA, OCM		DPW, OCA, CDD-Housing, OCM	Development	Property	GC 34090(a); 24 CFR 570.502; 24 CFR 85.42	P	Archive per Records Management Policy	3/23/2010	
Maps of City Boundaries	Recorded maps, surveys, monuments	DEV077	DPW		DPW	Development	Property	GC 34090(a)	P	Archive per Records Management Policy	11/27/2018	Changed Owner/Point of Contact from CDD to DPW
Lot Split Cases		DEV078	CDD		DPW	Development	Property	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Relocation Files (Redevelopment)	e.g., Redevelopment	DEV079	FIN		CDD-RDA	Development	Property	GC 34090	CL + 2	Recycle or Delete after retention period	11/27/2018	Changed Owner/Point of Contact from CDD to FIN
Accounts Payable	Invoices, check copies, monthly purchasing card statements, correspondence with purchasing cardholder; payment documentation that includes checks with backup, one-time and blanket orders with payments logged, service agreements; timecards for temporary agency employees; departmental petty cash account detail; ACH records, supporting documents	FIN001	FIN		FIN	Finance	Accounting	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period	3/23/2010	
Accounts Receivable	Documentation of Accounts Receivable accounts.	FIN002	FIN		FIN	Finance	Accounting	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period	3/23/2010	
Applications, Utility	Utility connections, disconnects, registers, service. Backup for RY service provided to disabled residents	FIN003	FIN, DPW		FIN, DPW	Finance	Accounting	GC 34090	CL + 7	Destroy or Delete after retention period	3/23/2010	
Bank Reconciliation	Statements, summaries for receipts, disbursements & reconciliation (includes all of the City's 14 bank accounts, including checking, and 7 trust accounts and reconciliation workpapers)	FIN005	FIN		FIN	Finance	Accounting	GC 34090; 26 CFR 16001-1	AU + 5	Destroy or Delete after retention period	3/23/2010	
Billing Records	Customer name, service address, meter reading, usage, payments, applications/cancellations. Folder contains Access spreadsheets, billing, and journal vouchers. Includes abandoned vehicle abatement, SB90 state mandates, green certificates, sale of electricity, renewable energy, ABAG lease billing, alternative fuel tax credit; backup for billing adjustments. Utility shut off, noticing, and delinquency cycle system reports. Records of correspondence with customers	FIN006	FIN		FIN	Finance	Accounting	GC 34090	AU + 2	Destroy or Delete after retention period	3/23/2010	
Budget	Reports and related papers used during City Manager reviews; various staff notes, analyses and supporting docs generated during budget reviews; 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	FIN007	FIN		FIN	Finance	Accounting	GC 34090	AU + 2	City currently keeps electronic files indefinitely. Automated Call Distributor must be kept 4 years - need to separate if electronic copies are not held long term. Paper retention is AU + 2	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Budget Adjustments, Journal Entries	Budget mods, re-appropriations, changes to budgeted position allocation; approved vouchers and backup documents (excluding backup for cash receipts, A/P checks, and payroll); Multi-modal, SMART station, and budget modifications; SOY, EOY, PERS, and 1/13th transfers	FIN008	FIN	FIN	Finance	Accounting	GC 34090	AU + 4	Destroy or Delete after retention period	3/23/2010	
Checks	Includes payroll, canceled & voided checks (only those issued from the General account)	FIN009	FIN	FIN	Finance	Accounting	GC 34090; CCP 337	AU + 6	Destroy or Delete after retention period	3/23/2010	
Deposits, Receipts	Checks, coins, currency. Daily Cash Receipt Vouchers submitted by all departments that receive and deposit payments on behalf of the City. Payment stubs, batch reports, and check 10 key tapes.	FIN010	FIN	FIN	Finance	Accounting	GC 34090; CCP 337	AU + 5	Destroy or Delete after retention period	3/23/2010	
Invoices	Copies sent for fees owed, billing, related documents. Backup for outsource bill print vendor payments, specialty garbage payments, etc.	FIN011	FIN	FIN	Finance	Accounting	GC 34090	AU + 2	Destroy or Delete after retention period	3/23/2010	
Journals, Utility Billing	Billing including monthly activity. Record of utility billing activity from system; back up for revenue and trial balance posted to system; back up for write offs	FIN012	FIN	FIN	Finance	Accounting	GC 34090	CU + 7	Destroy or Delete after retention period	3/23/2010	
General Ledger	City financial accounts and the record of transactions posted to them	FIN013	FIN	FIN	Finance	Accounting	GC 34090; CCP 337	P	Archive per Records Management Policy	3/23/2010	
Taxes, Receivable	Includes all revenue remittances received from electric, gas, and phone service providers. Remittance documentation from other agencies. Monthly TOT remittances and other hotel documentation. Business Tax License documentation.	FIN015	FIN	FIN	Finance	Accounting	CCP338	AU + 3	Destroy or Delete after retention period	3/23/2010	
Budget: Operating (copies)	Departmental Reference. Examples: departmental copy of current budget; rental rate schedules; performance budgeting structure related reports, PAMS, PABS	FIN017	All Departments	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Finance	Administrative Services	GC 34090	S	Destroy or Delete after retention period	11/27/2018	Added ESD
Budget: Adopted	Adopted budget, and all records pertaining to the adopted budget.	FIN019	FIN	FIN	Finance	Administrative Services	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Inventory of Fixed Assets	Reflects purchase date, cost, account number. All documentation related to fixed asset acquisition and disposal that are entered into the fixed assets database	FIN020	FIN, Originating Department	FIN	Finance	Fixed Assets	GC 34090; 26 CFR 301 6501(a)	AU + 4	Save electronically after retention period	3/23/2010	
Surplus Property: Auction	Listing of property	FIN022	FIN, Originating Department	FIN	Finance	Fixed Assets	GC 34090	AU + 2	Destroy or Delete after retention period	3/23/2010	
Surplus Property: Disposal	Sealed bid sales of equipment; Back up related to disposal including deposit receipts, sales transaction	FIN023	FIN, Originating Department	FIN	Finance	Fixed Assets	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period	3/23/2010	
Vehicle Ownership & Title	Title transfers when vehicle sold	FIN024	FIN, LCS	FIN, DPW	Finance	Fixed Assets	VC 9900 et seq.	L	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS. Remove LCS from Owner and Pertains To field.
Business License	Paid & reports. Also includes Bingo license paperwork.	FIN025	FIN	FIN	Finance	License	GC 34090; CCP 337	T + 4	Destroy or Delete after retention period	3/23/2010	
Adjustments, Payroll	Payroll adjustments from previous payrolls	FIN026	FIN	FIN	Finance	Payroll	GC 34090 29 CFR 516.5 – 516.6; CCP 337; 22 CCR 1085-2	AU + 4	Destroy or Delete after retention period	3/23/2010	
Employee Time Sheets	Signed by employee for audit & FEMA Reports. Examples: Overtime reports; time cards; canine time cards (maintained by HRD)	FIN027	FIN	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Finance	Payroll	GC 34090; 29 CFR 516.2* (*20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(2); R&T 19530; LC 1174(d))	AU + 6	Destroy or Delete after retention period	11/27/2018	Updated Descriptor
Register, Payroll	Bi-weekly payroll audit reports, check register, pay register, empdist report, leave reports, employee contributions to PERS; ACH records	FIN029	FIN	FIN	Finance	Payroll	GC 34090; GC 37207 , 22 CCR 1085-2	P	Archive per Records Management Policy	3/23/2010	
Salary Records	Deduction authorization, beneficiary designations, unemployment claims, garnishments (Includes Independent Contractor forms submitted to EDD reporting wages paid and address), employee giving campaign pledge forms (maintained by HRD)	FIN030	FIN	FIN, HR	Finance	Payroll	GC 34090; 29 CFR 516.2; 29 CFR 516.6	T + 3	Destroy or Delete after retention period	11/27/2018	Unemployment insurance claims information is kept by HR. A new series for unemployment insurance is added, pending for series #. Beneficiary Designation is included within OPF (ADMIN068).
Unemployment Insurance	EDD unemployment insurance claim, determinations/rulings, New benefit charges statements, benefit audits, any other correspondence related to unemployment insurance claims		HR	HR	Administration	Administration	GC 34090	CL + 2	Destroy or Delete after retention period	11/27/2018	New
Bids, RFQ's, RFP's	Requests for Qualifications; Requests for Proposals regarding goods and services (both successful and unsuccessful)	FIN031	FIN, Originating Department	FIN	Finance	Purchasing	GC 34090; CCP 337	AU + 6	Destroy or Delete after retention period	3/23/2010	
Requisitions: Purchase Orders	Original documents	FIN033	FIN, Originating Department	FIN	Finance	Purchasing	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period	3/23/2010	
Vendor Register	Alpha vendor listing of purchase orders, invoices, account numbers and check date. Backup for customers we regularly correspond with	FIN035	FIN	FIN	Finance	Purchasing	GC 34090	CU + 7	Archive per Records Management Policy	3/23/2010	
Audits	Single Audit Report, TDA Report, SMART Station, Asset Forfeiture, Prop 172, Library Certification, SLESF	FIN036	FIN	FIN	Finance	Reports	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Deferred Compensation	Records of employee contributions and city payments; PERS Employee Deduction Reports	FIN037	FIN	FIN, HR	Finance	Reports	GC 34090; 26 CFR 1.6001-1* (*29 CFR 1627.3(2))	T + 5	Destroy or Delete after retention period	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Federal and State Tax Forms	Forms 1096, 1099, W-4's, W-2's, W9's, City Sales & Use tax return, Form 941, DE6 with backup payroll reports and pay register	FIN038	FIN		FIN	Finance	Reports	GC 34090; 29USC 436 * (*26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5-516.6)	AU + 4	Retain electronic copies after retention period	3/23/2010	
Financial, Annual	Comprehensive Annual Financial Report (CAFR)	FIN039	FIN		FIN	Finance	Reports	GC 34090.7	P	Archive per Records Management Policy	3/23/2010	
Investment Transactions	Summary of transactions, inventory & earnings report. Investment transaction files.	FIN040	FIN		FIN	Finance	Reports	GC 34090; CCP 337; GC 53607	T + 7	Archive per Records Management Policy	3/23/2010	
Meter Reading	Service on and off work orders, re-reads, lock offs, etc.	FIN042	FIN		FIN	Finance	Reports	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
State Controller	Annual regulatory reports required to be submitted to the State. Reports include The State Controller's Report (documents the annual financial transactions for the City, RDA, and Financing Authority), The Street Report (documents use of Gas Tax funds and street expenditures)	FIN043	FIN		FIN	Finance	Reports	GC 34090	CU + 2	Archive per Records Management Policy	3/23/2010	
Utility Rebates		FIN044	FIN		FIN	Finance	Reports	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Bank Statements	Workpapers and documentation for miscellaneous bank adjustments; band redemption, credit card merchant fee statements, and credit card chargeback. Documentation for all city bank accounts.	FIN045	FIN		FIN	Finance	Treasurer	FC 3368, 30210; GC 43900 et seq.	AU + 5	Destroy or Delete after retention period	3/23/2010	
Bonds: Account Statements	Monthly statement of transactions.	FIN047	FIN		FIN	Finance	Treasurer	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010	
Bonds: Administration, Policies and Procedures	Supporting documents	FIN048	FIN		FIN	Finance	Treasurer	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010	
Bonds: Bonds and Coupons Paid or Canceled		FIN049	FIN		FIN	Finance	Treasurer	GC 34090; 53921; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010	
Miscellaneous Returned Items	All documentation related to checks bounced to the City that are processed by the cashier.	FIN050	FIN		FIN	Finance	Accounting		AU + 5	Shred	3/23/2010	
Purchasing cardholder documents	Folder for each cardholder containing user agreement.	FIN051	FIN		FIN	Finance	Administrative Services	GC 34090; CCP 337	T + 4	Shred	3/23/2010	
Central Stores Inventory Reports	Period end reports and all back up documentation; items received and checked out, daily issued logs, receipts, requisitions, fuel reports	FIN052	FIN		FIN	Finance	Reports	GC 34090	AU + 5	Shred	3/23/2010	
Investment Reports	Monthly reports of Investment Portfolio performance	FIN053	FIN		FIN	Finance	Reports	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Statement of Indebtedness	Annually required regulatory report to the State and County reporting the City's RDA debt and cumulative tax increment	FIN054	FIN		FIN	Finance	Reports	GC 34090	CU + 3 Permanent for electronic	Destroy paper files after retention period	3/23/2010	
Mutual Aid, Strategic Plans		PS001	DPS		DPS	Public Safety	Emergency Management	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Books, Fire Code	Include OPS manuals	PS002	DPS		DPS	Public Safety	Fire Safety Administration	GC 34090.7 CCP 340.5	S + 3	Recycle or Delete after retention period	3/23/2010	
General Orders, Policies/Procedures		PS003	DPS		DPS	Public Safety	Fire Safety Administration	GC 34090	≠ CL + 20	Archive per Records Management Policy	11/27/2018	Changed fro P to CL + 20
Inspections, Fire Prevention	Alarm/sprinkler systems, prevention efforts	PS004	DPS		DPS, CDD-Building Safety	Public Safety	Fire Safety Administration	CA FIRE CODE 104.6.2	CL + 5	Destroy or Delete after retention period	3/23/2010	
Investigations, Evidence of Arson	Support prosecution resulting in homicide	PS005	DPS		DPS	Public Safety	Fire Safety Administration	PC 799	P	Archive per Records Management Policy	3/23/2010	
Investigations, Evidence of Arson	Great bodily harm, inhabited structure or property	PS006	DPS		DPS	Public Safety	Fire Safety Administration	PC 800	CL + 6	Destroy or Delete after retention period	3/23/2010	
Journals, Fire Station	Activities, personnel, engine company	PS007	DPS		DPS	Public Safety	Fire Safety Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Permits, Uniform Fire Code		PS008	DPS		DPS	Public Safety	Fire Safety Administration	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Exposure, Collection of Samplings	Sampling results, collection methodology, background	PS009	DPS		DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020	T + 30	Destroy or Delete after retention period	3/23/2010	
Exposure, Sampling Results	Laboratory reports and worksheets	PS010	DPS		DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020	T + 1	Destroy or Delete after retention period	3/23/2010	
Medical		PS011	DPS		DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020	T + 30	Destroy or Delete after retention period	3/23/2010	
Medical: Employed Less than 1 year	Employees less than one year	PS012	DPS		DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020; GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010	
Training	Certifications/designations	PS013	DPS		DPS	Public Safety	Fire Safety Personnel	GC 34090; POST	T + 2	Destroy or Delete after retention period	3/23/2010	
Apparatus/Vehicle Maintenance Documentation	Repair and Maintenance	PS014	DPS		DPS	Public Safety	Fire Safety Property	GC 34090 (*8 CAL Code Reg. 3203 (b) (1))	CU + 2	Destroy or Delete after retention period	3/23/2010	
Inventory, Equipment & Supplies		PS015	DPS		DPS	Public Safety	Fire Safety Property	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Logs of Fire Equipment/Gear		PS016	DPS		DPS	Public Safety	Fire Safety Property	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Incident Logs	Dispatch and daily logs	PS017	DPS		DPS	Public Safety	Fire Safety Reports	GC 34090; CCP338 * (*CCP 340.5)	CL + 3	Destroy or Delete after retention period	3/23/2010	
Fire, Non-arson and Logs		PS019	DPS		DPS, FIN	Public Safety	Fire Safety Reports	GC 34090	CU + 2; If related to criminal case, must be retained for retention period of that record.	Destroy or Delete after retention period	3/23/2010	
Investigations, Evidence of Arson	Structure	PS020	DPS		DPS	Public Safety	Fire Safety Reports	PC 801; CA FIRE CODE 104.6.3 AND 104.10	CL + 5	Destroy or Delete after retention period	3/23/2010	
Weed Abatement Documentation	Reports, assessments, resolutions, documentation	PS021	DPS		DPS, DPW	Public Safety	Fire Safety Reports	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Hazardous Waste Disposal Documentation	Documentation re handling and disposal of hazardous waste	PS022	DPS, DPW		DPS, DPW	Public Safety	Hazardous Materials	CAL OSHA; 40 CFR 122.21	CU + 10	Destroy or Delete after retention period	3/23/2010	
Permits, Hazardous Materials Storage	Departments consistently recommend permanent retention of documentation of environmentally sensitive materials; MSDS (Material Safety Data Sheets)	PS023	DPS, DPW, ESD		DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Added ESD
Permits, Hazardous Materials Storage	Permits	PS023.01	DPS, DPW, ESD		DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		CU+2		11/27/2018	NEW - Requested by Lynne K.

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Permits, Hazardous Materials Storage	Inspection Reports	PS023.02	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Keep all for most current occupant in file - then archive	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage	HMBP/Registration Form. HMIS, Maps, Owner ID	PS023.03	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage	Contingency Plan	PS023.04	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		CU+5	Destroy/Recycle	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage	Annual HMBP recerts	PS023.05	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Keep all for most current occupant in file - then archive	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage	Correspondence	PS023.06	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage	Closure Application	PS023.07	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage	Post Closure Report (may include manifests, sampling results and bills of lading)	PS023.08	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	If Post Closure Report - destroy. If no Post Closure Report - Archive	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage	Application for Public Disclosure	PS023.09	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage	PS200 - new Business Info	PS023.10	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		CU+5	Destroy/Recycle	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage	Notification of contamination or environmental impact (release	PS023.11	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		CU+2	Destroy/Recycle	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage		PS023.12	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	11/27/2018	NEW - Requested by Lynne K.
Programs, Household Hazardous Waste		PS024	DPS, ESD	DPS, ESD	Public Safety	Hazardous Materials	GC 34090	S + 2	Destroy or Delete after retention period	11/27/2018	Added ESD
Training Materials	Standards and Administration	PS025	DPS, DPW, ESD	DPS, DPW, ESD	Public Safety	Hazardous Materials	8 CCR 3204(d)	S + 2	Destroy or Delete after retention period	11/27/2018	Added ESD
Underground Storage Tank - Compliance	Documents re: storage	PS026	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials	GC 34090(a)	P	Archive per Records Management Policy	11/27/2018	Added ESD
Underground Storage Tank	UPCF Form A: Facility Info; B: Tank Info; C: Cert of Installation; D: Monitoring Plan	PS026.01	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Data Dictionary Elements	PS026.02	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Destroy/recycle	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Permits / transfer of permits	PS026.03	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		CU + 1	Destroy/recycle	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Inspection reports: Installation, Compliance, Removal	PS026.04	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Enforcement Records: AEO, Red Tag, Civil/Criminal, NOV/NTC	PS026.05	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Detailed records to report summaries - Rpt 3, 4, 6	PS026.06	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Surcharge Billing and Collection records	PS026.07	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Destroy/recycle	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Additional info required by State and Federal Law	PS026.08	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		CU	Destroy/recycle	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Drawings, photos, plans for construction	PS026.09	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Approval records such as Construction, Removal, Monitoring Plan, Response Plan, Vadose Zone wells, GW monitoring wells	PS026.10	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Testing Reports - Secondary containment	PS026.11	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		2 reports - prove every 3 years	2 reports - then destroy	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Tank Line Integrity, Monitoring System Cert, Spill Bucket Test Report, Line Leak Detector Report	PS026.12	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		3	Destroy/recycle	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	ELD	PS026.13	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	SIR Annual Report	PS026.14	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		1	Destroy/recycle	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Unauthorized Release records	PS026.15	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		7	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Records to show structural soundness of tank	PS026.16	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Tank lining evaluations - structural support certification, coatings expert/special inspector certification 10/5 year	PS026.17	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Bladder systems material standards approval documents - independent testing org (etc) certification	PS026.18	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Closure documents - proposal for compliance, noncorrosive liquid test results, proper disposal documents, soil/water analysis report	PS026.19	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		CL	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Compliance statement, designated operator designation	PS026.20	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		S	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Employee training approval for unstaffed sites	PS026.21	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		AC	Destroy/recycle	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Miscellaneous - groundwater monitoring reports, gas sampling Report, Proposed Cleanup Plan	PS026.22	DPS, DPW, ESD	DPS, ESD	Public Safety	Hazardous Materials		CU	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank Compliance Maintenance & Operation Documentation	Location, installation, removal, remediation	PS027	DPW	DPW, OCM-Fleet	Public Safety	Hazardous Materials	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of		Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Accounting/Cash Reconciliation		PS028	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Alarm Records		PS029	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Claim Files (Citizen) for Police Incidents	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens	PS030	DPS	DPS	Public Safety	Law Enforcement Administration	PC 832.5	CL + 6	Destroy or Delete after retention period	3/23/2010	
Department Manual	Changes to manual are recorded in the General Orders (permanent)	PS031	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Equipment: Manuals and Use Instructions	Retained until termination of equipment use; Manuals, instructions, procedures	PS032	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010	
Equipment: Inventory	Listing of equipment assigned to division, to whom it is assigned	PS033	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Reports: Activity	Weekly/monthly/quarterly/ annual activity/statistical reports by division. Retain only one form for retention period	PS034	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Chemical Emissions		PS035	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Chemical Emissions Survey and Response Files/Documents	Surveys, responses, correspondence with other agencies requesting statistical data	PS036	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Investigations and Findings (Administrative/Internal)	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings	PS037	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 832.5 EVC 1045 GC 12946 PC 801.5; 803(c) VC 2547	CL + 5	Destroy or Delete after retention period	3/23/2010	
Asset Forfeiture: Investigations/ Proceedings Case File		PS038	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Asset Forfeiture: Property Owner Notifications	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.	PS039	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Case Books, Investigative	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file	PS040	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Case Files: Investigators' (Homicide)		PS041	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 799	P	Archive per Records Management Policy	3/23/2010	
Case Files: Narcotics (No arrest, Narcotics Cases)	Retained by division until no longer useful for investigative purposes	PS042	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Case Files: Officer Involved Shooting		PS043	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 25	Destroy or Delete after retention period	3/23/2010	
Court: Daily Schedule	Printouts of daily court scheduling	PS044	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090.7	CU + 1	Destroy or Delete after retention period	3/23/2010	
Court: Sign-In Logs (Officer Names)	Logs officers' names, time in/out for court appearances	PS045	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Court: Tracking System Records	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition	PS046	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Evidence Disposition Forms	Attach to duplicate Property Report, file w/DR in Records Division; for offenses prosecuted under PC 799 (See: Note 1)	PS047	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 799	P	Archive per Records Management Policy	3/23/2010	
Evidence Disposition Forms	Attach to duplicate Property Report, file w/DR in Records Division; for offenses prosecuted under PC 800 (See: Note 1)	PS047.1	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 800	CU + 6	Archive per Records Management Policy	3/23/2010	
Evidence Disposition Forms	Attach to duplicate Property Report, file w/DR in Records Division; for offenses prosecuted under PC 801 (See: Note 1)	PS047.2	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 801	CU + 3	Archive per Records Management Policy	3/23/2010	
Fingerprint: Applicants Files	All records related to applicant fingerprinting	PS048	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010	
Criminal Fingerprint Records	Persons booked into detention facility; (Copies distributed to county, state, federal agencies) Offense punishable by death or life imprisonment, or embezzlement of public funds under PC 799	PS049	DPS	DPS	Public Safety	Law Enforcement Investigations	799 PC	P	Archive per Records Management Policy	3/23/2010	
Criminal Fingerprint Records	Persons booked into detention facility; (Copies distributed to county, state, federal agencies); for offenses prosecuted under PC 800 and PC 801	PS049.1	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 800; PC 801	AC + 20	Recycle or Delete after retention period	3/23/2010	
Fingerprint: Records Latents	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized; for offenses prosecuted under PC 799	PS050	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 799	P	Archive per Records Management Policy	3/23/2010	
Fingerprint: Records Latents	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized; for offenses prosecuted under PC 800	PS050.1	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 800	CU + 6	Destroy after designated retention period.	3/23/2010	
Fingerprint: Records Latents	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized; for offenses prosecuted under PC 801	PS050.2	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 801	CU + 3	Destroy after designated retention period.	3/23/2010	
Fingerprint: Suspect, Adult/Juvenile	Adults/Juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved	PS051	DPS	DPS	Public Safety	Law Enforcement Investigations	Law Enforcement Management Guide by POST	CL	Destroy or Delete after retention period	3/23/2010	
Guns, Dealers' Records of Sale	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)	PS052	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 12070; GC 34090	CU + 6	Destroy or Delete after retention period	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Informant Files	Legal notifications, identification information, payment information, activities information	PS053	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	T + 10	Destroy or Delete after retention period	3/23/2010	
Jail: Daily Logs	Daily report of staffing, bookings/releases, transfers, transportation	PS054	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 6	Destroy or Delete after retention period	3/23/2010	
Jail: Inmate Record	Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)	PS055	DPS		DPS	Public Safety	Law Enforcement Investigations	15 CCR 1041; GC 34090; Minimum Standards suggested by Guidelines for Local Detention Facilities by Board of Corrections (State of CA)	CU + 6	Destroy or Delete after retention period	3/23/2010	
Jail: Inspection Files	Inspections by various agencies	PS056	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 6	Destroy or Delete after retention period	3/23/2010	
Jail: Surveys	Prepared quarterly, forwarded to State Board of Corrections	PS057	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Licenses: Bicycle		PS058	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Licenses and Permits issued pursuant to SMC	Licenses/permits for massage, adult entertainment, peddler, solicitor, firearms dealer and taxicab driver permits,	PS058.01	DPS		DPS	Public Safety	Administration	GC 34090	T+4	Destroy or Delete after retention period	11/27/2018	NEW
Licenses and Permits: Denied/Revoked Massage Establishment permits	Licenses/permits for massage permits, notices and hearing documents	PS058.02	DPS		DPS	Public Safety	Administration	GC 34090	CL+5	Destroy or Delete after retention period	11/27/2018	NEW
Licenses: Business License Review Board Administrative Files		PS060	FIN		CDD	Public Safety	Law Enforcement Investigations	GC 34090	T + 2	Destroy or Delete after retention period	11/27/2018	Changed Owner/Point of Contact from CDD to FIN and Pertains to from CDD-Planning to CDD
Licenses: Secondhand Dealers, Pawn Brokers (Duplicate/Pink)	Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency	PS061	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Logs: Auto Theft		PS062	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Logs: Case Assignment		PS063	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Logs: Daily Activity		PS064	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Logs: Report Summary	Report numbers, type, names, dates retained for research value	PS066	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Logs: Investigative (Pre-Arrest)	Retained by division until cases are suspended and closed	PS067	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 10	Destroy or Delete after retention period	3/23/2010	
Logs: Juvenile Detention	Logs document juvenile processing per CYA	PS068	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Logs: Rap Sheet	Requests for criminal history	PS070	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090; 11 CCR 702; 11 CCR 707 (c)	CL + 3	Destroy or Delete after retention period	3/23/2010	
Logs: Subpoena	Subpoenas received/served daily; Officer appearance, Criminal case- witness appearance or civil subpoena documents	PS071	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Pawn Slips/Tickets		PS072	DPS		DPS	Public Safety	Law Enforcement Investigations	B&P 21633	CU + 3	Destroy or Delete after retention period	3/23/2010	
Photographs	Crime Scene, Photo file, Accident, Digital photos and other electronic media associated to a case. Retain according to practical and functional association.	PS073	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	Retained as form of evidence, destroyed at same time evidence for associated case is destroyed.	Archive per Records Management Policy	3/23/2010	
Photographs- Booking photos	Photographs - booking photos for offenses prosecuted under PC 799	PS075	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 799	P	Archive per Records Management Policy	3/23/2010	
Photographs- Booking photos	Photographs - booking photos for offenses prosecuted under PC 800 and PC 801	PS075.1	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 800; PC 801	CU + 20	Destroy or Delete after retention period	3/23/2010	
Registration Files, Arson, Sex and Narcotics	Fingerprint Card, photo, information also forwarded to DOJ	PS076	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	L : Life of registrant within jurisdiction	Refer to Legal Authority	3/23/2010	
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5	PS077	DPS		DPS	Public Safety	Law Enforcement Investigations	H&S 11361.5	2 (Mandatory destruction from date of conviction or date of arrest with no conviction)	Mandatory destruction from date of conviction or date of arrest with no conviction	3/23/2010	
Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996)	Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550	PS078	DPS		DPS	Public Safety	Law Enforcement Investigations	H&S 11361.5 (c)	Mandatory Destruction (Upon notice from Department of Justice)	Refer to Legal Authority	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Crimes: Felony With Or Without Arrests	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 - Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.	PS079	DPS		DPS	Public Safety	Law Enforcement Investigations	PC 800	CU + 6	Destroy or Delete after retention period	3/23/2010	
Crimes: Felony With Or Without Arrests	Prosecution for an offense punishable by imprisonment in state prison for less than eight years, with a retention of 3 years, unless tolling under PC 803	PS079.1	DPS		DPS	Public Safety	Law Enforcement Investigations	PC 801	CU + 3	Destroy or Delete after retention period	3/23/2010	
Crimes: Misdemeanor / Infractions	No arrests, identifiable property or missing persons (See: Note 1)	PS080	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Crimes: Supplemental Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	No statutory limitation for prosecution. Includes 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 (See: Note 1)	PS081	DPS		DPS	Public Safety	Law Enforcement Investigations	PC 799	P	Archive per Records Management Policy	3/23/2010	
Destruction: Guns		PS082	DPS		DPS	Public Safety	Law Enforcement Investigations	12030 PC, 12028 PC, 12032 PC, Post Property & Evidence Manual	P	Archive per Records Management Policy; PAPERWORK OR REPORT INFORMATION SUPPORTING DESTRUCTION MUST BE RETAINED INDEFINITELY PER DOJ MANDATE	3/23/2010	
Destruction: Narcotics		PS083	DPS		DPS	Public Safety	Law Enforcement Investigations	11473.5; 11479 HS; Post Property & Evidence Manual	P	Archive per Records Management Policy; PAPERWORK OR REPORT INFORMATION DOCUMENTING DESTRUCTION MUST BE RETAINED- REFER TO POST PROPERTY AND EVIDENCE MANUAL	3/23/2010	
Disposition of Arrest/Court Action-	Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)-	PS084	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090-	Refer to Descriptor	Destroy after designated retention period.	11/27/2018	DELETE - Superior Court holds his information. Any copies the agency have will be destroyed once case is qualified to be destroyed. - P.Fromm
False Alarm (Duplicate)		PS085	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090.5	CU + 2	Destroy or Delete after retention period	3/23/2010	
PUBLIC SAFETY GENERAL FILE RECORDS- Non-Criminal Occurrences	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges	PS086	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Property (Original) Documentation	ALL case file documentation related to Items of Property	PS087	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090 POST Guide to Managing Property Law Enforcement	CL + 2 Until case is adjudicated/ disposition determined	Destroy or Delete after retention period	3/23/2010	
Range (Firing) Inventory	Quarterly reports of inventories of weapons and ammunition held by Department Range	PS088	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
DOJ Statistical Reports, Crime and Incident	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports; DOJ Statistical Reports	PS089	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Statistical Information (Crime Analysis)	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage	PS090	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Know to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting.	Originals sent to FBI, DOJ	PS091	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Research Project Files	May include request forms, background materials, staff reports, final project reports and supporting data	PS092	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Sealed Files: Adult Found Factually Innocent	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.	PS093	DPS		DPS	Public Safety	Law Enforcement Investigations	PC 851.8	Mandatory Destruction Upon and Pursuant to Court Order	Refer to Legal Authority	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Sealed Files: Juvenile	Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court	PS094	DPS		DPS	Public Safety	Law Enforcement Investigations	WIC 826 (a) & (b) WIC 781 (a)	Mandatory Destruction Upon and Pursuant to Court Order	Refer to Legal Authority	3/23/2010	
Tapes: Audio, Telephone and Radio Communications	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action	PS096	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090.6	CU + 180 days	Destroy or Delete after retention period	3/23/2010	
Tapes: Surveillance/Security Video	Surveillance/Security video: Jail, MVAR	PS097	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090.6	CU + 13 mos.	Destroy or Delete after retention period	3/23/2010	
Use of Force Supervisory Review Files	Includes review forms, arrest report copies, logs	PS098	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Warrants: Felony	Recommended by the California Law Enforcement Warrant Officer's Association	PS099	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	Until served or recalled. Recall after 10 years. Exception: Murder/ escape	Can request for DA review to purge if warrants are over 5 years and above - PFromm	11/27/2018	
Warrants: Misdemeanor Criminal	Recommended by the California Law Enforcement Warrant Officer's Association	PS100	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	Until served or recalled. Recall after 5 years	Can request for DA review topurge if warrants are 3 years and above - P.Fromm	11/27/2018	
Warrants	Includes Warrant Service Information	PS104	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090-	CU; - DPS retains until served then goes back to the court	DPS retains until served then goes back to the court	11/27/2018	DELETE - Duplicated info, already referenced under PS099 & PS100 - P.Fromm
Cards: Dispatch		PS103	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Cards: Field Interview		PS104	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Citations: 11357(e), Juvenile		PS105	DPS		DPS	Public Safety	Law Enforcement Patrol	11361.5 H&S	CL + 2	Destroy or Delete after retention period	3/23/2010	
Citations: 11357b H&S, 11357c H&S, 11360b H&S Violations		PS106	DPS		DPS	Public Safety	Law Enforcement Patrol	11361.5 H&S*	CL + 2	Destroy or Delete after retention period	3/23/2010	
Citations: Cite and Release		PS107	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Citations: California Vehicle Code Infractions (Duplicates)	Original is forwarded to court.	PS108	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090.5	CU + 90 days	Destroy or Delete after retention period	3/23/2010	
Citations: Parking/Traffic, Duplicates	Originals are forwarded to court after agency processing; includes citations electronically created	PS109	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090.7	CU + 2	Destroy or Delete after retention period	3/23/2010	
Citations: Transmittals	Listing of citations forwarded to court, filed for reference	PS110	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Equipment Radio Logs (Communication)	Documents problems, malfunctions, resolution to provide equipment performance history	PS111	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
General Orders/Policies and Procedures		PS112	DPS		DPS	Public Safety	Law Enforcement Administration	GC 34090-	P-	Archive per Records Management Policy	11/27/2018	DELETE Duplicate of PS003
Patrol Requests (Correspondence e)	From citizens for patrol presence	PS113	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Radar Calibration Records	Documentation of Radar instruments retained during use/ownership	PS114	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010	
Reports: Traffic Accident	Traffic Accident Reports	PS115	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Reports: Traffic Collision Fatalities		PS116	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Vehicle Assignment Reports	Record of assignments	PS117	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Vehicle Down Reports	Printouts reporting which vehicles are down for repair, maintenance, etc.	PS118	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Reports: Repossession/Private Impounds		PS119	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Reports: Service Schedules		PS120	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Vests, Bulletproof Letters/Authorization	Authorization to purchase	PS121	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Warrants: Parking	Recommended by the California Law Enforcement Warrant Officer's Association	PS122	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090 Recommended by the California Law Enforcement Warrant Officer's Association	Recall after 1 year	Destroy or Delete after retention period	3/23/2010	
Warrants: Traffic	Recommended by the California Law Enforcement Warrant Officer's Association	PS123	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090 Recommended by the California Law Enforcement Warrant Officer's Association	Recall after 5 years		3/23/2010	
Weapons Database	Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports	PS124	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Chemicals/Film Inventories		PS125	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Employee Grievance Files	Grievance filed by employees, supporting documentation	PS128	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Investigations: Background for Non-Hired Personnel	Non hired	PS129	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 5	Destroy or Delete after retention period. Document scanning should be POST compliant	11/27/2018	Update to retention to 5 Years after completion
Investigations: Background for Hired Personnel	Include original reports re: PC 832.5 investigations	PS130	DPS		DPS	Public Safety	Law Enforcement Services	PC 832.5	T + 5	Archive per Records Management Policy. Document scanning should be POST compliant	11/27/2018	Update to retention to 5 Years after termination
Parades & Special Events File	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation	PS131	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Permits: Alcoholic Beverage Control License	Approval process	PS132	DPS	Pertains to DPS	Public Safety	Law Enforcement Services	GC 34090	L + 2	Destroy or Delete after retention period	3/23/2010	
Permits: Concealed Weapons		PS133	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090 12031PC; PC 12050-PC 12053	CL + 2	Destroy or Delete after retention period	3/23/2010	
Photographs: Personnel -Includes ID Cards	Includes ID Cards	PS134	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Photographs: Misc.	Not case-related (Public relations, promotions, events, ceremonies, staff photos, digital photo file)	PS136	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Press Releases	Copy or original retained with case file if applicable; Desk Officer news releases	PS137	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Press, Video Programs (Community Relations)	Collection of videos of programs and events; outside press coverage of department	PS138	DPS, OCM	DPS, OCM	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Property Files	Original reports and supplemental documentation	PS139	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2 ; retain until final adjudication	Destroy or Delete after retention period	3/23/2010	
Property Documentation for Pawn Broker/Secondhand Dealer	Sales, slips. Dealer required to file duplicate with agency	PS140	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Reports: Dealer of Gun Sales, Duplicate	Original maintained by DOJ. Dealer required to file duplicate with agency	PS141	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090.7	CU + 6 mos.	Destroy or Delete after retention period	3/23/2010	
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	Retained as part of case file - retained and disposed in accordance with the rest of the case - not individually- unless sole record. See also PS154	PS142	DPS	DPS	Public Safety	Law Enforcement Services	Citation depends on statute of case: Felony or Misdemeanor See PS154	CU (See descriptor) ; If RO is solo record- FC6380 - DPS is not keeper of original record except for Emergency Protective Orders	Destroy or Delete after retention period	3/23/2010	
Personnel Rosters (Divisional)	Personnel assigned to division.	PS143	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Schedules: Officers' Daily Schedule	Schedules of Officers on duty	PS144	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Schedules: Watch Assignment/ Timekeeping Records		PS145	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Speaker Requests	Community and business requests for public appearances, speakers	PS146	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Tests, Densitometer Results (Photo Lab)	Daily tests of development chemicals/processes for quality control.	PS147	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010	
Training: Bulletins		PS148	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	P-10 Years	Archive per Records Management Policy	11/27/2018	Changed from P to 10 years
Training: Event Files	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents	PS149	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Training: Lesson Plans, Firing Range	Scope, content, time period of courses	PS150	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 15	Recycle or Delete after retention period	3/23/2010	
Training: Personnel (by name)	Paperwork documenting officers' internal and external training	PS151	DPS, HR	DPS, HR	Public Safety	Law Enforcement Services	GC 34090; POST	T + 7	Destroy or Delete after retention period	11/27/2018	Delete HR as Point of Contact. HR does not track training documentation for officers outside of the Citywide Training Program.
Training: Schedules, Firing Range	Daily, weekly, monthly schedules of training events at range	PS152	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Volunteer Card Files	Volunteers' identification, contact information	PS153	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010	
Crimes: Misdemeanor / Infractions	With arrests, identifiable property or missing persons (See: Note 1)	PS154	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	See: Note 1	Destroy or Delete after retention period	3/23/2010	
Public Safety Record NOTE*****	Note 1: The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing: 1. They do not relate to an adjudicated arrest except for H&S 11357 or H&S 11360 violations; 2. They do not relate to unserved warrants; 3. They do not involve identifiable items which have not been recovered; 4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants; 5. They do not relate to violations listed in PC Sections 799 and 800; 6. The cases are not presently involved in either a civil or criminal litigation.	PS155	DPS	DPS	Public Safety	n/a	n/a	n/a	n/a	3/23/2010	
Inventory, Equipment	Equipment records covering purchase orders, inventory, replacement schedules, warranties, repairs, general file for each park	PW003	LCS	LCS	Public Works	Parks	GC 34090	CU + 10	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS. Delete LCS from Owner and Pertains to fields.
Landscape Documentation	Drawings, contracts, specifications, photos, reports	PW004	LCS, DPW, ESD	LCS, DPW, ESD	Public Works	Parks	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS. Added ESD

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Maintenance and Operations Documents	Examples: Includes work orders, inspections, repairs, cleaning, reports, complaints, signals, striping, reports for grounds, facilities, swim pools, custodial services, vandalism, hazards, drainage plan, park lighting, golf hazard log book	PW005	LCS, DPW, FIN, ESD	LCS, DPW, FIN, OCM-Facilities, ESD	Public Works	Parks	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS. Added ESD
Irrigation Maps	Irrigation, plot plans	PW006	LCS, DPW, ESD	LCS, DPW-Field Services, ESD	Public Works	Parks	GC 34090	P	Archive per Records Management Policy	11/27/2018	Changed DCS to LCS. Added ESD
Plans, Proposed	Future plans, new sites, expansions, site studies	PW009	LCS, DPW, ESD	LCS, DPW, ESD	Public Works	Parks	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS. Added ESD
Policies and Procedures	Includes rules and regulations	PW010	LCS	LCS	Public Works	Parks	GC 34090	S + 2	Destroy or Delete after retention period	11/27/2018	Changed DCS to LCS Delete LCS from Owner and Pertains to fields.
Real Property Acquisitions	Land acquisitions, correspondence, improvements, statutory records	PW011	LCS	DPW-Real Estate	Public Works	Parks	GC 34090(a); GC 6254	CL + 10	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS Delete LCS from Owner and Pertains to fields.
Reports: Others		PW014	LCS	LCS	Public Works	Parks	GC 34090	CL + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS Delete LCS from Owner and Pertains to fields.
Resolutions, Board		PW016	LCS	LCS	Public Works	Parks	GC 34090(e)	P	Archive per Records Management Policy	11/27/2018	Changed DCS to LCS Delete LCS from Owner and Pertains to fields.
Schedules, Class & Events	Documents pertaining to recreation activities/classes/events registration. Examples: Records covering instructor agreements, registration, attendance, evaluations, program surveys, products for audits, insurance, rosters, tournaments, fee schedules, fee waivers, enrollment, liability releases, flyers, activity guides, membership card applications, lap swim cards	PW017	LCS	LCS	Administration	Community Services	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS
Collections/Landfill Information	Daily records, usage	PW018	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Facilities Information	Correspondence, maps, patron list	PW019	DPW, ESD	DPW, CDD-Planning, ESD	Public Works	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
History, Sanitation	Where City-owned	PW020	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Incineration Plants, Sludge	Sludge, sampling, charging rate to measure mercury content	PW021	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	40 CFR 61.54	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Incinerator Operations, Treatment Plant	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids	PW022	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	40 CFR 60.153	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Maps: Septic Tank	Location maps	PW024	ESD	CDD, DPW, ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Rates		PW025	DPW	FIN	Public Works	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Recycling Programs		PW026	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	S + 2	Destroy or Delete after retention period	11/27/2018	Updated DPW to ESD
Regulations	Includes legislation	PW027	ESD	DPW, CDD-Economic	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	S + 2	Destroy or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Studies		PW029	ESD	ESD, DPW, CDD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	CL + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Tonnage		PW030	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Abandonment/ Vacations	Documents Relinquishment of rights and fee title. Example: Street/Alley	PW031	DPW	DPW, CDD-Planning	Public Works	Streets / Alleys	GC 34090; GC 34090(d)	P	Archive per Records Management Policy	3/23/2010	
Roadway Closures		PW032	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Roadway Easements, Dedications, Rights-of-Way		PW033	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Roadway Field Books		PW034	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Roadway Intersection Records	Includes correspondence, volume counts, accident history	PW036	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Inventory: Traffic Control Devices	Signs, lights	PW037	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Roadway Landscaping Maintenance	Plants, tree maintenance, work orders	PW038	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Roadway Lighting Maintenance	Maintenance, work orders	PW039	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Roadway Maintenance/ Operations	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping	PW040	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Maps	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers	PW041	DPW, ESD	DPW, ESD	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Master Plans	Copies	PW042	DPW, ESD	DPW, ESD	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Parking: Parking Lots		PW044	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Parking: Regulations		PW045	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Reports/Studies: Streets / Alleys		PW046	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Permits: Encroachment		PW048	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Permits: Improvement	May include curbs, sidewalks; Applications for excavation, fill, alterations	PW049	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Permits: Oversize Load		PW050	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Permits: Parking	Residential	PW051	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Permits: Paving		PW052	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Permits: Temporary Use	Includes Special Events	PW053	DPW	DPW, OCM	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Roadway Photographs	Includes aerials	PW054	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010	
Plans: Capital Improvement, Projects	Streets, curbs, gutters, sidewalks, storm drains	PW055	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Roadway Policies and Procedures	Includes rules, regulations, standards	PW056	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of		Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Policies and Procedures: Roadway Naming and numbering		PW057	DPW	Pertains to	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Policies and Procedures: Speed Limits		PW058	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010	
Roadway Programs: Traffic Safety	Drivers Education, Pedestrian Safety, Bicycle Lanes	PW061	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010	
Reports: Bridges and Overpasses	Life of structure	PW063	DPW	DPW	Public Works	Streets / Alleys	GC 34090	L	Recycle or Delete after retention period	3/23/2010	
Reports: Inspection	Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure	PW064	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Reports: Studies	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices	PW065	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Reports: Traffic Count	Evaluation of traffic volume	PW066	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Routes, School Bus & Truck	Truck routes, access ramps, rest areas	PW068	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Traffic Signage Documentation	Log books, index register cards, inventory lists, records of traffic signs	PW069	DPW	DPW	Public Works	Streets / Alleys	GC 34090	L + 2	Recycle or Delete after retention period	3/23/2010	
Traffic Signals Documentation	Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.	PW070	DPW	DPW	Public Works	Streets / Alleys	GC 34090	L + 2	Recycle or Delete after retention period	3/23/2010	
Weigh Scales Documentation		PW071	ESD	ESD-Solid Waste	Environmental Services	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Utilities Facilities	If city owned	PW072	DPW	DPW	Public Works	Utilities	GC 34090	T + 2	Recycle or Delete after retention period	3/23/2010	
Gas & Electric Rates		PW073	DPW	FIN	Public Works	Utilities	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010	
Underground Utilities	Water and Sewer	PW074	ESD	ESD	Environmental Services	Utilities	GC 34090; GC 4003, GC 4004; H&S 19850	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Water Billing/Customer Records	Billings, correspondence, complaints	PW075	DPW	FIN	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Water Connection Records	Maps, water line connections	PW076	ESD	ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Flood Control: Water Drainage Facilities	Includes dams, lakes, basins, creeks	PW078	DPW	DPW-Storm	Public Works	Water	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Flood Control: Flood Zones	Includes flood maps	PW079	DPW	DPW-Administration,	Public Works	Water	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Flood Control: Insurance Programs	Includes copies of policies, rules, programs	PW080	DPW	DPW, CDD-Neighborhood Preservation, DPW-Admin	Public Works	Water	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010	
Flood Control: Policies and Procedures	Rules and Regulations	PW081	DPW	DPW-	Public Works	Water	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010	
Flood Control: Reports/ Studies		PW082	DPW	DPW-	Public Works	Water	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Inventory: Equipment		PW084	ESD, DPW	ESD, DPW	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Water Device Locations	Mains, valves, hydrants, wells	PW085	ESD	ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Maintenance and Operations Documentation: Water	Includes work orders, inspection, repairs, cleaning, reports, complaints	PW086	ESD	DPW-Streets, DPW-Trees & Medians,	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Water Service Records	Includes work orders, entry cards, manholes, service to property owners	PW087	DPW	DPW	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Water Well & Pumping	Times operational, power used and quantity	PW088	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Water Maps	Line location; easements	PW089	ESD	ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Master Plans	Copies	PW090	DPW, ESD	DPW, ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Water Meter Operations	Reader reports, orders, tests Maintenance Reports	PW091	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Permits: National Pollutant Discharge Elimination System (NPDES)	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants	PW093	ESD	ESD - Wastewater	Environmental Services	Water	40 CFR 122.28	P-L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits: Others	May depend on terms of state or federal agency	PW094	ESD, DPW	ESD-Wastewater, ESD-Solid Waste,	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Policies and Procedures: Water	Includes rules and regulations	PW095	DPW	DPW-Wastewater, DPW-Solid Waste	Public Works	Water	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Water Rates		PW096	DPW	FIN	Public Works	Water	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Reclamation Documentation	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.	PW097	ESD	ESD	Environmental Services	Water	40 CFR 122.41	CU + 5	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Water Conservation		PW099	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Water Consumption		PW100	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Corrosion Control	Compliance documentation	PW101	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Pollution Discharge Monitoring Documentation	Average amount of pollution discharged into waters of municipality.	PW102	ESD	ESD-Wastewater	Environmental Services	Water	40 CFR 122.41	CU + 5	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Drinking Water Corrections		PW103	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Hydrograph Information	Daily flow of streams	PW104	ESD	ESD	Environmental Services	Water	GC 34090	P 20 Years	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to 20 Years
Reports: Lead Service Line	Compliance documentation	PW105	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Public Education	Compliance documentation	PW106	ESD	ESD-Wastewater, DPW-	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Water Quality Parameters	Compliance documentation	PW107	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Sanitary Surveys	Statistics, reports, correspondence	PW108	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Water Source Information	Compliance documentation, e.g. lead & copper	PW109	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: State Certification	Compliance documentation	PW110	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Variances, Water System		PW111	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 5	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Well Level Information		PW112	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Water Sources	May include wells, rivers, lakes, districts	PW113	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Surveyor Field Notes	Notes preparatory to maps of water installations	PW114	ESD	ESD	Environmental Services	Water	GC 34090	P-CL + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Surveys: Water System Sanitary	Statistics, reports, correspondence	PW115	ESD, DPW	ESD, CDD-Neighborhood Preservation, DPW	Environmental Services	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Tests: Bacteriological Analysis of Water	Compliance records include location, date, method and results; corrections, analysis of bacterial content	PW117	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 8	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Tests: Chemical Analysis of Water	Compliance records include location, date, method used and results; corrections, analysis of chemical content	PW118	ESD		ESD	Environmental Services	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Tests: Water Quality	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	PW119	ESD		ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Valve Maintenance Records		PW120	ESD		ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Violations, Drinking Water	Retention applies to each violation	PW121	ESD		ESD	Environmental Services	Water	40 CFR 141.33	CU + 3	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Infrastructure Plan Related	Long Range Infrastructure Plan and Supporting Documentation	PW122	DPW, ESD		DPW, ESD	Public Works	Administration	GC 34090	CU + 2	Destroy or Delete after retention period	11/27/2018	Updated DPW to ESD
Meetings: Tailgate and Safety	Safety Meeting / Tailgate Logs, Agendas, Training Material	PW123	DPW, ESD		DPW, ESD	Public Works	Administration	8CCR3203(b)(2)	CU + 1	Destroy or Delete after retention period	11/27/2018	Updated DPW to ESD
Logs: SMaRT Logs		PW124	ESD		ESD	Environmental Services	Sanitation/Solid Waste/Wastewater	Title 14 CCR Article 6.3 Section 17414	CU + 3	Destroy or Delete after retention period	11/27/2018	Updated DPW to ESD
Exception Collection Reviews, Waste Logs	(exception Collection Reviews, Waste Logs)	PW125	ESD		ESD	Environmental Services	Sanitation/Solid Waste/Wastewater	GC 34090	CU + 2	Destroy or Delete after retention period	11/27/2018	Updated DPW to ESD
Biosolids	Record keeping	PW126	ESD		ESD	Environmental Services	Sanitation/Solid Waste/Wastewater	40 CFR 503.17	CU + 5	Destroy or Delete after retention period	11/27/2018	Updated DPW to ESD
Vending Machines, Golf Course Restaurants	Vendor agreements, monthly income reports, record of payments, closeout reports, yearly financial statements and audit reports	PW127	LCS		LCS	Public Works	Parks	GC 34090	AU + 4	Destroy or Delete after retention period	11/27/2018	Changed DCS to LCS Remove LCS as Owner and Pertains to fields. DPW?
Grants	Examples: Proposition 12 Bond Funds, Proposition 40 Bond Funds, Per Capita Grant Program, Roberti-Z'berg-Harris (RZH) Block Grant Program,	PW128	LCS		LCS	Public Works	Parks	GC 34090, CCP 337	T + 4	Destroy or Delete after retention period	11/27/2018	Changed DCS to LCS. Remove LCS as Owner and Pertains to fields. Perhaps this is a City-wide Record Series with OCM being owner?
Grants	Proposition 1B Transit Grant; applies to grantee, all contractors and subcontractors	PW128.1	DPW		DPW	Public Works	Streets / Alleys		CL + 35	Destroy or Delete after retention period	11/27/2018	Added to reflect Prop 18 Transit Grant requirements
State Monthly Reports, Lab Data, Ops Data	State Monthly Reports	PW129	ESD		ESD	Environmental Services	Wastewater/Water/Regulatory	40 CFR 122.41	CU + 8	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Annual/Semi-Annual Repts. for NPDES, Stormwater/SCVURRP and Recycled Water		PW130	ESD		ESD	Environmental Services	Wastewater/Regulatory	40 CFR 122.41	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
NPDES Special Study Reports		PW131	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 25	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Permits	Title V Air Permits	PW132	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Permits	Bay Area Air Quality Management District: Permit to Operate	PW133	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	GC 34090	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits	Water Pollution Control Plant NPDES	PW134	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.28; GC 34090	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits	Stormwater NPDES	PW135	ESD		ESD	Environmental Services	Regulatory	40 CFR 122.28; GC 34090	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits	Hazardous Waste Generator	PW136	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	GC 34090	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits	401 Certifications	PW137	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	GC 34090	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits	COE and BCDC Maintenance Dredging	PW138	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	33 USC 403; GC 34090	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits	Biosolids Landfill	PW139	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	GC 34090	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits	Pressure Vessel Permit to Operate	PW140	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	LC 7680; GC 34090	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits	City of Sunnyvale: Fire and Environmental Services	PW141	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	SMC 16.53; SMC 20.32; GC 34090	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits Issued by WPCP	Pretreatment Discharge Permits / Approvals	PW142	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 503.12; 40 CFR 403 et seq; GC 34090	CU + 15	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	11/27/2018	Updated DPW to ESD
Permits Issued by WPCP	Conditionally exempt stormwater discharges	PW143	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.21, 40 CFR 122.3, California Water Code Division 7, 34090	CU + 6	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	11/27/2018	Updated DPW to ESD
Training Certificates & Records	Licenses, Certificates	PW144	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	GC 34090	CU + 7	Confidential Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Data- Laboratory/Pretreatment (Paper)	Raw, Lab Bench, QA/QC,	PW145	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	GC 34090; 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Data-Operations and Maintenance (Paper)	WPCP Operations, Stormwater, Pretreatment, CMMS (Maximo), Title V Permit, Ops / Scada, Equipment Manufacturer's Specifications, Drinking water well monitoring; Groundwater well monitoring	PW146	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	GC 34090	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Laboratory Documents	SOPs	PW147	ESD		ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, EPA 815-R-05-004, January 2005; GC 34090	CU + 6 years (including prior 2)	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Laboratory Certificates	Analytical License	PW148	ESD		ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, GC 34090, EPA 815-R-05-004, January 2005	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Laboratory: Quality Assurance Documents	Any documents maintained in Laboratory QA/QC Manual, Organizational Charts, Personnel Qualifications, & Guidance, MDL Studies	PW149	ESD		ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, GC 34090, EPA 815-R-05-004, January 2005	CU + 6 (including prior 2)	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Laboratory: Proficiency Testing & Training Records	Reports to PT Provider, DMRQA, Initial Determination of Capabilities	PW150	ESD		ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, GC 34090, EPA 815-R-05-004, January 2005	CU + 8	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Laboratory Special Studies	LT2, UCMR2, TIE (Toxicity)	PW151	ESD		ESD	Environmental Services	Wastewater/Water/Regulatory	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Laboratory Documents	Chemical Hygiene Plan	PW152	ESD		ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, GC 34090, EPA 815-R-05-004, January 2005	CU + 6 (including prior 2)	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Laboratory Documents	MSDS; Current chemical products in use and those used in the past	PW153	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	29 CFR 1910.1200	CU + 30	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	Discharge Monitoring Report (DMR)	PW154	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	Monthly Operating Report	PW155	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	Plant NPDES Permit Annual	PW156	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	Pretreatment (Semi / Annual)	PW157	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	Biosolids (annual)	PW158	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	Stormwater w/ work plans	PW159	ESD		ESD	Environmental Services	Regulatory	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	Hazardous Wastes (Biennial)	PW160	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	Title V Permit Semi-annual/Annual	PW161	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	401 Cert. Annual	PW162	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	GC 34090	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	COE & BCDC Maintenance Dredging - per incident	PW163	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	Haz-Waste Biennial	PW164	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	SB-14 Waste Reduction Report	PW165	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 20	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Special Studies & System History	Project files, contracts, proposals, grant documents, applications, inventory, Well Logs, As- Builts, Operator Designations, Significant Events	PW166	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	BMP - Department Policy, GC 34090	P L	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L.
Correspondence, Administration - Public Works	Regulatory, Meeting Notes & Agendas, Dept. of Health (Lab Certifications), Sign in logs, Employee Suggestions	PW167	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	CGC 30490, BMP, Department Policy	CU + 10	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	11/27/2018	Updated DPW to ESD
Public Notices, Administrative Orders	Correspondence, Consultants, Compliance issues, Conservation	PW168	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	GC 34090, 40 CFR 122.41, 40 CFR 141.33, 40 CFR 141.91	CU + 10	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	11/27/2018	Updated DPW to ESD
Inspection Reports	Sanitary, Title V, Facility, Haz-mat, Safety, Risk Management Plan, OSHA	PW169	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	BMP Department Policy, GC 34090, CFR 122.41, 40 CFR 141.33, 40 CFR 141.91	CU + 10	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	OSHA - Respiratory protection	PW170	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	Confined Space	PW171	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	Community Right to Know	PW172	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	TSCA	PW173	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	Spill Prevention Control and Countermeasures Plan	PW174	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	AB-32 - Green House Gas Reporting	PW175	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 20	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	Title V Permit	PW176	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	Hazardous Waste Manifests & Inspections	PW177	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	Risk Management Plan	PW178	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	Lead & Copper Rule	PW179	ESD		ESD	Environmental Services	Wastewater/Water/Regulatory	40 CFR 141.91	CU + 10	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	NPDES Stormwater Permit	PW180	ESD		ESD	Environmental Services	Regulatory	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	NPDES Permit - WPCP	PW181	ESD - WPCP		ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Agreements	Including concessionaire, slip rental, facility storage	TRAN001	DPW		DPW	Transportation	Administration	CCP 337	T + 4	Destroy or Delete after retention period	3/23/2010	
Applications Special Events	Permits, correspondence, related documents re use of rights of way	TRAN003	DPW		DPW, OCM	Transportation	Administration	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Fueling	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations	TRAN004	DPW		OCM-Fleet	Transportation	Administration	CCP 337	AU + 4	Recycle or Delete after retention period	3/23/2010	
Hazardous Waste Disposal	Documentation re: the handling and disposal of hazardous waste	TRAN005	DPS		DPS, DPW, OCM-Fleet	Transportation	Administration	CAL OSHA; 40 CFR 122.21	CU + 10	Destroy or Delete after retention period	3/23/2010	
Inventory, Equipment Parts & Supplies	Includes vehicles, aircraft, vessels and related documents re repairs	TRAN006	DPW		DPW, OCM-Fleet	Transportation	Administration	CG 34090	L + 2	Recycle or Delete after retention period	3/23/2010	
Inventory, Vehicle Ownership and Title	Owners manual, warranty documents, Department of Motor Vehicle title and registration, and related documents	TRAN007	LCS, DPW		LCS, DPS, OCM-Fleet	Transportation	Administration	GC 34090	L + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS. Remove LCS as Owner and Pertains to fields. Perhaps this is a City-wide Record Series with DPW (Fleet) being owner?
Licenses and Permits	Forms, related documentation re: licenses and permits required by federal and state agencies	TRAN008	LCS, DPW		LCS, DPS, OCM-Fleet	Transportation	Administration	GC 34090	CU + 2	Destroy or Delete after retention period	11/27/2018	Changed DCS to LCS
Vehicle and Equipment Maintenance and Operations	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs	TRAN009	DPW		DPW, OCM-Fleet	Transportation	Administration	GC 34090	L + 2	Recycle or Delete after retention period	3/23/2010	
Reports: Accident (Copies)	Memos and working documents	TRAN010	DPS, DPW		DPS, DPW, OCM-Fleet	Transportation	Administration	GC 34090.5	CU + 2	Destroy or Delete after retention period	3/23/2010	
Vehicle Assignment Documentation	Log books, request forms, lists	TRAN011	DPW		DPW, OCM-Fleet	Transportation	Administration	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Licenses and Permits:Taxi Franchise	License, permits for Taxicabs, shuttles, etc	TRAN022	FIN, DPS		FIN, DPS	Transportation	Ground Transportation	GC 34090	T + 4	Destroy or Delete after retention period	3/23/2010	
Administrative Policies	Finalized, Posted Administrative Policies	New	Originating Department		OCM	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	11/27/2018	New