

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	= Certification of 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S requires a record to be retained until that record is superseded by an updated version. For example: S + 2 requires the record to be retained for two years beyond the date the document was superseded by an updated version.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
Updated: 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
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	S	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
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
Candidate Statements, Elected	Written statement of candidates, elected	ADMIN024	OCM	OCM	Administration	Elections	GC 34090; GC 81009	P	Archive per Records Management Policy	12/18/2018
Candidate Statements, Not Elected	Example: Written statement of candidates, not elected	ADMIN024.01	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, 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
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

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
Petitions	Initiative, referendum, recall, Charter Amendments. Examples: initiative and referendum petitions; recall petitions; etc.	ADMIN034	OCM	OCM	Administration	Elections	EC 17200, EC 17400	E + 8 months	Destroy or Delete after retention period	12/18/2018
Petition Administration Records	Initiative petition materials. 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 9202.5	P	Archive per Records Management Policy	12/18/2018
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	12/18/2018
Salary Schedules		ADMIN041	HR	HR	Administration	Benefits	GC 34090; GC 12946; 29 CFR 516.6(2)	P	Archive per Records Management Policy	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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
Support Services	Reproduction; printing; postal/mailling services, other internal resources. Examples: reproduction, printing requests; postal/mailling services, other internal resources	ADMIN050	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	12/18/2018
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	12/18/2018
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
Bond, Personnel Fidelity	Employee Fidelity Bonds	ADMIN058	HR	HR	Administration	Risk Management	GC 34090, City Charter	T + 2	Destroy or Delete after retention period	12/18/2018
Benefits Guide	General employee information including benefit plans	ADMIN059	HR	HR	Administration	Benefits	GC 34090	S + 2	Destroy or Delete after retention	12/18/2018
Citywide Employee Events or Special Programs	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	Destroy or Delete after retention period	12/18/2018
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	12/18/2018
Employee Rights: General Employees	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions	ADMIN062.1	HR	HR	Administration	Employee Relations/Development	GC 12946; 29 CFR 1602.12	T + 3	Destroy or Delete after retention period	12/18/2018
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	12/18/2018
Medical Leave	May include FMLA/CFRA/PDL; certifications; 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 8CCR5100(d)(2)OSHA 8CCR5100(d)(2)	T + 5	Destroy or Delete after retention	12/18/2018
Negotiation Documentation	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements. Examples: -negotiations notes, notebooks correspondence, contracts and Memorandum of Understandings; side letters	ADMIN067	HR	HR	Administration	Administration	29 USC Sections 211(c), 203(m), 207(g)	CL + 15	Archive after 5 years	12/18/2018
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; identification cards (ID's) Examples: Annual, three month, & six month performance evaluations for employee; personnel action forms; disciplinary actions; 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)	T+5	Destroy or Delete after retention period	12/18/2018
Irrevocable election forms	Employee election of paid leave cash-out submitted in prior calendar year.	ADMIN068.01	HR	HR	Administration	Benefits	GC 34090; 26 CFR 301.6501(a)-1	Taxes + 4	Destroy or Delete after retention period	12/18/2018
Liability Claims - Sexual Abuse and Molestation	Special liability claims against the City	ADMIN068.02	HR	HR	Administration	Risk Management	CCP 340.1, CCP 1002, CG Section 905	CL + 20	Archive after current	12/18/2018

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
Department of Justice No Longer Interested forms		ADMIN068.03	HR	HR	Administration	Recruitment	CG12946	CL+2	Destroy or Delete after retention period	12/18/2018
Unemployment Insurance	EDD unemployment insurance claim, determinations/rulings, benefit charges statements, benefit audits, any other correspondence related to unemployment insurance claims	ADMIN068.04	HR	HR	Administration	Administration	GC 34090	CL + 2	Destroy or Delete after retention period	12/18/2018
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	12/18/2018
EEOC/ADEA/DFEH	EEOC/ADEA. Examples: EEOC/DFEH complaints and City response;	ADMIN070	HR	HR	Administration	Employee Relations/Development	29 CFR 1627.3(2); GC 12946, 34090	P	Archive per Records Management Policy	12/18/2018
EEO-4 Reports	EEO-4 Reports	ADMIN070.01	HR	HR	Administration	Benefits	29 CFR 1602.30; 29 CFR 1602.31	CU + 3	Destroy or Delete after retention period	12/18/2018
Recruitment Documentation	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database. Examples: applications; position recruitment records including: position requisition, advertising costs, exam results, copy of eligibility lists, referral lists, 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	12/18/2018
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	Destroy or Delete after retention	12/18/2018
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	T + 3	Archive per Records Management Policy	12/18/2018
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
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 + 5	Destroy or Delete after retention period	12/18/2018
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	12/18/2018
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	Destroy or Delete after retention	12/18/2018

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
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
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
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	12/18/2018
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	12/18/2018
Administrative Policies	Finalized, Posted Administrative Policies	ADMIN087.2	Originating Department	OCM	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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

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
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	12/18/2018
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
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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

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
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
Media Relations: Photo releases	Written authorization to use or publish photos	ADMIN122.2	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	Administration	Public Information	GC 34090	CU + 3	Recycle or Delete after retention period	12/18/2018
News Release Log	Index of news releases	ADMIN122.4	OCM	OCM	Administration	Public Information	GC 34090	CU + 3	Archive per Records Management Policy	12/18/2018
Media Relations: Candidates	Candidate video statements	ADMIN122.5	OCM	OCM	Administration	Public Information	GC 34090	E + 8	Destroy or Delete after retention period	12/18/2018
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	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	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	Administration	Risk Management	CCP 337.2; 343	CL + 10	Archive after current	12/18/2018
Damage Claims	Paid/Denied. Examples: Claims against the City; liability claims.	ADMIN125	OCA	HR	Administration	Risk Management	GC 34090; GC 25105.5	CL + 7	Destroy or Delete after retention period	12/18/2018
Incident Reports	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)	ADMIN126	HR	HR	Administration	Risk Management	CCP 338	CL + 7	Destroy or Delete after retention	12/18/2018
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	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	ADMIN129	HR, FIN, LCS	HR	Administration	Risk Management	GC 34090	P	Archive per Records Management Policy	12/18/2018
Insurance, Workers Compensation documentation	Indemnity; PERS -working files - originals with Administrator, claims files	ADMIN130	HR	HR	Administration	Risk Management	LC 6410 29 CFR 1910.1020	P	Archive per Records Management Policy	12/18/2018
Photographs, Negatives, Film	Related to risk management	ADMIN131	HR	HR	Administration	Risk Management	GC 34090, CCP 335.1	CL + 2	Destroy or Delete after retention period	12/18/2018
Risk Management Reports	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	ADMIN132	HR	HR	Administration	Risk Management	29 CFR1904.4; GC 34090	CL + 5	Destroy or Delete after retention period	12/18/2018
NWS Workforce Innovation and Opportunity Act (WIOA) Records	Applicant, Participant, Grant Agreements, Fiscal, Property, Monitoring	ADMIN134	NOVA	NOVA	Administration	Community Services	2CFR 200.333 through 200.337	CL + 3	Destroy or Delete after retention period	12/18/2018
NWS Other Programs	Programs Not Otherwise Specified - ProMatch, Non-WIOA grants, Fee for Service, NOVA Foundation	ADMIN137	NWS	NWS	Administration	Community Services	2CFR 200.333 through 200.337	CL + 3	Destroy or Delete after retention period	12/18/2018
Reports: State Library Report	CA State Library Reports and supporting documents. State Library Report	ADMIN138	LCS	LCS	Administration	Library	GC 34090	CU+2	Archive per Records Management Policy	12/18/2018
State Records	Services reimbursements, transaction reimbursements, MCLE Records. State Records, LSTA, Grants.	ADMIN139	LCS	LCS	Administration	Library	GC 34090	CU + 3	Destroy or Delete after retention period	12/18/2018
Reports: Circulation Reports	Circulation activity, credit bureau, delinquency Notices/fines. Circulation Reports	ADMIN140	LCS	LCS	Administration	Library	GC 34090	CU + 3	Destroy or Delete after retention period	12/18/2018
Donation Letters	receipt forms acknowledging patrons donations of materials or funds. Donation Letters	ADMIN141	LCS	LCS	Administration	Library	26 CFR 301.6501(a)	CU + 7	Destroy or Delete after retention period	12/18/2018
Surveys: Library	Completed surveys from customer appreciation day, program evaluations, etc.	ADMIN143	LCS	LCS	Administration	Library	GC 34090	CU + 4	Destroy or Delete after retention period	12/18/2018
ATT Confidential Phone Listing	ATT phone listing to be used for emergency broadcast purpose.	ADMIN149	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
Software Setup/Install Programs	OS, desktop software or other vendor software.	ADMIN150	ITD	ITD	Administration	Information Services	GC 34090	L+1	Securely dispose	12/18/2018
Application Source code, including database code	Maintained in Visual Sourcesafe.	ADMIN151	ITD	ITD	Administration	Information Services	GC 34090	S+1 or L+1	Delete after retention period	12/18/2018
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	Finalized published versions	ADMIN153	HR	HR	Administration	Human Resources	GC 34090	P	Archive after 5 years	12/18/2018
Drug Tests	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	12/18/2018
Deferred Compensation	See OPF, plan documents contracts	ADMIN155	HR	HR	Administration	Benefits	26 CFR 301.6501(a)-1	CU + 4	Destroy or Delete after retention period	12/18/2018
Paycheck Stuffers		ADMIN158	FIN	FIN	Finance	Payroll	GC 34090	CU + 2	Destroy or Delete after retention period	12/18/2018
W-4 Statements	W-4 Statements (10+ exemptions)	ADMIN161	FIN	FIN	Finance	Payroll	26 CFR 301.6501(a)-1	Taxes + 4	Destroy or Delete after retention period	12/18/2018
Wage Attachments		ADMIN162	FIN	FIN	Finance	Payroll	26 CFR 301.6501(a)-1	Taxes + 4	Destroy or Delete after retention period	12/18/2018
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	12/18/2018
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	12/18/2018
Liability Claims	Claims against the City - General, Automobile, Property and Employment Liability Claims	ADMIN167	HR	HR	Administration	Risk Management	CCP 335.1	CL + 7	Destroy or Delete after retention period	12/18/2018
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	12/18/2018
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		12/18/2018
Hazardous Material Plan	Hazardous Material Plan	ADMIN170	LCS	LCS	Administration	Human Resources	OSHA, GC 34090	S + 2	Destroy following retention after document is superseded	12/18/2018
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	12/18/2018
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

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
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 + 3	Destroy or Delete after retention	12/18/2018
Volunteer records: Not placed	Volunteer recruitment, applications, records	ADMIN174	HR	HR	Administration	Volunteer Resources	GC 34090	CU + 2	Destroy or Delete after retention	12/18/2018
Intergovernmental Relations (IGR): Subject files	IGR Subject files.	ADMIN175	OCM	OCM	Administration	Legal/ Legislative	GC 34090	CU + 3	Recycle or Delete after retention period	12/18/2018
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
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	12/18/2018
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: Reports	Mid-Year Report, End of Year Report of volunteers	ADMIN184	HR	HR	Administration	Volunteer Resources	GC 34090	CU + 2	Destroy or Delete after retention	12/18/2018
Volunteers: Volgistics User Agreement	Confidential	ADMIN185	HR	HR	Administration	Volunteer Resources	GC 34090	T + 5	Destroy or Delete after retention period	12/18/2018
State of the City	Includes prepared State of the City Address by the Mayor, Awards	ADMIN186	LCS	LCS	Administration	Legal/ Legislative	GC 34090	CU + 3	Archive per Records Management Policy	12/18/2018
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	15 Years	Archive per Records Management Policy	12/18/2018
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	12/18/2018
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	12/18/2018
Development Standards	Landscape mediums, parkway landscape development, public works construction	DEV010	CDD, LCS, DPW	DPW	Development	Administration	GC 34090(a)	AD + 20	Archive per Records Management Policy	12/18/2018
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	12/18/2018
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
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	12/18/2018
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	12/18/2018
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

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
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	12/18/2018
Photographs	Example: Aerial photographs, Real Estate	DEV023	CDD, LCS, DPW	DPW	Development	Administration	GC 34090(d)	S + 2	Recycle or Delete after retention period	12/18/2018
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, Sunnysvale 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	12/18/2018
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	12/18/2018
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	12/18/2018
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	DPS, ESD, Pretreatment Section	Development	Code Enforcement	GC 34090(d)	CU + 6	Recycle or Delete after retention period	12/18/2018
Regulations	Includes rules, codes, policy	DEV040	CDD	DPS	Development	Code Enforcement	GC 34090(d)	S + 2	Recycle or Delete after retention period	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
Soil Reports	Final Reports	DEV057	CDD, LCS, DPW	DPW	Development	Environmental Quality	GC 34090(d)	P	Archive per Records Management Policy	12/18/2018
Bond Documents	Revenue Bond Documentation	DEV058	CDD	CDD-Housing	Development	Housing	CCP 337	CL + 4	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
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	Development	Housing	GC 34090, 40802, 53901	P	Archive per Records Management Policy	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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

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
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
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	12/18/2018
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

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
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	12/18/2018
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)(z); R&T 19530; LC 1174(d))	AU + 6	Destroy or Delete after retention period	12/18/2018
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, 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	12/18/2018
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
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

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
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	12/18/2018
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	12/18/2018
Permits, Hazardous Materials Storage	Permits	PS023.01	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		CU+2		12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
Permits, Hazardous Materials Storage	Correspondence	PS023.06	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	12/18/2018
Permits, Hazardous Materials Storage	Closure Application	PS023.07	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
Permits, Hazardous Materials Storage		PS023.12	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	12/18/2018

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
Programs, Household Hazardous Waste		PS024	DPS, ESD	DPS, ESD	Public Safety	Hazardous Materials	GC 34090	S + 2	Destroy or Delete after retention period	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
Underground Storage Tank	Data Dictionary Elements	PS026.02	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Destroy/recycle	12/18/2018
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	12/18/2018
Underground Storage Tank	Inspection reports: Installation, Compliance, Removal	PS026.04	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Archive	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
Underground Storage Tank	Drawings, photos, plans for construction	PS026.09	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
Underground Storage Tank	ELD	PS026.13	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	12/18/2018
Underground Storage Tank	SIR Annual Report	PS026.14	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		1	Destroy/recycle	12/18/2018
Underground Storage Tank	Unauthorized Release records	PS026.15	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		7	Archive	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
Underground Storage Tank	Compliance statement, designated operator designation	PS026.20	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		S	Archive	12/18/2018
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	12/18/2018
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	12/18/2018
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
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

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
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

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
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
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	12/18/2018
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	12/18/2018
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	12/18/2018
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

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
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
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
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

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
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
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	12/18/2018
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	12/18/2018
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
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

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
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	12/18/2018
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	12/18/2018
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
Permits: Alcoholic Beverage Control License	Approval process	PS132	DPS	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

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
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	10 Years	Archive per Records Management Policy	12/18/2018
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	DPS	Public Safety	Law Enforcement Services	GC 34090; POST	T + 7	Destroy or Delete after retention period	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
Policies and Procedures	Includes rules and regulations	PW010	LCS	LCS	Public Works	Parks	GC 34090	S + 2	Destroy or Delete after retention period	12/18/2018
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	12/18/2018
Reports: Others		PW014	LCS	LCS	Public Works	Parks	GC 34090	CL + 2	Recycle or Delete after retention period	12/18/2018
Resolutions, Board		PW016	LCS	LCS	Public Works	Parks	GC 34090(e)	P	Archive per Records Management Policy	12/18/2018
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	12/18/2018
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	12/18/2018

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
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	12/18/2018
History, Sanitation	Where City-owned	PW020	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	P	Archive per Records Management Policy	12/18/2018
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	12/18/2018
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	12/18/2018
Maps: Septic Tank	Location maps	PW024	ESD	CDD, DPW, ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	P	Archive per Records Management Policy	12/18/2018
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	12/18/2018
Regulations	Includes legislation	PW027	ESD	DPW, CDD-Economic Development, ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	S + 2	Destroy or Delete after retention period	12/18/2018
Reports: Studies		PW029	ESD	ESD, DPW, CDD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	CL + 2	Recycle or Delete after retention period	12/18/2018
Reports: Tonnage		PW030	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
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	12/18/2018
Master Plans	Copies	PW042	DPW, ESD	DPW, ESD	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
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
Policies and Procedures: Roadway Naming and numbering		PW057	DPW	DPW	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

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
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	12/18/2018
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	12/18/2018
Underground Utility Locating	Examples include: USA Daily Ticket Recaps, Locator Logs, and Tickets	PW074.01	ESD	ESD	Environmental Services	Wastewater	CAGC Title 1 Division 5 Chapter 3.1 Article 2 Section 4216	AU +6	Recycle or Delete after retention period	12/18/2018
Supporting documents for SSMP	Records need to be available for audit by state water quality control board staff. Examples include: Flushing Reports, M/H Inspection Forms, Sewer Repair Reports, SSO-Surcharge Reports, and Storm D.I. Inspection	PW074.02	ESD	ESD	Environmental Services	Wastewater	SWRCB Order #2006-0003 & WQ 2013-0058 EXEC	AU +7	Recycle or Delete after retention period	12/18/2018
Infrastructure Condition Assessment Data	Examples include: CCTV Inspection Videos & Reports	PW074.03	ESD	ESD	Environmental Services	Wastewater	None	S	Destroy or Delete after retention period	12/18/2018
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	12/18/2018
Flood Control: Water Drainage Facilities	Includes dams, lakes, basins, creeks	PW078	DPW	DPW-Storm Drainage	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, CDD-Planning	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-Administration	Public Works	Water	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Flood Control: Reports/ Studies		PW082	DPW	DPW-Administration	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	12/18/2018
Water Device Locations	Mains, valves, hydrants, wells	PW085	ESD	ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	12/18/2018
Maintenance and Operations Documentation: Water	Includes work orders, inspection, repairs, cleaning, reports, complaints	PW086	ESD	DPW-Streets, DPW-Trees & Medians, ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
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	12/18/2018
Water Maps	Line location; easements	PW089	ESD	ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	12/18/2018
Master Plans	Copies	PW090	DPW, ESD	DPW, ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
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	12/18/2018
Permits: National Pollutant Discharge Elimination System (NPDES)	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants	PW093	ESD	ESD - Wastewater - WPCP	Environmental Services	Water	40 CFR 122.28	L + 10	Archive per Records Management Policy	12/18/2018
Permits: Others	May depend on terms of state or federal agency	PW094	ESD, DPW	ESD-Wastewater, ESD-Solid Waste, DPW	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
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	12/18/2018
Reports: Water Conservation		PW099	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Reports: Water Consumption		PW100	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Reports: Corrosion Control	Compliance documentation	PW101	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
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	12/18/2018
Reports: Drinking Water Corrections		PW103	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
Reports: Hydrograph Information	Daily flow of streams	PW104	ESD	ESD	Environmental Services	Water	GC 34090	20 Years	Archive per Records Management Policy	12/18/2018
Reports: Lead Service Line	Compliance documentation	PW105	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
Reports: Public Education	Compliance documentation	PW106	ESD	ESD-Wastewater, DPW-Transportation	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
Reports: Water Quality Parameters	Compliance documentation	PW107	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
Reports: Sanitary Surveys	Statistics, reports, correspondence	PW108	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
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	12/18/2018
Reports: State Certification	Compliance documentation	PW110	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
Reports: Variances, Water System		PW111	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 5	Recycle or Delete after retention period	12/18/2018
Reports: Well Level Information		PW112	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Water Sources	May include wells, rivers, lakes, districts	PW113	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Surveyor Field Notes	Notes preparatory to maps of water installations	PW114	ESD	ESD	Environmental Services	Water	GC 34090	CL + 10	Archive per Records Management Policy	12/18/2018

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
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
Valve Maintenance Records		PW120	ESD	ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
Biosolids	Record keeping	PW126	ESD	ESD	Environmental Services	Sanitation/Solid Waste/Wastewater	40 CFR 503.17	CU + 5	Destroy or Delete after retention period	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
NPDES Special Study Reports		PW131	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 25	Recycle or Delete after retention period	12/18/2018
Permits	Title V Air Permits	PW132	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	P	Archive per Records Management Policy	12/18/2018
Permits	Bay Area Air Quality Management District: Permit to Operate	PW133	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	Water Pollution Control Plant NPDES	PW134	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.28; GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	Stormwater NPDES	PW135	ESD	ESD	Environmental Services	Regulatory	40 CFR 122.28; GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	Hazardous Waste Generator	PW136	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	401 Certifications	PW137	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	COE and BCDC Maintenance Dredging	PW138	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	33 USC 403; GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	Biosolids Landfill	PW139	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	Pressure Vessel Permit to Operate	PW140	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	LC 7680; GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	City of Sunnyvale: Fire and Environmental Services	PW141	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	SMC 16.53; SMC 20.32; GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
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	12/18/2018
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	12/18/2018
Training Certificates & Records	Licenses, Certificates	PW144	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	CU + 7	Confidential Recycle or Delete after retention period	12/18/2018
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	12/18/2018

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
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	12/18/2018
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	12/18/2018
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	12/18/2018
Laboratory; Quality Assurance Documents	Any documents maintained in Laboratory QA/QC Manual, Organizational Charts, Personel 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	12/18/2018
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	12/18/2018
Laboratory Special Studies	LT2, UCMR2, TIE (Toxicity)	PW151	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	GC 34090	P	Archive per Records Management Policy	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
WPCP Reports	Monthly Operating Report	PW155	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
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	12/18/2018
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	12/18/2018
WPCP Reports	Biosolids (annual)	PW158	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Stormwater w/ work plans	PW159	ESD	ESD	Environmental Services	Regulatory	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
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	12/18/2018
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	12/18/2018
WPCP Reports	401 Cert. Annual	PW162	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	CU + 10	Recycle or Delete after retention period	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	L	Archive per Records Management Policy	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018

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
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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	12/18/2018
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