



Council Meeting: February 23, 2010

SUBJECT: Resolution Adopting a Citywide Records Retention and Destruction Schedule

BACKGROUND

A records retention and destruction schedule is a key component of a records management program. Effective records management provides for the efficient and economical management of public records and ensures records are retained until they no longer have administrative, fiscal or legal value. A records retention and destruction schedule defines specific administrative, fiscal and legal retention periods for each type, or series, of public record.

Using the Secretary of State's *Local Government Records Management Guidelines*' retention schedule as a foundation, staff developed a draft retention and destruction schedule for the City (*Attachment B*). The draft retention and destruction schedule includes record series, legal or administrative retention periods, and legal citations for reference to the regulating codes. *Attachment C* provides a key to the retention codes and legal citations used in the schedule. The draft retention and destruction schedule was reviewed by a team composed of records management staff from every City department. Staff identified each record series pertaining to each department and provided input regarding additional record series not listed. A comprehensive review was performed by the records management liaisons in each department in conjunction with a detailed legal review performed by the City Attorney's Office.

EXISTING POLICY

Administrative Policy Manual, Chapter 5, Article 5 establishes the City's records management program for the identification, organization, maintenance, protection and disposition or preservation of all City records.

DISCUSSION

The action requested will provide for the adoption of a Citywide records retention and destruction schedule which has been developed in coordination with and reviewed by each department. Absent a Citywide records retention and destruction schedule, the potential exists for departments to retain records which no longer have administrative, fiscal or legal value. Storage of inactive and expired records is inefficient and costly. Active and inactive records have been stored onsite at all City facilities and at off-site locations provided by a document storage firm. In 2007, the City reported off-site storage to include

7,330 boxes of hardcopy documents. Currently off-site storage includes 8030 boxes at an average monthly cost of \$5,122.

A records retention and destruction schedule will provide a critical tool toward effective and economical records management. Adoption of the proposed resolution (*Attachment A*) will provide standardized retention periods in accordance with numerous federal, state and local codes. The records retention and destruction schedule will provide clear and precise information for records management personnel and enable departments to more efficiently control their inventory of active, inactive and expired records. The resolution and schedule provide the agency with the legal authority to dispose of records which have reached the end of their required retention period.

FISCAL IMPACT

Adoption of the proposed resolution will not incur an expense to the City, but will result in significant long-term cost savings with the reduction of records stored internally and externally at off-site storage facilities.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

ALTERNATIVES

1. Adopt the Resolution Adopting a Citywide Records Retention and Destruction Schedule as submitted (*Attachments A, B and C*).
2. Adopt the Resolution Adopting a Citywide Records Retention and Destruction Schedule with modifications (*Attachments A, B and C*).
3. Take no action.

RECOMMENDATION

Staff recommends Alternative 1: Adopt the Resolution Adopting a Citywide Records Retention and Destruction Schedule as submitted (*Attachments A, B and C*).

Reviewed by:

Robert Walker, Assistant City Manager

Prepared by: Kathleen Franco Simmons, City Clerk

Approved by:

Gary M. Luebbers, City Manager

Attachments

- A. A Resolution of the City Council of the City of Sunnyvale Adopting a Records Retention and Destruction Program Policy and Schedule (*Attachment A*).
- B. City of Sunnyvale Records Retention and Destruction Schedule – Draft (*Attachment B*).
- C. Records Retention & Destruction Schedule Legend and Citations (*Attachment C*).

Attachment A

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SUNNYVALE ADOPTING A RECORDS RETENTION AND
DESTRUCTION PROGRAM POLICY AND SCHEDULE**

WHEREAS, it is necessary for the efficient operation of the City to follow a procedure for the retention of certain vital City documents and other records, as well as follow a schedule for the destruction of records, in accordance with Federal and State Regulations; and

WHEREAS, effective records management ensures that records are kept only as long as they have some administrative, fiscal, historical or legal value; and

WHEREAS, upon a resolution being adopted by a governing body, Government Code Section 34090, et seq. authorizes the head of a department, with the consent of the City Attorney, to destroy certain records under their charge that are no longer required, and further authorizes destruction of paper documents which are retained on other recognized and accepted media forms which do not permit additions, deletions or changes to the original document; and

WHEREAS, in 1999, the Legislature added Section 12236 to the Government Code, establishing guidelines for local government retention and directing the Secretary of State to establish the Local Government Records Program to be administered by the State Archives Division;

WHEREAS, in 1999, the State Archives Division and the California City Clerks Association consolidated their information resources to provide local government with a single source for archival and records management through the publication of "Local Government Records Retention Guidelines" which sets forth suggested guidelines for the retention of local government records, as updated from time to time, and these guidelines were used to evaluate the City's proposed schedule;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Sunnyvale does hereby adopt the Records Retention and Destruction Schedule, a copy of which is attached hereto as Exhibit A, and as those guidelines may be amended from time to time, as the City of Sunnyvale's official retention guidelines.

Adopted by the City Council at a regular meeting held on _____, 2010, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM AND LEGALITY:

David Kahn, City Attorney

Attachment B

**City of Sunnyvale
Records Retention and Destruction Schedule - DRAFT**

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Annual Financial Report	Records related to or needed for an Independent auditor analysis	ADMIN001	FIN	Administration	Audit	GC 34090	CL + 2	Destroy or Delete after retention period
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	Administration	Audit	GC 34090; OMB A-128	AU + 2	Destroy or Delete after retention period
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	Administration	Audit	GC 34090; OMB A-128	AU + 6	Confidential Recycle or Delete after retention period
Bond documentation	Assessment district files, City Directors Mortgage Files, Account Statements, Bonds/Coupons paid or cancelled, final bond documentation	ADMIN002	FIN, DPW, CDD	Administration	Audit	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period
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	Administration	Audit	GC 34090.7	S	Archive electronic files after 5 years; paper copies shredded
Columbia Neighborhood Center: Grant Proposals	Columbia Neighborhood Center (CNC) grant proposals	ADMIN177	DCS	Administration	Community Services	GC 34090	CL + 5	Recycle or Delete after retention period
Columbia Neighborhood Center: Media relations, marketing	Columbia Neighborhood Center (CNC) news releases, articles, marketing materials	ADMIN179	DCS	Administration	Community Services	GC 34090	CU + 3	Recycle or Delete after retention period
Columbia Neighborhood Center: Participants	Columbia Neighborhood Center (CNC) participant confidentiality and permission forms	ADMIN178	DCS	Administration	Community Services	GC 34090	CL + 5	Recycle or Delete after retention period
DED Fee For Service		ADMIN136	DED	Administration	Community Services	CFR 95.53; 29 CFR 97.42	CL + 3	Destroy or Delete after retention period
DED Homeless Veterans Reintegration Program	Applicant, Participant, Grant Agreements, Fiscal, Property	ADMIN135	DED	Administration	Community Services	29 CFR 95.53 29 CFR 97.42	CL + 3	Destroy or Delete after retention period
DED Other Programs	Programs Not Otherwise Specified - ProMatch, Proven People, Non-WIA grants	ADMIN137	DED	Administration	Community Services	29 CFR 95.53; 29 CFR 97.42	CL + 3	Destroy or Delete after retention period
DED Workforce Investment Act Records	Applicant, Participant, Grant Agreements, Fiscal, Property, Monitoring	ADMIN134	DED	Administration	Community Services	29 CFR 97.42 29 CFR 95.53	CL + 3	Destroy or Delete after retention period
Donation Letters	receipt forms acknowledging patrons donations of materials or funds. Donation Letters	ADMIN141	LIB	Administration	Community Services	26 CFR 301.6501(a)	CU + 7	Destroy or Delete after retention period
Friends of the Sunnyvale Library	Book sales, Notices of sales, flyers, donations, minutes, agendas. Friends of the Sunnyvale Library	ADMIN142	LIB	Administration	Community Services	GC 34090	CU + 7	Destroy or Delete after retention period
Libraries	Books, art, gifts, donations, exhibits, theatre, music, special events, etc. Examples: books, art, gifts, donations; Sunnyvale library history, pictures, articles, etc.	ADMIN008	LIB, DPS	Administration	Community Services	GC 34090	CU + 2	Refer to Legal Authority
Library Patrons	Feedback, compliments, complaints. Patrons	ADMIN144	LIB	Administration	Community Services	GC 34090	CU + 3	Destroy or Delete after retention period
Neighborhood Associations	Neighborhood Associations: applications, grants, registry, agreements, reimbursements	ADMIN180	OCM	Administration	Community Services	GC 34090	CL + 5	Recycle or Delete after retention period
Plaques	Historic value	ADMIN009	DPS	Administration	Community Services	GC 34090	P	Archive per Records Management Policy
Public Library Foundation	Public Library Foundation correspondence, Notices, funds. Public Library Foundation	ADMIN145	LIB	Administration	Community Services	GC 34090	CU + 3	Destroy or Delete after retention period
Reports: Circulation Reports	Circulation activity, credit bureau, delinquency Notices/fines. Circulation Reports	ADMIN140	LIB	Administration	Community Services	GC 34090	CU + 5	Destroy or Delete after retention period
Reports: State Library Report	CA State Library Reports and supporting documents. State Library Report	ADMIN138	LIB	Administration	Community Services	GC 34090	P	Archive per Records Management Policy

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
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	DCS	Administration	Community Services	GC 34090	CU + 2	Recycle or Delete after retention period
Sports Organizations	Documents pertaining to sports organizations. Examples: Records covering instructor agreements, registration, schedules, attendance, evaluations, program surveys, products for audits, insurance, rules, rosters, tournaments, tournament schedules, fee schedules, fee waivers, and sport league records	ADMIN010	DCS	Administration	Community Services	GC 34090	S + 2	Destroy or Delete after retention period
State Records	Services reimbursements, transaction reimbursements, MCLE Records. State Records	ADMIN139	LIB	Administration	Community Services	GC 34090	CU + 3	Destroy or Delete after retention period
Surveys: Library	Completed surveys from customer appreciation day, program evaluations, etc.	ADMIN143	LIB	Administration	Community Services	GC 34090	CU + 4	Destroy or Delete after retention period
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	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
Personnel Records, Safety Employees	Police, fire, emergency employees may include;outside employment, commendations, oaths of office, career records.	ADMIN073.1	DPS	Administration	Department of Public Safety	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1607.4; * (*29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)); 29 CFR; 1607.15	P	Archive per Records Management Policy
Affidavit Index		ADMIN011	OCM	Administration	Elections	EC 17001	CL + 5	Destroy or Delete after retention period
Ballots, Prop. 218 (Assessment Districts)	Property related fees (Assessment Ballot proceeding)	ADMIN015	OCM	Administration	Elections	California Constitution Art. XIII	P	Archive per Records Management Policy
Calendar: Elections		ADMIN016	OCM	Administration	Elections	GC 34090	E + 2	Destroy or Delete after retention period
Candidate Statements, Elected	Sample ballot retained permanently. Examples: Written statement of candidates, elected	ADMIN024	OCM	Administration	Elections	GC 34090; GC 81009	P	Archive per Records Management Policy
Candidate Statements, Not Elected	Example: Written statement of candidates, not elected	ADMIN024.1	OCM	Administration	Elections	GC 34090; GC 81009	E + 8	Destroy or Delete after retention period
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	Administration	Elections	GC 22932; EC 17130; EC 2653	P	Archive per Records Management Policy
Certificates of Election	Certificates of election; Original reports and statements	ADMIN018	OCM	Administration	Elections	GC 81009(a) (d)	T + 4	Destroy or Delete after retention period
Charter, Amendments / Measures	Charter; Charter Amendments; Charter Revisions; Chapter designations by Secretary of State following adoption of voters	ADMIN019	OCM, OCA	Administration	Elections	GC 34458-60; GC 34090	P	Archive per Records Management Policy
Fair Political Practices: Administration / Campaign Statements and Conflict of Interest materials	FPFC Opinions. Examples: Conflict of Interest Code biennial review; reporting forms and working documents	ADMIN020.1	OCM	Administration	Elections	GC 34090	CU + 5	Destroy or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Fair Political Practices: Campaign disclosure - Unsuccessful (all other committees)	FPPC Filings. Examples: Form 460, 410 etc.	ADMIN023	OCM	Administration	Elections	GC 81009(c)	E + 8	Destroy or Delete after retention period
Fair Political Practices: Campaign disclosure, Elected	FPPC Filings. Examples: Form 700, 460, 410, 501 etc.	ADMIN021	OCM	Administration	Elections	GC 81009(b) (g)	P	Archive per Records Management Policy
Fair Political Practices: Campaign disclosure, Not Elected	FPPC Filings. Examples: Form 700, 460, 410, 501 etc.	ADMIN022	OCM	Administration	Elections	GC 81009(b)	E + 8	Destroy or Delete after retention period
Fair Political Practices: Conflict of Interest Code	Conflict of Interest Code Resolution	ADMIN020	OCM	Administration	Elections	GC 34090	P	Archive per Records Management Policy
Fair Political Practices: History	History of elections, sample ballots, certificates of destruction, other resolutions re: elections	ADMIN025	OCM	Administration	Elections	GC 34090	P	Archive per Records Management Policy
Fair Political Practices: Statement of Economic Interests - Elected Officials	Includes elected officials and GC 87200 filers. FPPC Filings Examples: Form 700	ADMIN026	OCM	Administration	Elections	GC 81009(e)	P	Recycle or Delete after retention period
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	Administration	Elections	GC 81009(e)	CU + 7	Destroy or Delete after retention period
Lobbyist Registration	Statements	ADMIN028	OCM	Administration	Elections	EC 81009(b)	P	Archive per Records Management Policy
Maps, Precincts/Voter Information		ADMIN029	OCM	Administration	Elections	GC 34090; EC 17503; EC 17302	E + 2	Destroy or Delete after retention period
Nomination Papers: Not Elected or Unsuccessful	Nomination documents, in-lieu petitions	ADMIN031	OCM	Administration	Elections	EC 17100	E + 8	Destroy or Delete after retention period
Nomination Papers: Successful	Nomination documents, in-lieu petitions	ADMIN030	OCM	Administration	Elections	EC 17100	T + 4	Destroy or Delete after retention period
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	Administration	Elections	GC 34090	E + 2	Destroy or Delete after retention period
Oaths of Office	Elected Officials	ADMIN033	OCM	Administration	Elections	GC 34090; 29 USC 1113	T + 6	Destroy or Delete after retention period
Petitions	Initiative, referendum, recall, Charter Amendments. Examples: initiative and referendum petitions; recall petitions; etc.	ADMIN034	OCM	Administration	Elections	EC 17200, EC 17400; GC 3756:8	E + 8 months	Destroy or Delete after retention period
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	Administration	Elections	EC 17503	E + .5	Destroy or Delete after retention period
Voter Roster	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments	ADMIN036	OCM	Administration	Elections	EC 17300	E + 5	Destroy or Delete after retention period
Classifications and Appointments for city personnel	Includes supplemental Personnel records.	ADMIN041	HR	Administration	General Subject	GC 34090; GC 12946; 29 CFR 516.6(2)	P	Archive per Records Management Policy
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	All Applicable Departments:	Administration	General Subject	GC 34090(d)	CU + 2	Recycle or Delete after retention period
Correspondence: City Council	Outgoing correspondence on behalf of City Council or Mayor	ADMIN176	OCM	Administration	General Subject	GC 34090	T + 3	Recycle or Delete after retention period
Customer Concern Records	Customer Concerns	ADMIN148	DCS	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Goals & Objectives, Departmental	Goals & objectives	ADMIN043	All Applicable Departments: CDD, DCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period
Policies & Procedures, Departmental	Retain while current. Examples: Standard operating procedures; disaster recovery plan; policy manuals; board and commission handbook; procedure descriptions	ADMIN044	All Applicable Departments: CDD, DCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	General Subject	GC 34090(d)	S + 5	Recycle or Delete after retention period
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	All Applicable Departments: CDD, DCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCM	Administration	General Subject	GC 34090	CU + 7	Recycle or Delete after retention period
Promotional Marketing: Internal	Marketing copy for internal publicity or advertising	ADMIN046	All Applicable Departments: CDD, DCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCM	Administration	General Subject	GC 34090	CU + 2	Recycle or Delete after retention period
Reports: City Manager	City Manager Bi-Weekly Reports	ADMIN048.1	OCM	Administration	General Subject	GC 34090	CU + 5	Destroy or Delete after retention period
Reports: Departmental	Special/or final summary, review or evaluation. Examples: Accounting period reports (i.e. actual to budget); City quarterly reports, etc.	ADMIN047	All Applicable Departments: CDD, DCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	General Subject	GC 34090; GASB	CU + 2	Destroy or Delete after retention period
Reports: Staff	Non-agenda related, includes supporting documentation. Examples: project reports; City Manager bi-weekly reports; weekly ELT meetings; executive reports; etc.	ADMIN048	All Applicable Departments: CDD, DCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period
Returned Mail	Backup for mail that has come back to the division undeliverable	ADMIN171	FIN	Administration	General Subject	GC 34090	7 yrs	Recycle or Delete after retention period
Special Projects Documentation		ADMIN049	All Applicable Departments: CDD, DCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period
Support Services	Reproduction; printing; postal/mailing services, other internal resources. Examples: reproduction, printing requests; postal/mailing services, other internal resources	ADMIN050	All Applicable Departments: CDD, DCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	General Subject	GC 34090	CU + 2	Refer to Legal Authority

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Travel Records	Travel authorization requests, travel expense reimbursements, itineraries, supporting documentation, etc.	ADMIN051	All Applicable Departments: CDD, DCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period
Grant Financial Records	Complete file for each grant that includes back up documentation. Examples: grant document, expenditures, reimbursements, and grantee reports.	ADMIN054	FIN	Administration	Grants	GC 34090	CL + 5	Refer to Legal Authority
Grants, Federal and State	Refer to grant application close-out procedure. Examples: Grant applications, supporting documents	ADMIN053	FIN	Administration	Grants	GC 34090	CL + 5	Destroy or Delete after retention period
Grants, Unsuccessful	Applications not entitled. Examples: grant documents	ADMIN055	FIN	Administration	Grants	GC 34090	CL + 2	Destroy or Delete after retention period
Grants: Community Development Block Grant and Urban Development documentation	Applications, reports, contracts, supporting documents	ADMIN052	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
Applicant Fingerprint Images	Applicant Fingerprint Records- electronic images	ADMIN152	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
Applicant Fingerprint Records-Livescan Application- BCII-8016 Form	Applicant Fingerprint Records- Livescan Application- BCII-8016 Form	ADMIN169	DPS, HR	Administration	Human Resources	California DOJ Guidelines for Submitting Applicant Live Scan Transactions, Section M - Proper Handling and Storage of Applicant Information (May 2007)	12 Months	
Benefit Plan Claims	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance. Examples: reports and usage, claims, policies, and documentation	ADMIN056	HR	Administration	Human Resources	GC 6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174* (*29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113)	P	Archive per Records Management Policy
Bond, Personnel Fidelity	Employee Fidelity Bonds	ADMIN058	HR	Administration	Human Resources	GC 34090	T + 2	Destroy or Delete after retention period
City Employee Reimbursements	Reimbursement includes travel advances and expenses, training expenses for staff and City Council	ADMIN078	HR, FIN	Administration	Human Resources	GC 34090	CU + 2	Recycle or Delete after retention period
Civil Service Rules	Notes and drafts of proposed changes	ADMIN153	HR-Administration	Administration	Human Resources	GC 34090	CU + 2	Destroy or Delete after retention period
CJPRMA Agreement		ADMIN165	HR-R&C	Administration	Human Resources	GC 34090 CCP337	CU + 4	Destroy or Delete after retention period
Deferred Compensation	See OPF, plan documents contracts and hardship withdrawals	ADMIN155	HR-Employee Relations	Administration	Human Resources	26 CFR 301.6501(a)-1	CU + 4	Destroy or Delete after retention period
Drug Tests	Spreadsheet of names of employees who must drug test, copies of memo advising employee of test date. Employee names and drug test dates only	ADMIN154	HR-Employee Relations	Administration	Human Resources	DOT 49 CFR Part 40 Subpart P Sect 40.333; 49 CFR 40.333	CU + 5	Destroy or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Employee Handbook	General employee information including benefit plans	ADMIN059	HR	Administration	Human Resources	GC 34090	S + 2	Recycle or Delete after retention period
Employee Programs	Includes EAP, Recognition, and Years of Service Awards	ADMIN060	HR	Administration	Human Resources	GC 34090; GC 12946	CU + 2 archive for 5Y	Refer to Legal Authority
Employee Rights: General Employees	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions	ADMIN061	HR	Administration	Human Resources	GC 12946; 29 CFR 1602.12	T + 2	Destroy or Delete after retention period
Employee Rights: Safety Employees	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions	ADMIN062	HR	Administration	Human Resources	GC 12946; 29 CFR 1602.12	T + 5	Destroy or Delete after retention period
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	Administration	Human Resources	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	CU + 2	Destroy or Delete after retention period
Hazardous Material Plan	Hazardous Material Plan	ADMIN170	DCS	Administration	Human Resources	OSHA, GC 34090	S + 2	Destroy following retention after document is superseded
Hearing Conservation Testing		ADMIN166	HR-R&C	Administration	Human Resources	OSHA 8CCR5100(d)(2)	T + 30	Destroy or Delete after retention period
Immigrant I-9s		ADMIN064	HR	Administration	Human Resources	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
Infectious Disease & Occupation Exposure Files	Employee exposure records	ADMIN166	HR-R&C	Administration	Human Resources	29 CFR 1910.1030(h); 29 CFR 1910.1020; 8CCR3204(d)(1)(B)	P	Archive per Records Management Policy
Liability Claims	Claims against the City	ADMIN167	HR-R&C	Administration	Human Resources	CCP 335.1	CU + 6	Destroy or Delete after retention period
Medical Leave	May include Family leave; certifications; tests; W-4's	ADMIN065	HR	Administration	Human Resources	FMLA 1993 US OSHA; 29 CFR 1910.1020; 29 CFR 1602.30-1602.32	T + 30	Confidential Recycle or Delete after retention period
Motor Vehicle Pulls (DMV)	DMV Motor Vehicle Pull Notices	ADMIN066	HR	Administration	Human Resources	GC 12946	CL + 7	Refer to Legal Authority
Negotiation Documentation	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements. Examples: contractual agreements with Leadership Sunnysvale; negotiations notes, notebooks correspondence, contracts and Memorandum of Agreements	ADMIN067	HR	Administration	Human Resources	29 USC Sections 211(c), 203(m), 207(g)	P	Archive after 5 years
Official Personnel Files	Official personnel file for each employee. Documentation may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; identification cards (ID=s) Examples: Annual, three month, & six month performance evaluations by employee; personnel action forms; personnel action forms; disciplinary actions; exit interviews; pre-employment medical authorization	ADMIN068	HR	Administration	Human Resources	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC 6250 et seq; 29 CFR; GC 12946, 34090* 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)	CU + 1 year then archive for 33 years	Destroy or Delete after retention period
Open Enrollment		ADMIN156	HR-P&B	Administration	Human Resources	CA222-0010-00; 22 CCR 1085-2	CU + 4	Destroy or Delete after retention period
Out of Class/Hazardous Duty Report		ADMIN157	HR-P&B	Administration	Human Resources	CA222-0010-00; 22 CCR 1085-2	CU + 4	Destroy or Delete after retention period
Paycheck Stuffers		ADMIN158	HR-P&B	Administration	Human Resources	GC 34090	CU + 2	Destroy or Delete after retention period
PERS, Social Security, SSI	EEOC/ADEA. Examples: EEOC/DFEH complaints and City response; PERS files; EEO-4 reports	ADMIN070	HR	Administration	Human Resources	29 CFR 1627.3(2); GC 12946, 34090	P	Archive per Records Management Policy

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
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	All Applicable Departments: CDD, DCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	Human Resources	GC 34090; GC 6250	CU + 2	Destroy or Delete after retention period
Personnel Records: Hourly Employees		ADMIN063	HR	Administration	Human Resources	GC 12946; GC 34090* 29 CFR 1627.3, Labor Relations Section 1174	T + 6	Destroy or Delete after retention period
Position Allocation		ADMIN159	HR-P&B	Administration	Human Resources	CA222-0010-00; 22 CCR 1085-2 GC 34090	CU + 4	Destroy or Delete after retention period
Pre-Employment Medical - Not Hired		ADMIN163	HR-R&C	Administration	Human Resources	CA222-0010-00; 22 CCR 1085-2 GC 12946	CU + 5	Destroy or Delete after retention period
Recruitment Documentation	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database. Examples: applications; Department of Justice No Longer Interested forms; position recruitment records including: position requisition, job specs/bulleting, advertising costs, exam results, copy of eligibility lists, referral lists, selection interview questions, candidate correspondence; reference checks	ADMIN071	HR	Administration	Human Resources	Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	CL + 3	Recycle or Delete after retention period
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	Administration	Human Resources	GC 34090	CU + 2	Confidential Recycle or Delete after retention period
Safety Certifications/Designations	Certifications/designations. Examples: safety certifications/designations	ADMIN077	DPS, DPW	Administration	Human Resources	GC 34090	CU + 2	Recycle or Delete after retention period
Safety Program	Workplace inspections, training records, annual training in the contents of fire safety and evacuation plans, safety committee meeting records	ADMIN168	HR-R&C	Administration	Human Resources	8 CCR 3203(b)(1)-(2), 8 CCR 3203(c)(2), CFC 406.2	CU + 2	Destroy or Delete after retention period
Selection Appeals		ADMIN164	HR-R&C	Administration	Human Resources	22 CCR 1085-2 GC 12946	CU + 4	Destroy or Delete after retention period
Training Documentation, Personnel (by name)	Paperwork documenting officers internal and external training	ADMIN076	HR	Administration	Human Resources	GC 34090	T + 7	Destroy or Delete after retention period
Training Records, Non-Safety	Class/training/workshop descriptions and schedules, rosters, sign-in sheets, evaluations, program information	ADMIN075	HR	Administration	Human Resources	GC 34090	CU + 7	Destroy or Delete after retention period
Volunteer records: Not placed	Volunteer recruitment, applications, records	ADMIN174	HR	Administration	Human Resources	GC 34090	CU + 2	Confidential Recycle or Delete after retention period
Volunteer records: Placed	Volunteer recruitment, applications, records	ADMIN173	HR	Administration	Human Resources	GC 34090	T + 2	Confidential Recycle or Delete after retention
Volunteers: Agreement to Serve	Volunteer agreement to serve, signed original	ADMIN173.1	HR	Administration	Human Resources	GC 34090	T + 5	Recycle or Delete after retention period
Volunteers: Reports	Mid-Year Report, End of Year Report of volunteers	ADMIN184	HR	Administration	Human Resources	GC 34090	CU + 5	Recycle or Delete after retention period
Volunteers: Timecards	Volunteer timecards, timesheets	ADMIN173.2	HR	Administration	Human Resources	GC 34090	T + 3	Recycle or Delete after retention period
Volunteers: Volgistics User Agreement	Confidential	ADMIN185	HR	Administration	Human Resources	GC 34090	P	Archive per Records Management Policy

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Volunteers: Waivers	Community Services volunteers. Includes: HOTS, Summer Teen	ADMIN183	HR, DCS	Administration	Human Resources	GC 34090	T + 5	Recycle or Delete after retention period
W-4 Statements	W-4 Statements (10+ exemptions)	ADMIN161	HR-P&B	Administration	Human Resources	26 CFR 301.6501(a)-1	Taxes + 4	Destroy or Delete after retention period
Wage Attachments		ADMIN162	HR-P&B	Administration	Human Resources	26 CFR 301.6501(a)-1	Taxes + 4	Destroy or Delete after retention period
Application Source code, including database code	Maintained in Visual Sourcesafe.	ADMIN151	ITD	Administration	Information Services	GC 34090	P	Archive per Records Management Policy
ATT Confidential Phone Listing	ATT phone listing to be used for emergency broadcast purpose.	ADMIN149	ITD	Administration	Information Services	GC 34090	S	Shred medium.
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	Administration	Information Services	GC 34090; CCP 337	S + 2 ; License agreements:T+4	Recycle or Delete after retention period
Network Information Systems (LAN/WAN) documentation	Configuration maps and plans	ADMIN081	ITD	Administration	Information Services	GC 34090; CCP 337.2; 343	CU + 4	Recycle or Delete after retention period
Policies, Internet/World Wide Web	Management/Policies and supporting documentation	ADMIN079	ITD	Administration	Information Services	GC 34090	S + 2	Recycle or Delete after retention period
Program Files and Directories, Annual backup	Annual backup	ADMIN082	ITD	Administration	Information Services	GC 34090; GC 34090.7	CU + 2	Destroy or Delete after retention period
Program Files and Directories, Daily backup	Daily backup	ADMIN083	ITD	Administration	Information Services	GC 34090; GC 34090.7	CU + 2 mos.	Destroy or Delete after retention period
Program Files and Directories, Monthly backup	Monthly backup	ADMIN084	ITD	Administration	Information Services	GC 34090; GC 34090.7	CU + 1	Destroy or Delete after retention period
Program Files and Directories, Weekly backup	Weekly backup	ADMIN085	ITD	Administration	Information Services	GC 34090; GC 34090.7	CU + .5	Destroy or Delete after retention period
Software original media	OS, desktop software or other vendor software.	ADMIN150	ITD	Administration	Information Services	GC 34090	S + 2	Securely dispose
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	Administration	Legal/ Legislative	CCP 343, 349 et seq.; GC 911.2; GC 34090	CU + 4	Recycle or Delete after retention period
Agenda Reports (Master, Subject Files) - Report to Council	Documentation received, created and/or submitted to Council. Examples: Documentation received, created and/or submitted to Council; Reports to Council (RTC); Study Issues Workshop binders materials; Tracking of Legislative Issues, Correspondence, Memos, Position Papers	ADMIN088	OCM	Administration	Legal/ Legislative	GC 34090 (d)	CU + 10	Destroy or Delete after retention period
Agendas: City Council, Boards, and Commissions	Original agendas and special meeting notices: City Council, City Boards and Commissions, Redevelopment Agency (RDA), Local Redevelopment Authority (LRA) and Public Financing Authority; Child Care Advisory Board (CCAB)	ADMIN087	All Applicable Departments: CDD, DCS, DPW, HR, LIB, OCM	Administration	Legal/ Legislative	GC 34090	P	Archive per Records Management Policy
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	All Applicable Departments: CDD, DCS, DED, DPS, DPW, FIN, HR, ITD, LIB,	Administration	Legal/ Legislative	GC 34090	CU + 4	Archive per Records Management Policy
Appeals, Civil		ADMIN089	OCA	Administration	Legal/ Legislative	CCP 583.320(a)(3); GC 34090	CU + 3	Destroy or Delete after retention period
Applications for Boards, Commissions: Appointed	Selected	ADMIN091	OCM	Administration	Legal/ Legislative	GC 34090; GC 40801	T + 5	Destroy or Delete after retention period
Applications for Boards, Commissions: Not appointed	Not selected. Examples: applications; rejection letters; etc.	ADMIN090	OCM	Administration	Legal/ Legislative	GC 34090	CL + 2	Destroy or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Articles of Incorporation		ADMIN092	OCM	Administration	Legal/ Legislative	GC 34090; CCP 337.2	P	Archive per Records Management Policy
Case Index of Attorney Case Notations	Including notations on activities related to case	ADMIN098	OCA	Administration	Legal/ Legislative	GC 6254	L	Destroy or Delete after retention period
Case Logs	From Close of cases listed; Chronological listing of cases	ADMIN093	OCA	Administration	Legal/ Legislative	CCP 337.2; 343	CL + 7	Destroy or Delete after retention period
Case Records	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	ADMIN095	OCA	Administration	Legal/ Legislative	42 USC s1983	CU + 7	Destroy or Delete after retention period
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	Administration	Legal/ Legislative	GC 6254	P	Archive per Records Management Policy
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	All Applicable Departments: CDD, DCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	Legal/ Legislative	CCP 337.2, 343; GC 34090	T + 5	Recycle or Delete after retention period
Contracts and Agreements Including Capital Improvement	Construction. Examples: capital improvement project contracts	ADMIN097	FIN, OCM	Administration	Legal/ Legislative	H&S 19850; GC 34090	P	Archive after 5 years
Delegation visits	Records of visiting delegations	ADMIN182	OCM	Administration	Legal/ Legislative	GC 34090	CU + 2	Recycle or Delete after retention period
Intergovernmental Relations (IGR): Subject files	IGR Subject files.	ADMIN175	OCM	Administration	Legal/ Legislative	GC 94090	CU + 3	Recycle or Delete after retention period
Legislative Issues	Tracking of legislative issues.	ADMIN172	OCM	Administration	Legal/ Legislative	GC 34090	CU + 2	Recycle or Delete after retention period
Logs, Attorney Service Request	Service request, summaries of monthly requests	ADMIN100	OCA	Administration	Legal/ Legislative	GC 34090	CU + 2	Destroy or Delete after retention period
Minutes: Council, Boards, and Commissions	Official minutes and hearing proceedings of governing body or board, commission or committee. Examples: Minutes of the Council, RDA, LRA and Public Financing Authority minutes; Public Hearings; City boards and commissions; Child Care Advisory Board (CCAB); Community Advisory Committee (CAC)	ADMIN101	All Applicable Departments: CDD, DCS, DPW, HR, LIB, OCM	Administration	Legal/ Legislative	GC 34090(d); GC 36814; GC 40801	P	Archive per Records Management Policy
Minutes: misc.	Minutes of miscellaneous committees, Staff Advisory Committees, staff meetings, etc.	ADMIN101.1	All Applicable Departments: CDD, DCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	Legal/ Legislative	GC 34090	CU + 4	Recycle or Delete after retention period
Notices: Public Meetings	Special meeting notices: City Council, Boards and Commissions	ADMIN102	All Applicable Departments: CDD, DCS, DPW, HR, LIB, OCM	Administration	Legal/ Legislative	GC 34090, 54960.1(c)(1)	P	Archive per Records Management Policy
Opinions	Confidential. Examples: Legal Opinions	ADMIN103	OCA	Administration	Legal/ Legislative	GC 34090	S + 2	Confidential Recycle or Delete after retention period
Ordinances	Legislative actions. Examples: original signed Ordinances; Charter amendments	ADMIN104	OCM	Administration	Legal/ Legislative	GC 34090(d) 40806	P	Archive per Records Management Policy
Petitions: Not election-related	Submitted to legislative bodies. Examples: Neighborhood or special-interest group petitions; not election-related	ADMIN105	OCM	Administration	Legal/ Legislative	GC 34090; GC 50115	CU + 2	Confidential Recycle or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
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	All Applicable Departments: CDD, DCS, DPW, HR, LIB, OCM	Administration	Legal/ Legislative	GC 34090.7; GC 54953.5.(b)	CU + 1	Archive per Records Management Policy
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	Administration	Legal/ Legislative	GC 34090.7	P	Archive per Records Management Policy
Resolutions	Legislative actions. Examples: original signed resolutions	ADMIN106	OCM	Administration	Legal/ Legislative	GC 34090(d) 40801	P	Archive per Records Management Policy
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	Administration	Legal/ Legislative	GC 34090	CU + 2	Recycle or Delete after retention period
State of the City: Awards	Includes prepared State of the City Address by the Mayor, Awards	ADMIN186	OCM	Administration	Legal/ Legislative	GC 34090	P	Archive per Records Management Policy
State of the City: Nominations	Nominations	ADMIN187	OCM	Administration	Legal/ Legislative	GC 34090	CU + 2	Recycle or Delete after retention period
Assessment Districts Documentation	Original documentation	ADMIN108	FIN	Administration	Municipal Clerk	GC 34090	P	Archive after maturity
Inventory, Records	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled. Examples: inventory from Iron Mountain, department logs of records storage	ADMIN109	OCM	Administration	Municipal Clerk	GC 34090; 80 OPS Atty. Gen. 106	S + 4	Recycle or Delete after retention period
Municipal Code	Supplements included	ADMIN110	OCA	Administration	Municipal Clerk	GC 34090	P	Archive per Records Management Policy
Public Records Request	Public Records Requests. Examples: Written requests for public records; subpoena form and any attachments; request forms, logs or documentation	ADMIN111	All Applicable Departments: CDD, DCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	Municipal Clerk	GC 34090	CL + 2	Destroy or Delete after retention period
Records Management Disposition Certification	Documentation of final disposition or records. Examples: records destruction certificate or resolution	ADMIN113	OCM	Administration	Municipal Clerk	GC 34090	P	Archive per Records Management Policy
Records Management Documents	Document includes retrieval, transfers - inactive	ADMIN112	OCM	Administration	Municipal Clerk	GC 34090	CL + 2	Recycle or Delete after retention period
Records Retention Schedules	Resolution adopting records retention and destruction schedule and policies	ADMIN114	OCM	Administration	Municipal Clerk	CCP 343	P	Archive per Records Management Policy
General Administrative Policies and Procedures	All city policies and procedures. Examples: Administrative Policy Manual	ADMIN115	OCM	Administration	Policies/ Procedures	GC 34090	S + 2	Recycle or Delete after retention period
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	Administration	Policies/ Procedures	GC 34090	S + 2	Recycle or Delete after retention period
Public Financing Authority Documentation	All records and documents associated with Public Financing Authority	ADMIN117	FIN	Administration	Public Financing Authority	GC 34090, CCP337.5	CL + 10	Archive per Records Management Policy
Public Financing Authority: Financial Records		ADMIN118	FIN	Administration	Public Financing Authority	GC 34090, 40802, 53901	P	Archive per Records Management Policy
Public Financing Authority: Management Reports		ADMIN119	FIN	Administration	Public Financing Authority	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period
Biographies	Biographies, bios, or vitae for City Council, Mayor, City Manager	ADMIN040	OCM	Administration	Public Information	GC 34090	P	Archive per Records Management Policy

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Brochures, Publications, Newsletter, Bulletins	Miscellaneous publications from departments	ADMIN120	All Applicable Departments: CDD, DCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	Public Information	GC 34090	S + 2	Recycle or Delete after retention period
Brochures, Publications, Newsletter, Bulletins	Examples: Harbinger, Quarterly Report	ADMIN120.1	OCM	Administration	Public Information	GC 34090	P	Archive per Records Management Policy
City Calendar		ADMIN121	OCM	Administration	Public Information	GC 34090	CU + 2	Recycle or Delete after retention period
Media Contact Log	Index of contacts with media	ADMIN122.3	OCM	Administration	Public Information	GC 34090	P	Archive per Records Management Policy
Media Relations	Copy provided to cable, newspaper, radio, message boards, presentations. Examples: City news releases; collection of videos of programs and events; outside press coverage	ADMIN122	OCM	Administration	Public Information	GC 34090	CU + 3	Destroy or Delete after retention period
Media Relations: Candidates	Includes candidate video statements, digital photos and other electronic media	ADMIN122.5	OCM	Administration	Public Information	GC 34090	E + 8	Destroy or Delete after retention period
Media Relations: Photo releases	Written authorization to use or publish photos	ADMIN122.2	OCM	Administration	Public Information	GC 34090	CU + 2	Archive per Records Management Policy
Media Relations: Photos	Examples: Photos; digital photos, video and other electronic media	ADMIN122.1	OCM	Administration	Public Information	GC 34090	P	Archive per Records Management Policy
News Release Log	Index of news releases	ADMIN122.4	OCM	Administration	Public Information	GC 34090	P	Archive per Records Management Policy
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	Administration	Risk Management	29 CFR 1904.2; 29* (* CFR 1904.6) CCP 338	CL + 7	Archive after closure; shred after designated retention period
Bonds, Insurance Policies	Bonds and insurance policies insuring City property and other assets.	ADMIN124	HR, FIN	Administration	Risk Management	CCP 337.2; 343	P	Archive after current
Damage Claims	Paid/Denied. Examples: Claims against the City; liability claims.	ADMIN125	HR	Administration	Risk Management	GC 34090; GC 25105.5	CL + 5	Destroy or Delete after retention period
Incident Reports	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)	ADMIN126	HR	Administration	Risk Management	CCP 338	CL + 7	Recycle or Delete after retention period
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, DPW	Administration	Risk Management	GC 34090	P	Archive per Records Management Policy
Insurance, ACCEL JT Powers Agreement	(Authority California Cities Excess Liability Insurance) B Accreditation/ MOU=s/agreement/agendas	ADMIN127	HR	Administration	Risk Management	GC 34090	P	Archive per Records Management Policy
Insurance, Liability/Property documentation	May include liability, property, Certificates of Participation, deferred, use of facilities	ADMIN129	HR	Administration	Risk Management	GC 34090	P	Archive per Records Management Policy
Insurance, Workers Compensation documentation	Indemnity; PERS -working files - originals with Administrator	ADMIN130	HR	Administration	Risk Management	LC 6410 29 CFR 1910.1020	P	Archive per Records Management Policy
Photographs, Negatives, Film	Related to risk management	ADMIN131	HR	Administration	Risk Management	GC 34090	CL + 2	Destroy or Delete after retention period
Risk Management Reports	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	ADMIN132	HR	Administration	Risk Management	29 CFR1904.4; GC 34090	CL + 5	Destroy or Delete after retention period
Workers Compensation Documentation	Claim Files, Reports, Incidents (working files) originals filed with Administrator	ADMIN133	HR	Administration	Risk Management	8 CCR 15400.2; 29 CFR 1904.33	P	Archive per Records Management Policy
Benchmark Data	Horizontal, vertical & control	DEV001	DPW	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period
Bids & Proposals (Unsuccessful)		DEV002	FIN	Development	Administration	GC 34090(d)	CL + 2	Destroy or Delete after retention period
Bonds: Development	Housing; Industrial Development	DEV003	CDD-Planning	Development	Administration	CCP 337.5	CL + 10	Recycle or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
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	Development	Administration	GC 34090	CL + 2	Recycle or Delete after retention period
Code Books	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements	DEV005	All Applicable Departments: CDD, DPS, DPW, OCA, OCM	Development	Administration	GC 34090e, Sunnysvale Municipal Code	P	Archive per Records Management Policy
Contractor Listing	Current listing	DEV006	DPW, FIN, CDD-Building	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period
Correspondence: Development Administration	Working documentation	DEV007	CDD-Housing	Development	Administration	GC 34090(d)	CU + 2; HUD Correspondence: CU+5	Recycle or Delete after retention period
Development Agreements	Infrastructure contracts, franchises.	DEV009	DPW	Development	Administration	CCP337, 337.1(a), 337.15; GC 34090; 4 8 CFR 4.703	P	Archive per Records Management Policy
Development Conditions, Mitigation	Mitigation measures; filed with case files	DEV008	CDD-Planning	Development	Administration	GC 34090	L	Recycle or Delete after retention period
Development Standards	Landscape mediums, parkway landscape development, public works construction	DEV010	DPW	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy
Drawings, Project Plan	Does not include those usually filed with case or project	DEV011	DPW, CDD-Planning	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period
Franchises	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/pr involving construction of improvements	DEV012	DPW	Development	Administration	GC 65864, GC 65869.5, GC 34090* (*CCP 337.2, 343)	P	Archive per Records Management Policy
General Subject Files	Internal working files including correspondence	DEV013	CDD-Planning	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period
Grants: Community/Urban Development (includes CDBG)	Project files, contracts, proposals, statements, reports, sub-recipient docket, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128 HUD regulations	DEV014	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
Historic Preservation Inventory	Historic structures & landmarks	DEV015	CDD-Planning	Development	Administration	GC 34090(d)	P	Archive per Records Management Policy
Incident Files	Emergency Call Outs	DEV016	DPS	Development	Administration	GC 34090(d)	CL + 2	Recycle or Delete after retention period
Land Uses, Nonconforming	Building or site usage which does not conform to current standards	DEV017	DPW, CDD-Planning	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy
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	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy
Master Plans, Annual	Special or long range program plan for municipalities – coordination of services; strategic planning	DEV020	DPW	Development	Administration	GC 34090	S + 2	Recycle or Delete after retention period
Permits, Construction	Plans, building, signs, grading, encroachment, including blueprints and specifications	DEV021	DPW, CDD-Building	Development	Administration	GC 34090(a); H&S19850; GC 4003; GC 4004	P	Archive per Records Management Policy
Permits, Other	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.	DEV022	CDD-Building	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy
Photographs	Example: Aerial photographs, Real Estate	DEV023	DPW	Development	Administration	GC 34090(d)	S + 2	Recycle or Delete after retention period
Projects, Not Completed or Denied	Building, engineering, planning	DEV024	DPW, CDD-Building	Development	Administration	GC 34090(d)	CL + 2	Recycle or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Seismic Retrofit Program	Includes Certificates of Compliance	DEV026	CDD - Building	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy
Street Names and House Numbers Designation and Status	Street dedications, closings, address assignment/changes	DEV027	CDD-Building	Development	Administration	GC 34090a, Sunnysvale Municipal Code	P	Archive per Records Management Policy
Studies, Special Projects & Areas	Engineering, joint powers, noise, transportation	DEV028	DPW, OCM, CDD-	Development	Administration	GC 34090(d)	CL + 2	Recycle or Delete after retention period
Surveys, land/Structure	Recording data and maps	DEV029	DPW	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy
Blueprints and Specifications	Submitted by contractors with application for permit and builds for Certificate of Occupancy	DEV030	CDD-Building	Development	Building	GC 34090(d)	CL + 2	Recycle or Delete after retention period
Certificates of Compliance and Occupancy	Compliance, elevation, occupancy which affect real property	DEV031	CDD-Building	Development	Building	GC 34090(a); H&S 19850	P	Archive per Records Management Policy
Construction (Approved)	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds	DEV032	CDD-Building	Development	Building	GC 34090(a); GC 4003; GC 4004; H&S 19850, 19853	P	Archive per Records Management Policy
Inspection Documentation	Correspondence, fees, appeal requests, reports	DEV033	CDD-Building, DPW-	Development	Building	GC 34090(d)	P	Archive per Records Management Policy
Permits	Plans, building, signs, grading, encroachment permits	DEV034	CDD-Building	Development	Building	GC 34090; H&S 19850; GC 4003; GC 4004	P	Archive per Records Management Policy
Abandoned Vehicles documentation		DEV036	DPS	Development	Code Enforcement	GC 34090(d)	CL + 2	Recycle or Delete after retention period
Case Files	Building, housing, zoning code violation records including inspections	DEV037	OCA, CDD-Neighborhood Preservation	Development	Code Enforcement	GC 34090(d)	CL + 2	Confidential Recycle or Delete after retention period
Liens & Releases: Recorded Liens & Releases	Utilities, abatement, licenses. Record of information and correspondence for properties which receive a tax roll lien	DEV038.1	FIN	Development	Code Enforcement	GC 34090	P	Archive per Records Management Policy
Liens & Releases: Supporting Recorded Documentation	Utilities, abatement, licenses. Record of information and correspondence for properties which receive a tax roll lien	DEV038	FIN	Development	Code Enforcement	GC 34090	CL + 2	Destroy or Delete after retention period
Logs	Complaints, citations, hearings, lien recovery, abatements	DEV039	CDD-Neighborhood Preservation, DPW-Environmental Div, Pretreatment Section	Development	Code Enforcement	GC 34090(d)	CU + 6	Recycle or Delete after retention period
Regulations	Includes rules, codes, policy	DEV040	CDD-Neighborhood Preservation	Development	Code Enforcement	GC 34090(d)	S + 2	Recycle or Delete after retention period
Capital Improvement Projects Documentation	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, blueprints, drawings, maps, etc.	DEV043	All Applicable Departments, CDD, DCS, DPW, ITD	Development	Engineering	CC337.15	CL + 10	Recycle or Delete after retention period
Construction Tracking, Daily Logs and Reports	Assesses value of real property	DEV044	DPW, CDD-Building	Development	Engineering	CC337.15	P	Archive per Records Management Policy
Drawings: Traffic Control Plan	Signs, signing & striping, road construction	DEV045	DPW, CDD-Planning	Development	Engineering	GC 34090(a)	P	Archive per Records Management Policy
Flood Control Documents	Storm Drains	DEV046	DPW-Administration	Development	Engineering	GC 34090(d)	CL + 2	Recycle or Delete after retention period
Special Districts Documentation	Supporting documents re: improvement, lighting, underground utility, bonds, taxes & construction	DEV047	DPW	Development	Engineering	GC 34090(a)	P	Archive per Records Management Policy
Traffic Signal Logs	Counts, collisions, accidents	DEV049	DPW, DPS	Development	Engineering	GC 34090(d)	CL + 2	Recycle or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Air Quality (AQMD) Documents and Programs	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative	DEV050	DPW	Development	Environmental Quality	CCP 338(k); GC 34090	CU + 7	Recycle or Delete after retention period
Asbestos Documentation	Documents abatement projects, public buildings	DEV051	DCS, HR CDD-Building	Development	Environmental Quality	GC 34090(a)	P	Archive per Records Management Policy
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	DPW, DCS, CDD-Planning, OCM	Development	Environmental Quality	GC 34090(a) + CEQA Guidelines	P	Archive per Records Management Policy
Congestion Management Programs	Ride sharing, trip reduction	DEV053	OCM, DPW-Traffic	Development	Environmental Quality	GC 34090(d)	CU + 2	Recycle or Delete after retention period
Environmental Review Information	Correspondence, consultants, issues, water and energy conservation records	DEV054	DCS, DPW, CDD-	Development	Environmental Quality	GC 34090(d)	CU + 6	Recycle or Delete after retention period
Pest Control Documentation	Pesticide applications, inspections and sampling, chemical usage records, Material Safety Data Sheet	DEV055	DPS, DCS	Development	Environmental Quality	GC 34090(d)	CU + 2	Recycle or Delete after retention period
Soil Reports	Final Reports	DEV057	DPW	Development	Environmental Quality	GC 34090(d)	P	Archive per Records Management Policy
Soil: Analysis, Findings, and Recommendations Documentation	Analysis, construction recommendations	DEV056	DPW	Development	Environmental Quality	GC 34090(d)	CL + 2	Recycle or Delete after retention period
Bond Documents	Revenue Bond Documentation	DEV058	CDD-Housing	Development	Housing	CCP 337	CL + 4	Destroy or Delete after retention period
Bond Issues		DEV061	CDD-Housing	Development	Housing	GC 43900 et seq.	P	Archive per Records Management Policy
Budget: Redevelopment Budgets	Includes annual audit	DEV060	FIN, CDD-RDA	Development	Housing	GC 34090, 40802, 53901	P	Archive per Records Management Policy
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-Housing	Development	Housing	24 CFR 570.502; 24 CFR 85.42	CL + 3	Recycle or Delete after retention period
Capital Improvements, Construction	Contains records regarding planning, design, construction, conversion or modification of local government-owned facilities, structures and systems	DEV062	DCS, DPW, CDD-Planning	Development	Municipal Facility	GC 34090; GC 4004; H&S 19850	P	Archive per Records Management Policy
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	DCS, CDD-Building Safety, OCM-Facilities	Development	Municipal Facility	GC 34090(d)	CU + 2	Recycle or Delete after retention period
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	DCS, CDD-Building Safety	Development	Municipal Facility	GC 34090	CU + 2	Recycle or Delete after retention period
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-Planning	Development	Planning	GC 34909a; H&S 19850; GC 4003; GC 4004	P	Archive per Records Management Policy
Certificates: Building	Retain during life of structure	DEV066	CDD-Building	Development	Planning	GC 34090	L	Recycle or Delete after retention period
General Plan Amendments, Approved and Denied		DEV069	CDD-Planning	Development	Planning	GC 34090 GC 65103; GC 50110	P	CL+2, then archive P
General Plan and Elements	Includes sphere of influence	DEV068	CDD-Planning	Development	Planning	GC 34090	P	Archive per Records Management Policy
Interpretations		DEV070	CDD-Planning	Development	Planning	GC 34090	P	Archive per Records Management Policy
Maps, Plans, Drawings, Exhibits, Photos	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans	DEV071	DPW, CDD-Planning	Development	Planning	GC 34090; H&S 19850; GC 34090.7	P	Archive per Records Management Policy

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Abandonment Documentation	Buildings, Condemnation, Demolition	DEV072	DPW, CDD-Building	Development	Property	GC 34090(a)	P	Archive per Records Management Policy
Acquisition/ Disposition Documentation	Supporting documents re: sale, purchase, exchange, lease or rental of property by City	DEV073	DPW	Development	Property	GC 34090(a); GC 6254	CL + 10	Recycle or Delete after retention period
Annexation Case Files	Reports, agreements, public notices	DEV074	OCM, CDD-Planning	Development	Property	GC 34090(a)	P	Archive per Records Management Policy
Appraisals	Exempt until final acquisition or contract agreement obtained	DEV075	DPW	Development	Property	GC 34090; GC 6254(h)	CL + 2	Recycle or Delete after retention period
Deeds & Promissory Notes		DEV076	DPW, OCA, CDD-Housing, OCM	Development	Property	GC 34090(a); 24 CFR 570.502; 24 CFR 85.42	P	Archive per Records Management Policy
Lot Split Cases		DEV078	DPW	Development	Property	GC 34090	P	Archive per Records Management Policy
Maps of City Boundaries	Recorded maps, surveys, monuments	DEV077	DPW	Development	Property	GC 34090(a)	P	Archive per Records Management Policy
Relocation Files (Redevelopment)	e.g., Redevelopment	DEV079	CDD-RDA	Development	Property	GC 34090	CL + 2	Recycle or Delete after retention period
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	Finance	Accounting	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period
Accounts Receivable	Documentation of Accounts Receivable accounts.	FIN002	FIN	Finance	Accounting	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period
Applications, Utility	Utility connections, disconnects, registers, service. Backup for RY service provided to disabled residents	FIN003	FIN, DPW	Finance	Accounting	GC 34090	CL + 7	Destroy or Delete after retention period
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	Finance	Accounting	GC 34090; 26 CFR 16001-1	AU + 5	Destroy or Delete after retention period
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	Finance	Accounting	GC 34090	AU + 2	Destroy or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
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	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
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	Finance	Accounting	GC 34090	AU + 4	Destroy or Delete after retention period
Checks	Includes payroll, canceled & voided checks (only those issued from the General account)	FIN009	FIN	Finance	Accounting	GC 34090; CCP 337	AU + 6	Destroy or Delete after retention period
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	Finance	Accounting	GC 34090; CCP 337	AU + 5	Destroy or Delete after retention period
General Ledger	City financial accounts and the record of transactions posted to them	FIN013	FIN	Finance	Accounting	GC 34090; CCP 337	P	Archive per Records Management Policy
Invoices	Copies sent for fees owed, billing, related documents. Backup for outsource bill print vendor payments, specialty garbage payments, etc.	FIN011	FIN	Finance	Accounting	GC 34090	AU + 2	Destroy or Delete after retention period
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	Finance	Accounting	GC 34090	CU + 7	Destroy or Delete after retention period
Miscellaneous Returned Items	All documentation related to checks bounced to the City that are processed by the cashier.	FIN050	FIN	Finance	Accounting		AU + 5	Shred
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	Finance	Accounting	CCP338	AU + 3	Destroy or Delete after retention period
Budget: Adopted	Adopted budget, and all records pertaining to the adopted budget.	FIN019	FIN	Finance	Administrative Services	GC 34090	P	Archive per Records Management Policy
Budget: Operating (copies)	Departmental Reference. Examples: departmental copy of current budget; rental rate schedules; performance budgeting structure related reports, PAMS, PABS	FIN017	All Applicable Departments: CDD, DCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Finance	Administrative Services	GC 34090	S	Destroy or Delete after retention period
Purchasing cardholder documents	Folder for each cardholder containing user agreement.	FIN051	FIN	Finance	Administrative Services	GC 34090; CCP 337	T + 4	Shred
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	Finance	Fixed Assets	GC 34090; 26 CFR 301 6501(a)	AU + 4	Save electronically after retention period
Surplus Property: Auction	Listing of property	FIN022	FIN	Finance	Fixed Assets	GC 34090	AU + 2	Destroy or Delete after retention period
Surplus Property: Disposal	Sealed bid sales of equipment; Back up related to disposal including deposit receipts, sales transaction	FIN023	FIN	Finance	Fixed Assets	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Vehicle Ownership & Title	Title transfers when vehicle sold	FIN024	FIN, DPW	Finance	Fixed Assets	VC 9900 et seq.	L	Recycle or Delete after retention period
Business License	Paid & reports. Also includes Bingo license paperwork.	FIN025	FIN	Finance	License	GC 34090; CCP 337	T + 4	Destroy or Delete after retention period
Adjustments, Payroll	Payroll adjustments from previous payrolls	FIN026	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
Employee Time Sheets	Signed by employee for audit & FEMA Reports. Examples: Overtime reports; time cards	FIN027	All Applicable Departments: CDD, DCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	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
Register, Payroll	Bi-weekly payroll audit reports, check register, pay register, empdist report, leave reports, employee contributions to PERS: ACH records	FIN029	FIN	Finance	Payroll	GC 34090; GC 37207 , 22 CCR 1085-2	P	Archive per Records Management Policy
Salary Records	Deduction authorization, beneficiary designations, unemployment claims, garnishments (Includes Independent Contractor forms submitted to EDD reporting wages paid and address)	FIN030	FIN	Finance	Payroll	GC 34090; 29 CFR 516.2; 29 CFR 516.6	T + 3	Destroy or Delete after retention period
Bids, RFQ's, RFP's	Requests for Qualifications; Requests for Proposals regarding goods and services (both successful and unsuccessful)	FIN031	FIN	Finance	Purchasing	GC 34090; CCP 337	AU + 6	Destroy or Delete after retention period
Requisitions: Purchase Orders	Original documents	FIN033	FIN	Finance	Purchasing	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period
Vendor Register	Alpha vendor listing of purchase orders, invoices, account numbers and check date. Backup for customers we regularly correspond with	FIN035	FIN	Finance	Purchasing	GC 34090	CU + 7	Archive per Records Management Policy
Audits	Single Audit Report, TDA Report, SMART Station, Asset Forfeiture, Prop 172, Library Certification, SLESF	FIN036	FIN	Finance	Reports	GC 34090	P	Archive per Records Management Policy
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	Finance	Reports	GC 34090	AU + 5	Shred
Deferred Compensation	Records of employee contributions and city payments; PERS Employee Deduction Reports	FIN037	FIN, HR	Finance	Reports	GC 34090; 26 CFR 1.6001-1* (*29 CFR 1627.3(2))	T + 5	Destroy or Delete after retention period
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	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
Financial, Annual	Comprehensive Annual Financial Report (CAFR)	FIN039	FIN	Finance	Reports	GC 34090.7	P	Archive per Records Management Policy
Investment Reports	Monthly reports of Investment Portfolio performance	FIN053	FIN	Finance	Reports	GC 34090	P	Archive per Records Management Policy
Investment Transactions	Summary of transactions, inventory & earnings report. Investment transaction files.	FIN040	FIN	Finance	Reports	GC 34090; CCP 337; GC 53607	T + 7	Archive per Records Management Policy
Meter Reading	Service on and off work orders, re-reads, lock offs, etc.	FIN042	FIN	Finance	Reports	GC 34090	CU + 2	Destroy or Delete after retention period
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	Finance	Reports	GC 34090	CU + 2	Archive per Records Management Policy

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Statement of Indebtedness	Annually required regulatory report to the State and County reporting the City's RDA debt and cumulative tax increment	FIN054	FIN	Finance	Reports	GC 34090	CU + 3 Permanent for electronic	Destroy paper files after retention period
Utility Rebates		FIN044	FIN	Finance	Reports	GC 34090	CU + 2	Destroy or Delete after retention period
Bank Statements	Workpapers and documentation for miscellaneous bank adjustments; bank redemption, credit card merchant fee statements, and credit card chargeback. Documentation for all city bank accounts.	FIN045	FIN	Finance	Treasurer	FC 3368, 30210; GC 43900 et seq.	AU + 5	Destroy or Delete after retention period
Bonds: Account Statements	Monthly statement of transactions.	FIN047	FIN	Finance	Treasurer	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period
Bonds: Administration, Policies and Procedures	Supporting documents	FIN048	FIN	Finance	Treasurer	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period
Bonds: Bonds and Coupons Paid or Canceled		FIN049	FIN	Finance	Treasurer	GC 34090; 53921; CCP 337.5	CL + 10	Destroy or Delete after retention period
Mutual Aid, Strategic Plans		PS001	DPS	Public Safety	Emergency Management	GC 34090	S + 2	Destroy or Delete after retention period
Books, Fire Code	Include OPS manuals	PS002	DPS	Public Safety	Fire Safety Administration	GC 34090.7 CCP 340.5	S + 3	Recycle or Delete after retention period
General Orders, Policies/Procedures		PS003	DPS	Public Safety	Fire Safety Administration	GC 34090	P	Archive per Records Management Policy
Inspections, Fire Prevention	Alarm/sprinkler systems, prevention efforts	PS004	DPS, CDD-Building	Public Safety	Fire Safety Administration	CA FIRE CODE 104.6.2	CL + 5	Destroy or Delete after retention period
Investigations, Evidence of Arson	Support prosecution resulting in homicide	PS005	DPS	Public Safety	Fire Safety Administration	PC 799	P	Archive per Records Management Policy
Investigations, Evidence of Arson	Great bodily harm, inhabited structure or property	PS006	DPS	Public Safety	Fire Safety Administration	PC 800	CL + 6	Destroy or Delete after retention period
Journals, Fire Station	Activities, personnel, engine company	PS007	DPS	Public Safety	Fire Safety Administration	GC 34090	CU + 2	Destroy or Delete after retention period
Permits, Uniform Fire Code		PS008	DPS	Public Safety	Fire Safety Administration	GC 34090	CL + 2	Destroy or Delete after retention period
Exposure, Collection of Samplings	Sampling results, collection methodology, background	PS009	DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020	T + 30	Destroy or Delete after retention period
Exposure, Sampling Results	Laboratory reports and worksheets	PS010	DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020	T + 1	Destroy or Delete after retention period
Medical		PS011	DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020	T + 30	Destroy or Delete after retention period
Medical: Employed Less than 1 year	Employees less than one year	PS012	DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020; GC 34090	T + 2	Destroy or Delete after retention period
Training	Certifications/designations	PS013	DPS	Public Safety	Fire Safety Personnel	GC 34090; POST	T + 2	Destroy or Delete after retention period
Apparatus/Vehicle Maintenance Documentation	Repair and Maintenance	PS014	DPS	Public Safety	Fire Safety Property	GC 34090 (*8 CAL Code Reg. 3203 (b) (1))	CU + 2	Destroy or Delete after retention period
Inventory, Equipment & Supplies		PS015	DPS	Public Safety	Fire Safety Property	GC 34090	CU + 2	Destroy or Delete after retention period
Logs of Fire Equipment/Gear		PS016	DPS	Public Safety	Fire Safety Property	GC 34090	CU + 2	Destroy or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Fire, Non-arson and Logs		PS019	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
Incident Logs	Dispatch and daily logs	PS017	DPS	Public Safety	Fire Safety Reports	GC 34090; CCP338 * (*CCP 340.5)	CL + 3	Destroy or Delete after retention period
Investigations, Evidence of Arson	Structure	PS020	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
Weed Abatement Documentation	Reports, assessments, resolutions, documentation	PS021	DPS, DPW	Public Safety	Fire Safety Reports	GC 34090	CL + 2	Destroy or Delete after retention period
Hazardous Waste Disposal Documentation	Documentation re handling and disposal of hazardous waste	PS022	DPS, DPW	Public Safety	Hazardous Materials	CAL OSHA; 40 CFR 122.21	CU + 10	Destroy or Delete after retention period
Permits, Hazardous Materials Storage	Departments consistently recommend permanent retention of documentation of environmentally sensitive materials; MSDS (Material Safety Data Sheets)	PS023	DPS, DPW, CDD-Building Safety	Public Safety	Hazardous Materials	GC 34090	CU + 2	Recycle or Delete after retention period
Programs, Household Hazardous Waste		PS024	DPS, DPW	Public Safety	Hazardous Materials	GC 34090	S + 2	Destroy or Delete after retention period
Training Materials	Standards and Administration	PS025	DPS, DPW	Public Safety	Hazardous Materials	8 CCR 3204(d)	S + 2	Destroy or Delete after retention period
Underground Storage Tank - Compliance	Documents re: storage	PS026	DPS, DPW, OCM-Fleet	Public Safety	Hazardous Materials	GC 34090(a)	P	Archive per Records Management Policy
Underground Storage Tank Compliance Maintenance & Operation Documentation	Location, installation, removal, remediation	PS027	DPW, OCM-Fleet	Public Safety	Hazardous Materials	GC 34090	CU + 2	Destroy or Delete after retention period
Accounting/Cash Reconciliation		PS028	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period
Alarm Records		PS029	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period
Chemical Emissions		PS035	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period
Chemical Emissions Survey and Response Files/Documents	Surveys, responses, correspondence with other agencies requesting statistical data	PS036	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period
Claim Files (Citizen) for Police Incidents	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens	PS030	DPS	Public Safety	Law Enforcement Administration	PC 832.5	CL + 6	Destroy or Delete after retention period
Department Manual	Changes to manual are recorded in the General Orders (permanent)	PS031	DPS	Public Safety	Law Enforcement Administration	GC 34090	S + 2	Destroy or Delete after retention period
Equipment: Inventory	Listing of equipment assigned to division, to whom it is assigned	PS033	DPS	Public Safety	Law Enforcement Administration	GC 34090	S + 2	Destroy or Delete after retention period
Equipment: Manuals and Use Instructions	Retained until termination of equipment use; Manuals, instructions, procedures	PS032	DPS	Public Safety	Law Enforcement Administration	GC 34090	T + 2	Destroy or Delete after retention period
General Orders/Policies and Procedures		PS112	DPS	Public Safety	Law Enforcement Administration	GC 34090	P	Archive per Records Management Policy
Reports: Activity	Weekly/monthly/quarterly/ annual activity/statistical reports by division. Retain only one form for retention period	PS034	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
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	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
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	Public Safety	Law Enforcement Investigations	H&S 11361.5 (c)	Mandatory Destruction (Upon notice from Department of Justice)	Refer to Legal Authority
Asset Forfeiture: Investigations/ Proceedings Case File		PS038	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period
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	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period
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	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period
Case Files: Investigators' (Homicide)		PS041	DPS	Public Safety	Law Enforcement Investigations	PC 799	P	Archive per Records Management Policy
Case Files: Narcotics (No arrest, Narcotics Cases)	Retained by division until no longer useful for investigative purposes	PS042	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period
Case Files: Officer Involved Shooting		PS043	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 25	Destroy or Delete after retention period
Court: Daily Schedule	Printouts of daily court scheduling	PS044	DPS	Public Safety	Law Enforcement Investigations	GC 34090.7	CU + 1	Destroy or Delete after retention period
Court: Sign-In Logs (Officer Names)	Logs officers' names, time in/out for court appearances	PS045	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period
Court: Tracking System Records	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition	PS046	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period
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	Public Safety	Law Enforcement Investigations	PC 800	CU + 6	Destroy or Delete after retention period
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	Public Safety	Law Enforcement Investigations	PC 801	CU + 3	Destroy or Delete after retention period
Crimes: Misdemeanor / Infractions	No arrests, identifiable property or missing persons (See: Note 1)	PS080	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period
Crimes: Misdemeanor / Infractions	With arrests, identifiable property or missing persons (See: Note 1)	PS154	DPS	Public Safety	Law Enforcement Investigations	GC 34090	See: Note 1	Destroy or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
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	Public Safety	Law Enforcement Investigations	PC 799	P	Archive per Records Management Policy
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	Public Safety	Law Enforcement Investigations	799 PC	P	Archive per Records Management Policy
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	Public Safety	Law Enforcement Investigations	PC 800; PC 801	AC + 20	Recycle or Delete after retention period
Destruction: Guns		PS082	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
Destruction: Narcotics		PS083	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
Disposition of Arrest/Court Action	Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)	PS084	DPS	Public Safety	Law Enforcement Investigations	GC 34090	Refer to Descriptor	Destroy after designated retention period.
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	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period
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	Public Safety	Law Enforcement Investigations	GC 34090; PC 799	P	Archive per Records Management Policy
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	Public Safety	Law Enforcement Investigations	GC 34090; PC 800	CU + 6	Archive per Records Management Policy
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	Public Safety	Law Enforcement Investigations	GC 34090; PC 801	CU + 3	Archive per Records Management Policy
False Alarm (Duplicate)		PS085	DPS	Public Safety	Law Enforcement Investigations	GC 34090.5	CU + 2	Destroy or Delete after retention period
Fingerprint: Applicants Files	All records related to applicant fingerprinting	PS048	DPS	Public Safety	Law Enforcement Investigations	GC 34090	T + 2	Destroy or Delete after retention period
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	Public Safety	Law Enforcement Investigations	GC 34090; PC 799	P	Archive per Records Management Policy
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	Public Safety	Law Enforcement Investigations	GC 34090; PC 800	CU + 6	Destroy after designated retention period.

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
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	Public Safety	Law Enforcement Investigations	GC 34090; PC 801	CU + 3	Destroy after designated retention period.
Fingerprint: Suspect, Adult/Juvenile	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved	PS051	DPS	Public Safety	Law Enforcement Investigations	Law Enforcement Management Guide by POST	CL	Destroy or Delete after retention period
Guns, Dealers' Records of Sale	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)	PS052	DPS	Public Safety	Law Enforcement Investigations	PC 12070; GC 34090	CU + 6	Destroy or Delete after retention period
Informant Files	Legal notifications, identification information, payment information, activities information	PS053	DPS	Public Safety	Law Enforcement Investigations	GC 34090	T + 10	Destroy or Delete after retention period
Investigations and Findings (Administrative/Internal)	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings	PS037	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
Jail: Daily Logs	Daily report of staffing, bookings/releases, transfers, transportation	PS054	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 6	Destroy or Delete after retention period
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	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
Jail: Inspection Files	Inspections by various agencies	PS056	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 6	Destroy or Delete after retention period
Jail: Surveys	Prepared quarterly, forwarded to State Board of Corrections	PS057	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period
Licenses: Bicycle		PS058	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period
Licenses: Business License Review Board Administrative Files		PS060	CDD-Planning	Public Safety	Law Enforcement Investigations	GC 34090	T + 2	Destroy or Delete after retention period
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	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period
Logs: Report Summary	Report numbers, type, names, dates retained for research value	PS066	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period
Logs: Auto Theft		PS062	DPS	Public Safety	Law Enforcement Investigations	GC 34090	S + 2	Destroy or Delete after retention period
Logs: Case Assignment		PS063	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period
Logs: Daily Activity		PS064	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period
Logs: Investigative (Pre-Arrest)	Retained by division until cases are suspended and closed	PS067	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 10	Destroy or Delete after retention period
Logs: Juvenile Detention	Logs document juvenile processing per CYA	PS068	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period
Logs: Rap Sheet	Requests for criminal history	PS070	DPS	Public Safety	Law Enforcement Investigations	GC 34090; 11 CCR 702; 11 CCR 707 (c)	CL + 3	Destroy or Delete after retention period
Logs: Subpoena	Subpoenas received/served daily; Officer appearance, Criminal case- witness appearance or civil subpoena documents	PS071	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Pawn Slips/Tickets		PS072	DPS	Public Safety	Law Enforcement Investigations	B&P 21633	CU + 3	Destroy or Delete after retention period
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	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
Photographs- Booking photos	Photographs - booking photos for offenses prosecuted under PC 799	PS075	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 799	P	Archive per Records Management Policy
Photographs- Booking photos	Photographs - booking photos for offenses prosecuted under PC 800 and PC 801	PS075.1	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 800; PC 801	CU + 20	Destroy or Delete after retention period
Property (Original) Documentation	ALL case file documentation related to Items of Property	PS087	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
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	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period
Range (Firing) Inventory	Quarterly reports of inventories of weapons and ammunition held by Department Range	PS088	DPS	Public Safety	Law Enforcement Investigations	GC 34090	S + 2	Destroy or Delete after retention period
Registration Files, Arson, Sex and Narcotics	Fingerprint Card, photo, information also forwarded to DOJ	PS076	DPS	Public Safety	Law Enforcement Investigations	GC 34090	L ; Life of registrant within jurisdiction	Refer to Legal Authority
Research Project Files	May include request forms, background materials, staff reports, final project reports and supporting data	PS092	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period
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	Public Safety	Law Enforcement Investigations	PC 851.8	Mandatory Destruction Upon and Pursuant to Court Order	Refer to Legal Authority
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	Public Safety	Law Enforcement Investigations	WIC 826 (a) & (b) WIC 781 (a)	Mandatory Destruction Upon and Pursuant to Court Order	Refer to Legal Authority
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	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
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	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period
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	Public Safety	Law Enforcement Investigations	GC 34090.6	CU + 180 days	Destroy or Delete after retention period
Tapes: Surveillance/Security Video	Surveillance/Security video: Jail, MVAR	PS097	DPS	Public Safety	Law Enforcement Investigations	GC 34090.6	CU + 13 mos.	Destroy or Delete after retention period
Use of Force Supervisory Review Files	Includes review forms, arrest report copies, logs	PS098	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period
Warrants	Includes Warrant Service Information	PS101	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU; DPS retains until served then goes back to the court	DPS retains until served then goes back to the court
Warrants: Felony	Recommended by the California Law Enforcement Warrant Officer's Association	PS099	DPS	Public Safety	Law Enforcement Investigations	GC 34090	Until served or recalled. Recall after 10 years. Exception: Murder/ escape	
Warrants: Misdemeanor Criminal	Recommended by the California Law Enforcement Warrant Officer's Association	PS100	DPS	Public Safety	Law Enforcement Investigations	GC 34090	Until served or recalled. Recall after 5 years	
Cards: Dispatch		PS103	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period
Cards: Field Interview		PS104	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CL + 2	Destroy or Delete after retention period
Citations: 11357(e), Juvenile		PS105	DPS	Public Safety	Law Enforcement Patrol	11361.5 H&S	CL + 2	Destroy or Delete after retention period
Citations: 11357b H&S, 11357c H&S, 11360b H&S Violations		PS106	DPS	Public Safety	Law Enforcement Patrol	11361.5 H&S*	CL + 2	Destroy or Delete after retention period
Citations: Cite and Release		PS107	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CL + 2	Destroy or Delete after retention period
Citations: Parking/Traffic, Duplicates	Originals are forwarded to court after agency processing; includes citations electronically created	PS109	DPS	Public Safety	Law Enforcement Patrol	GC 34090.7	CU + 2	Destroy or Delete after retention period
Citations: California Vehicle Code Infractions (Duplicates)	Original is forwarded to court.	PS108	DPS	Public Safety	Law Enforcement Patrol	GC 34090.5	CU + 90 days	Destroy or Delete after retention period
Citations: Transmittals	Listing of citations forwarded to court, filed for reference	PS110	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period
Equipment Radio Logs (Communication)	Documents problems, malfunctions, resolution to provide equipment performance history	PS111	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period
Patrol Requests (Correspondence)	From citizens for patrol presence	PS113	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Radar Calibration Records	Documentation of Radar instruments retained during use/ownership	PS114	DPS	Public Safety	Law Enforcement Patrol	GC 34090	T + 2	Destroy or Delete after retention period
Reports: Repossession/Private Impounds		PS119	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period
Reports: Service Schedules		PS120	DPS	Public Safety	Law Enforcement Patrol	GC 34090	S + 2	Destroy or Delete after retention period
Reports: Traffic Accident	Traffic Accident Reports	PS115	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CL + 2	Destroy or Delete after retention period
Reports: Traffic Collision Fatalities		PS116	DPS	Public Safety	Law Enforcement Patrol	GC 34090	P	Archive per Records Management Policy
Vehicle Assignment Reports	Record of assignments	PS117	DPS	Public Safety	Law Enforcement Patrol	GC 34090	S + 2	Destroy or Delete after retention period
Vehicle Down Reports	Printouts reporting which vehicles are down for repair, maintenance, etc.	PS118	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period
Vests, Bulletproof Letters/Authorization	Authorization to purchase	PS121	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period
Warrants: Parking	Recommended by the California Law Enforcement Warrant Officer's Association	PS122	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
Warrants: Traffic	Recommended by the California Law Enforcement Warrant Officer's Association	PS123	DPS	Public Safety	Law Enforcement Patrol	GC 34090 Recommended by the California Law Enforcement Warrant Officer's Association	Recall after 5 years	
Weapons Database	Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports	PS124	DPS	Public Safety	Law Enforcement Patrol	GC 34090	P	Archive per Records Management Policy
Chemicals/Film Inventories		PS125	DPS	Public Safety	Law Enforcement Services	GC 34090	S + 2	Destroy or Delete after retention period
Employee Grievance Files	Grievance filed by employees, supporting documentation	PS128	DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 2	Destroy or Delete after retention period
Investigations: Background for Hired Personnel	Include original reports re: PC 832.5 investigations	PS130	DPS	Public Safety	Law Enforcement Services	PC 832.5	P	Archive per Records Management Policy
Investigations: Background for Non-Hired Personnel	Non hired	PS129	DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 2	Destroy or Delete after retention period
Parades & Special Events File	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation	PS131	DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 2	Destroy or Delete after retention period
Permits: Alcoholic Beverage Control License	Approval process	PS132	DPS	Public Safety	Law Enforcement Services	GC 34090	L + 2	Destroy or Delete after retention period
Permits: Concealed Weapons		PS133	DPS	Public Safety	Law Enforcement Services	GC 34090 12031PC; PC 12050-PC 12053	CL + 2	Destroy or Delete after retention period
Personnel Rosters (Divisional)	Personnel assigned to division.	PS143	DPS	Public Safety	Law Enforcement Services	GC 34090	S + 2	Destroy or Delete after retention period
Photographs: Misc.	Not case-related (Public relations, promotions, events, ceremonies, staff photos, digital photo file)	PS136	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Photographs: Personnel -Includes ID Cards	Includes ID Cards	PS134	DPS	Public Safety	Law Enforcement Services	GC 34090	S + 2	Destroy or Delete after retention period
Press Releases	Copy or original retained with case file if applicable; Desk Officer news releases	PS137	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period
Press, Video Programs (Community Relations)	Collection of videos of programs and events; outside press coverage of department	PS138	DPS, OCM	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period
Property Documentation for Pawn Broker/Secondhand Dealer	Sales, slips. Dealer required to file duplicate with agency	PS140	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period
Property Files	Original reports and supplemental documentation	PS139	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2 ; retain until final adjudication	Destroy or Delete after retention period
Reports: Dealer of Gun Sales, Duplicate	Original maintained by DOJ. Dealer required to file duplicate with agency	PS141	DPS	Public Safety	Law Enforcement Services	GC 34090.7	CU + 6 mos.	Destroy or Delete after retention period
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	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
Schedules: Officers' Daily Schedule	Schedules of Officers on duty	PS144	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period
Schedules: Watch Assignment/ Timekeeping Records		PS145	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period
Speaker Requests	Community and business requests for public appearances, speakers	PS146	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period
Tests, Densitometer Results (Photo Lab)	Daily tests of development chemicals/processes for quality control.	PS147	DPS	Public Safety	Law Enforcement Services	GC 34090	T + 2	Destroy or Delete after retention period
Training: Personnel (by name)	Paperwork documenting officers' internal and external training	PS151	DPS, HR	Public Safety	Law Enforcement Services	GC 34090; POST	T + 7	Destroy or Delete after retention period
Training: Bulletins		PS148	DPS	Public Safety	Law Enforcement Services	GC 34090	P	Archive per Records Management Policy
Training: Event Files	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents	PS149	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period
Training: Lesson Plans, Firing Range	Scope, content, time period of courses	PS150	DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 15	Recycle or Delete after retention period
Training: Schedules, Firing Range	Daily, weekly, monthly schedules of training events at range	PS152	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period
Volunteer Card Files	Volunteers' identification, contact information	PS153	DPS	Public Safety	Law Enforcement Services	GC 34090	T + 2	Destroy or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
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 unadjudicated 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	Public Safety	n/a	n/a	n/a	n/a
Infrastructure Plan Related	Long Range Infrastructure Plan and Supporting Documentation	PW122	DPW	Public Works	Administration	GC 34090	CU + 2	Destroy or Delete after retention period
Meetings: Tailgate and Safety	Safety Meeting / Tailgate Logs, Agendas, Training Material	PW123	DPW	Public Works	Administration	8CCR3203(b)(2)	CU + 1	Destroy or Delete after retention period
Grants	Examples: Proposition 12 Bond Funds, Proposition 40 Bond Funds, Per Capita Grant Program, Roberti-Z'berg-Harris (RZH) Block Grant Program,	PW128	DCS	Public Works	Parks	GC 34090, CCP 337	T + 4	Destroy or Delete after retention period
Inventory, Equipment	Equipment records covering purchase orders, inventory, replacement schedules, warranties, repairs, general file for each park	PW003	DCS	Public Works	Parks	GC 34090	CU + 10	Recycle or Delete after retention period
Irrigation Maps	Irrigation, plot plans	PW006	DCS, DPW-Field Services	Public Works	Parks	GC 34090	P	Archive per Records Management Policy
Landscape Documentation	Drawings, contracts, specifications, photos, reports	PW004	DCS, DPW	Public Works	Parks	GC 34090	CU + 2	Recycle or Delete after retention period
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	DCS, DPW, FIN, OCM-Facilities	Public Works	Parks	GC 34090	CU + 2	Recycle or Delete after retention period
Plans, Proposed	Future plans, new sites, expansions, site studies	PW009	DCS, DPW	Public Works	Parks	GC 34090	CU + 2	Recycle or Delete after retention period
Policies and Procedures	Includes rules and regulations	PW010	DCS	Public Works	Parks	GC 34090	S + 2	Destroy or Delete after retention period
Real Property Acquisitions	Land acquisitions, correspondence, improvements, statutory records	PW011	DPW-Real Estate	Public Works	Parks	GC 34090(a); GC 6254	CL + 10	Recycle or Delete after retention period
Reports: Others		PW014	DCS	Public Works	Parks	GC 34090	CL + 2	Recycle or Delete after retention period
Resolutions, Board		PW016	DCS	Public Works	Parks	GC 34090(e)	P	Archive per Records Management Policy
Vending Machines, Golf Course Restaurants	Vendor agreements, monthly income reports, record of payments, closeout reports, yearly financial statements and audit reports	PW127	DCS	Public Works	Parks	GC 34090	AU + 4	Destroy or Delete after retention period
Collections/Landfill Information	Daily records, usage	PW018	DPW	Public Works	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period
Facilities Information	Correspondence, maps, patron list	PW019	DPW, CDD-Planning	Public Works	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period
History, Sanitation	Where City-owned	PW020	DPW	Public Works	Sanitation / Solid Waste / Wastewater	GC 34090	P	Archive per Records Management Policy
Incineration Plants, Sludge	Sludge, sampling, charging rate to measure mercury content	PW021	DPW	Public Works	Sanitation / Solid Waste / Wastewater	40 CFR 61.54	CU + 2	Recycle or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
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	DPW	Public Works	Sanitation / Solid Waste / Wastewater	40 CFR 60.153	CU + 2	Recycle or Delete after retention period
Maps: Septic Tank	Location maps	PW024	CDD	Public Works	Sanitation / Solid Waste / Wastewater	GC 34090	P	Archive per Records Management Policy
Rates		PW025	FIN	Public Works	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period
Recycling Programs		PW026	DPW	Public Works	Sanitation / Solid Waste / Wastewater	GC 34090	S + 2	Destroy or Delete after retention period
Regulations	Includes legislation	PW027	DPW, CDD-Economic Development	Public Works	Sanitation / Solid Waste / Wastewater	GC 34090	S + 2	Destroy or Delete after retention period
Reports: Studies		PW029	DPW	Public Works	Sanitation / Solid Waste / Wastewater	GC 34090	CL + 2	Recycle or Delete after retention period
Reports: Tonnage		PW030	DPW	Public Works	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period
Biosolids	Record keeping	PW126	DPW	Public Works	Sanitation/Solid Waste/Wastewater	40 CFR 503.17	CU + 5	Destroy or Delete after retention period
Exception Collection Reviews, Waste Logs	(exception Collection Reviews, Waste Logs)	PW125	DPW	Public Works	Sanitation/Solid Waste/Wastewater	GC 34090	CU + 2	Destroy or Delete after retention period
Logs: SMaRT Logs		PW124	DPW	Public Works	Sanitation/Solid Waste/Wastewater	Title 14 CCR Article 6.3 Section 17414	CU + 3	Destroy or Delete after retention period
Abandonment/ Vacations	Documents Relinquishment of rights and fee title. Example: Street/Alley	PW031	DPW, CDD-Planning	Public Works	Streets / Alleys	GC 34090; GC 34090(d)	P	Archive per Records Management Policy
Inventory: Traffic Control Devices	Signs, lights	PW037	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Destroy or Delete after retention period
Maps	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers	PW041	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy
Master Plans	Copies	PW042	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period
Parking: Parking Lots		PW044	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period
Parking: Regulations		PW045	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Destroy or Delete after retention period
Permits: Encroachment		PW048	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy
Permits: Improvement	May include curbs, sidewalks; Applications for excavation, fill, alterations	PW049	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period
Permits: Oversize Load		PW050	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period
Permits: Parking	Residential	PW051	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period
Permits: Paving		PW052	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period
Permits: Temporary Use	Includes Special Events	PW053	DPW, OCM	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period
Plans: Capital Improvement, Projects	Streets, curbs, gutters, sidewalks, storm drains	PW055	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy
Policies and Procedures: Roadway Naming and numbering		PW057	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy
Policies and Procedures: Speed Limits		PW058	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period
Reports/Studies: Streets / Alleys		PW046	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period
Reports: Bridges and Overpasses	Life of structure	PW063	DPW	Public Works	Streets / Alleys	GC 34090	L	Recycle or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Reports: Inspection	Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure	PW064	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period
Reports: Studies	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices	PW065	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period
Reports: Traffic Count	Evaluation of traffic volume	PW066	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period
Roadway Closures		PW032	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy
Roadway Easements, Dedications, Rights-of-Way		PW033	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy
Roadway Field Books		PW034	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy
Roadway Intersection Records	Includes correspondence, volume counts, accident history	PW036	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period
Roadway Landscaping Maintenance	Plants, tree maintenance, work orders	PW038	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period
Roadway Lighting Maintenance	Maintenance, work orders	PW039	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period
Roadway Maintenance/ Operations	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping	PW040	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period
Roadway Photographs	Includes aerials	PW054	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period
Roadway Policies and Procedures	Includes rules, regulations, standards	PW056	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period
Roadway Programs: Traffic Safety	Drivers Education, Pedestrian Safety, Bicycle Lanes	PW061	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period
Routes, School Bus & Truck	Truck routes, access ramps, rest areas	PW068	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Destroy or Delete after retention period
Traffic Signage Documentation	Log books, index register cards, inventory lists, records of traffic signs	PW069	DPW	Public Works	Streets / Alleys	GC 34090	L + 2	Recycle or Delete after retention period
Traffic Signals Documentation	Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.	PW070	DPW	Public Works	Streets / Alleys	GC 34090	L + 2	Recycle or Delete after retention period
Weigh Scales Documentation		PW071	DPW-Solid Waste	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period
Gas & Electric Rates		PW073	FIN	Public Works	Utilities	GC 34090	S + 2	Recycle or Delete after retention period
Underground Utilities		PW074	DPW	Public Works	Utilities	GC 34090; GC 4003, GC 4004; H&S 19850	P	Archive per Records Management Policy
Utilities Facilities	If city owned	PW072	DPW	Public Works	Utilities	GC 34090	T + 2	Recycle or Delete after retention period
Annual/Semi-Annual Repts. for NPDES, Stormwater/SCVURRP and Recycled Water		PW130	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41	CU + 10	Recycle or Delete after retention period
Correspondence, Administration - Public Works	Regulatory, Meeting Notes & Agendas, Dept. of Health (Lab Certifications), Sign in logs, Employee Suggestions	PW167	DPW - WPCP	Public Works	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
Data- Laboratory/Pretreatment (Paper)	Raw, Lab Bench, QA/QC,	PW145	DPW - WPCP	Public Works	Wastewater	GC 34090; 40 CFR 141.33	CU + 10	Recycle or Delete after retention period
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	DPW - WPCP	Public Works	Wastewater	GC 34090	CU + 10	Recycle or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Inspection Reports	Sanitary, Title V, Facility, Haz-mat, Safety, Risk Management Plan, OSHA	PW169	DPW - WPCP	Public Works	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
Laboratory Certificates	Analytical License	PW148	DPW - WPCP	Public Works	Wastewater	Manual for the Certification of Laboratories Analyzing Drinking Water, GC 34090, EPA 815-R-05-004, January 2005	P	Archive per Records Management Policy
Laboratory Documents	SOPs	PW147	DPW - WPCP	Public Works	Wastewater	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
Laboratory Documents	Chemical Hygiene Plan	PW152	DPW - WPCP	Public Works	Wastewater	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
Laboratory Documents	MSDS; Current chemical products in use and those used in the past	PW153	DPW - WPCP	Public Works	Wastewater	29 CFR 1910.1200	CU + 30	Recycle or Delete after retention period
Laboratory Special Studies	LT2, UCMR2, TIE (Toxicity)	PW151	DPW - WPCP	Public Works	Wastewater	GC 34090	P	Archive per Records Management Policy
Laboratory, Proficiency Testing & Training Records	Reports to PT Provider, DMRQA, Initial Determination of Capabilities	PW150	DPW - WPCP	Public Works	Wastewater	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
Laboratory; Quality Assurance Documents	Any documents maintained in Laboratory QA/QC Manual, Organizational Charts, Personnel Qualifications, & Guidance, MDL Studies	PW149	DPW - WPCP	Public Works	Wastewater	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
NPDES Special Study Reports		PW131	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41	CU + 25	Recycle or Delete after retention period
Permits	Title V Air Permits	PW132	DPW - WPCP	Public Works	Wastewater	GC 34090	P	Archive per Records Management Policy
Permits	Bay Area Air Quality Management District: Permit to Operate	PW133	DPW - WPCP	Public Works	Wastewater	GC 34090	P	Archive per Records Management Policy
Permits	Water Pollution Control Plant NPDES	PW134	DPW - WPCP	Public Works	Wastewater	40 CFR 122.28; GC 34090	P	Archive per Records Management Policy
Permits	Stormwater NPDES	PW135	DPW - WPCP	Public Works	Wastewater	40 CFR 122.28; GC 34090	P	Archive per Records Management Policy
Permits	401 Certifications	PW137	DPW - WPCP	Public Works	Wastewater	GC 34090	P	Archive per Records Management Policy
Permits	COE and BCDC Maintenance Dredging	PW138	DPW - WPCP	Public Works	Wastewater	33 USC 403; GC 34090	P	Archive per Records Management Policy
Permits	Biosolids Landfill	PW139	DPW - WPCP	Public Works	Wastewater	GC 34090	P	Archive per Records Management Policy
Permits	Pressure Vessel Permit to Operate	PW140	DPW - WPCP	Public Works	Wastewater	LC 7680; GC 34090	P	Archive per Records Management Policy
Permits	City of Sunnyvale: Fire and Environmental Services	PW141	DPW - WPCP	Public Works	Wastewater	SMC 16.53; SMC 20.32; GC 34090	P	Archive per Records Management Policy

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Permits	Hazardous Waste Generator	PW136	DPW - WPCP	Public Works	Wastewater	GC 34090	P	Archive per Records Management Policy
Permits Issued by WPCP	Pretreatment Discharge Permits / Approvals	PW142	DPW - WPCP	Public Works	Wastewater	40 CFR 503.12; 40 CFR 403 et seq; GC 34090	CU + 5	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
Permits Issued by WPCP	Conditionally exempt stormwater discharges	PW143	DPW - WPCP	Public Works	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
Public Notices, Administrative Orders	Correspondence, Consultants, Compliance issues, Conservation	PW168	DPW - WPCP	Public Works	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
Special Studies & System History	Project files, contracts, proposals, grant documents, applications, inventory, Well Logs, As- Builts, Operator Designations, Significant Events	PW166	DPW - WPCP	Public Works	Wastewater	BMP - Department Policy, GC 34090	P	Archive per Records Management Policy
State Monthly Reports, Lab Data, Ops Data	State Monthly Reports	PW129	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41	CU + 8	Recycle or Delete after retention period
Training Certificates & Records	Licenses, Certificates	PW144	DPW - WPCP	Public Works	Wastewater	GC 34090	CU + 7	Confidential Recycle or Delete after retention period
WPCP Regulatory Compliance Records	OSHA - Respiratory protection	PW170	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period
WPCP Regulatory Compliance Records	Confined Space	PW171	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period
WPCP Regulatory Compliance Records	Community Right to Know	PW172	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period
WPCP Regulatory Compliance Records	TSCA	PW173	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period
WPCP Regulatory Compliance Records	Spill Prevention Control and Countermeasures Plan	PW174	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period
WPCP Regulatory Compliance Records	AB-32 - Green House Gas Reporting	PW175	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 20	Recycle or Delete after retention period
WPCP Regulatory Compliance Records	Title V Permit	PW176	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period
WPCP Regulatory Compliance Records	Hazardous Waste Manifests & Inspections	PW177	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period
WPCP Regulatory Compliance Records	Risk Management Plan	PW178	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period
WPCP Regulatory Compliance Records	Lead & Copper Rule	PW179	DPW - WPCP	Public Works	Wastewater	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

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
WPCP Regulatory Compliance Records	NPDES Stormwater Permit	PW180	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period
WPCP Regulatory Compliance Records	NPDES Permit - WPCP	PW181	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period
WPCP Reports	Discharge Monitoring Report (DMR)	PW154	DPW - WPCP	Public Works	Wastewater	40CFR 122.41	CU + 15	Recycle or Delete after retention period
WPCP Reports	Monthly Operating Report	PW155	DPW - WPCP	Public Works	Wastewater	40CFR 122. 41	CU + 15	Recycle or Delete after retention period
WPCP Reports	Plant NPDES Permit Annual	PW156	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period
WPCP Reports	Pretreatment (Semi / Annual)	PW157	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period
WPCP Reports	Biosolids (annual)	PW158	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period
WPCP Reports	Stormwater w/ work plans	PW159	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period
WPCP Reports	Hazardous Wastes (Biennial)	PW160	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period
WPCP Reports	Title V Permit Semi-annual/Annual	PW161	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period
WPCP Reports	401 Cert. Annual	PW162	DPW - WPCP	Public Works	Wastewater	GC 34090	CU + 10	Recycle or Delete after retention period
WPCP Reports	COE & BCDC Maintenance Dredging - per incident	PW163	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41	CU + 10	Recycle or Delete after retention period
WPCP Reports	Haz-Waste Biennial	PW164	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41	CU + 10	Recycle or Delete after retention period
WPCP Reports	SB-14 Waste Reduction Report	PW165	DPW - WPCP	Public Works	Wastewater	40 CFR 122.41	CU + 20	Recycle or Delete after retention period
Flood Control: Flood Zones	Includes flood maps	PW079	DPW-Administration, CDD-Planning	Public Works	Water	GC 34090	P	Archive per Records Management Policy
Flood Control: Insurance Programs	Includes copies of policies, rules, programs	PW080	DPW, CDD-Neighborhood Preservation, DPW-Admin	Public Works	Water	GC 34090	S + 2	Recycle or Delete after retention period
Flood Control: Policies and Procedures	Rules and Regulations	PW081	DPW-Administration	Public Works	Water	GC 34090	S + 2	Recycle or Delete after retention period
Flood Control: Reports/ Studies		PW082	DPW-Administration	Public Works	Water	GC 34090	CL + 2	Recycle or Delete after retention period
Flood Control: Water Drainage Facilities	Includes dams, lakes, basins, creeks	PW078	DPW-Storm Drainage	Public Works	Water	GC 34090	P	Archive per Records Management Policy
Inventory: Equipment		PW084	DPW	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period
Maintenance and Operations Documentation: Water	Includes work orders, inspection, repairs, cleaning, reports, complaints	PW086	DPW-Streets, DPW-Trees & Medians	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period
Master Plans	Copies	PW090	DPW	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period
Permits: National Pollutant Discharge Elimination System (NPDES)	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants	PW093	DPW - Wastewater	Public Works	Water	40 CFR 122.28	P	Archive per Records Management Policy
Permits: Others	May depend on terms of state or federal agency	PW094	DPW-Wastewater, DPW-Solid Waste	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period
Policies and Procedures: Water	Includes rules and regulations	PW095	DPW-Wastewater, DPW-Solid Waste	Public Works	Water	GC 34090	S + 2	Destroy or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Reclamation Documentation	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.	PW097	DPW	Public Works	Water	40 CFR 122.41	CU + 5	Recycle or Delete after retention period
Reports: Corrosion Control	Compliance documentation	PW101	DPW	Public Works	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period
Reports: Drinking Water Corrections		PW103	DPW	Public Works	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period
Reports: Hydrograph Information	Daily flow of streams	PW104	DPW	Public Works	Water	GC 34090	P	Archive per Records Management Policy
Reports: Lead Service Line	Compliance documentation	PW105	DPW	Public Works	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period
Reports: Pollution Discharge Monitoring Documentation	Average amount of pollution discharged into waters of municipality.	PW102	DPW-Wastewater	Public Works	Water	40 CFR 122.41	CU + 5	Recycle or Delete after retention period
Reports: Public Education	Compliance documentation	PW106	DPW-Wastewater, DPW-Transportation	Public Works	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period
Reports: Sanitary Surveys	Statistics, reports, correspondence	PW108	DPW	Public Works	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period
Reports: State Certification	Compliance documentation	PW110	DPW	Public Works	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period
Reports: Variances, Water System		PW111	DPW	Public Works	Water	40 CFR 141.33	CU + 5	Recycle or Delete after retention period
Reports: Water Conservation		PW099	DPW	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period
Reports: Water Consumption		PW100	DPW	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period
Reports: Water Quality Parameters	Compliance documentation	PW107	DPW	Public Works	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period
Reports: Water Source Information	Compliance documentation, e.g. lead & copper	PW109	DPW	Public Works	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period
Reports: Well Level Information		PW112	DPW	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period
Surveyor Field Notes	Notes preparatory to maps of water installations	PW114	DPW	Public Works	Water	GC 34090	P	Archive per Records Management Policy
Surveys: Water System Sanitary	Statistics, reports, correspondence	PW115	DPW, CDD-Neighborhood Preservation	Public Works	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period
Tests: Bacteriological Analysis of Water	Compliance records include location, date, method and results; corrections, analysis of bacterial content	PW117	DPW	Public Works	Water	40 CFR 141.33	CU + 8	Recycle or Delete after retention period
Tests: Chemical Analysis of Water	Compliance records include location, date, method used and results; corrections, analysis of chemical content	PW118	DPW	Public Works	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period
Tests: Water Quality	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	PW119	DPW	Public Works	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period
Valve Main Records		PW120	DPW	Public Works	Water	GC 34090	P	Archive per Records Management Policy
Violations, Drinking Water	Retention applies to each violation	PW121	DPW	Public Works	Water	40 CFR 141.33	CU + 3	Recycle or Delete after retention period
Water Billing/Customer Records	Billings, correspondence, complaints	PW075	FIN	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period
Water Connection Records	Maps, water line connections	PW076	DPW	Public Works	Water	GC 34090	P	Archive per Records Management Policy
Water Device Locations	Mains, valves, hydrants, wells	PW085	DPW	Public Works	Water	GC 34090	P	Archive per Records Management Policy
Water Maps	Line location; easements	PW089	DPW	Public Works	Water	GC 34090	P	Archive per Records Management Policy
Water Meter Operations	Reader reports, orders, tests Maintenance Reports	PW091	DPW	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period

Record Series	Descriptor and Examples	Series #	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions
Water Rates		PW096	FIN	Public Works	Water	GC 34090	S + 2	Destroy or Delete after retention period
Water Service Records	Includes work orders, entry cards, manholes, service to property owners	PW087	DPW	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period
Water Sources	May include wells, rivers, lakes, districts	PW113	DPW	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period
Water Well & Pumping	Times operational, power used and quantity	PW088	DPW	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period
Agreements	Including concessionaire, slip rental, facility storage	TRAN001	DPW	Transportation	Administration	CCP 337	T + 4	Destroy or Delete after retention period
Applications Special Events	Permits, correspondence, related documents re use of rights of way	TRAN003	DPW, OCM	Transportation	Administration	GC 34090	CU + 2	Recycle or Delete after retention period
Fueling	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations	TRAN004	OCM-Fleet	Transportation	Administration	CCP 337	AU + 4	Recycle or Delete after retention period
Hazardous Waste Disposal	Documentation re: the handling and disposal of hazardous waste	TRAN005	DPS, DPW, OCM-Fleet	Transportation	Administration	CAL OSHA; 40 CFR 122.21	CU + 10	Destroy or Delete after retention period
Inventory, Equipment Parts & Supplies	Includes vehicles, aircraft, vessels and related documents re repairs	TRAN006	DPW, OCM-Fleet	Transportation	Administration	CG 34090	L + 2	Recycle or Delete after retention period
Inventory, Vehicle Ownership and Title	Owners manual, warranty documents, Department of Motor Vehicle title and registration, and related documents	TRAN007	DCS, DPS, OCM-Fleet	Transportation	Administration	GC 34090	L + 2	Recycle or Delete after retention period
Licenses and Permits	Forms, related documentation re: licenses and permits required by federal and state agencies	TRAN008	DCS, DPS, OCM-Fleet	Transportation	Administration	GC 34090	CU + 2	Destroy or Delete after retention period
Reports: Accident (Copies)	Memos and working documents	TRAN010	DPS, DPW, OCM-Fleet	Transportation	Administration	GC 34090.5	CU + 2	Destroy or Delete after retention period
Vehicle and Equipment Maintenance and Operations	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs	TRAN009	DPW, OCM-Fleet	Transportation	Administration	GC 34090	L + 2	Recycle or Delete after retention period
Vehicle Assignment Documentation	Log books, request forms, lists	TRAN011	DPW, OCM-Fleet	Transportation	Administration	GC 34090	CU + 2	Recycle or Delete after retention period
Licenses and Permits:Taxi Franchise	License, permits for Taxicabs, shuttles, etc	TRAN022	FIN, DPS	Transportation	Ground Transportation	GC 34090	T + 4	Destroy or Delete after retention period

Attachment C

RECORDS RETENTION & DESTRUCTION SCHEDULE LEGEND AND CITATIONS

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

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

Description of retention codes:

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

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

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

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

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

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

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

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