

General Records Schedule

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE	
ADMINISTRATION			
ACCIDENT/INCIDENT REPORTS Reports of accidents to persons on City property or in any other situation in which the City could be a party to a lawsuit	CYE+5	GC 34090	
BUDGET DOCUMENTATION – DEPARTMENT WORK PAPERS Records used exclusively for the preparation of budgets, including budget requests, justification statements, and similar documents	FYE+5	GC34090	
BUDGET DOCUMENTATION Fund encumbrance and expenditure reports. Status report showing expenditures and encumbrances against a budget, i.e., Budget Performance Report			
CERTIFICATES AND LICENSES Certificates, licenses, or permits required for employees to qualify for or remain eligible to hold a position requiring rectification or licensing	US+5	GC34090	
CITIZEN COMPLAINTS Complaints, other than those noted elsewhere in this schedule, received from the public by a governing body or any officer or employee relating to City policy	CYE+5	GC34090, Dept. Policy	
CONTRACTS, LEASES, MOU'S, AND AGREEMENTS Includes contracts for services, equipment, supplies, contracts which could result in future City liability, contracts with County, State, or Federal government funding sources, contracts for the sale or purchase of real property (Department Copy)	AE+S	GC34090	
CORESPONDENCE AND INTERNAL MEMORANDA - POLICY AND PROGRAM DEVELOPMENT Records pertaining to the formulation, research, planning, modification, implementation, or redefinition of City policies, programs, services, or projects.			
Retention Codes	Department Codes		
AA = After Audit	ACT = Active	ATTY = City Attorney	CD = Community Development
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RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
CORRESPONDENCE AND INTERNAL MEMORANDA – ADMINISTRATIVE Documents pertaining to or arising from routine administration or operation of City policies, programs, services, and projects (includes both incoming and outgoing documents)	CYE+53	Dept. Policy
CORRESPONDENCE AND INTERNAL MEMORANDA - CHRONOLOGICAL FILES Copies of correspondence and/or reports arranged in chronological order (by date issued) for quick reference	CYE=5+3	Dept. Policy
FINANCIAL REPORTS – PERIODIC Monthly, bimonthly, quarterly, or semi-annual financial reporting on accounts, funds, or projects of the City created either for internal use or submission to State agencies, except specific reports of similar types noted in this or other schedules	CYE+5	GC 34090
GOALS AND OBJECTIVES Department Performance measures, goals, and objectives	CYE+5	GC 34090
NEWS RELEASES, NEWSLETTERS, AND PRESS RELEASES	*CYE+7	Dept. Policy
ORGANIZATIONAL CHARTS See Bi-Annual Budget for official organization charts.	US	Dept. Policy
PHOTOGRAPHS, RECORDINGS, AND NONTEXTUAL MEDIA Photographs, scrapbooks, slides, sound recordings, videotapes, posters, and other non-textual media that document the history and activities of the City or any of its departments, programs, or projects except such records noted elsewhere in this or other schedules.	* PERM	Dept. Policy
POLICY AND PROCEDURE DOCUMENTATION Executive orders, directives, manuals, and similar documents issued by the City, for the City	*US+5	Dept. Policy
PUBLICATIONS-PROMOTIONAL AND MARKETING MATERIALS Pamphlets, reports, studies, proposals, and similar material printed by or for the City or any department, division, or program and distributed, or intended for distribution on request to City staff or to the public.	CYE+7	Dept. Policy
PURCHASING RECORDS Departmental requisitions, purchase orders, requests for encumbrance (FN-024), warehouse requisitions	FYE+5	GC 34090
INCOMING PAYMENTS	*AV	Dept. Policy

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PUBLIC RECORDS REQUESTS	CEY+5	GC 34090
REPORTS AND STUDIES (NON-FISCAL) - ANNUAL REPORTS Reports, performance audits, or planning studies submitted to the Council, City Manager, Mayor, or State agency, on the performance of a department, program, or project, or for planning purposes. Includes those prepared by consultants under contract with the City	PERM	Dept. Policy
REPORTS AND STUDIES (NON-FISCAL) Reports or studies prepared by order or request of a governing body (as reflected in its minutes), or ordered or requested by a Federal or State agency or court	PERM	Dept. Policy
REPORTS AND STUDIES (NON-FISCAL) Special reports or studies prepared by order or request of the City Manager	5	Dept. Policy
REPORTS AND STUDIES (NON-FISCAL) Routine monthly, bimonthly, quarterly or semi-annual reports	CYE+5	GC 34090
TRAVEL RECORDS	CYE+5	GC 34090
CITY OWNED FACILITY RENTAL RECORDS Records associated with rental of City-owned facilities, including parks, senior centers, and recreation rooms. Record types include applications, special event permits, deposits, receipts, and associated documentation.	10	Dept. Policy
BOARDS AND COMMISSIONS		
AGENDAS - BOARDS AND COMMISSIONS Published meeting agendas and/or notices	CYE+8	GC 34090
AGENDAS - BOARDS AND COMMISSIONS AGENDA PACKETS AND SUPPORTING DOCUMENTATION Retain one copy of each document submitted to a meeting of a governing body for consideration, approval, or action, if such action is reflected in minutes of the meeting. Includes appeals	CYE+8	GC 34090
MINUTES - BOARDS AND COMMISSIONS Audio and/or video tapes of meetings for which written minutes are prepared.	*90 Days	Dept. Policy
COMMISSIONER ATTENDANCE RECORDS	10	GC 34090

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GRANTS		
GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS Successful grant applications and proposals	*CL+5	GC 34090
GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS Records relating to unsuccessful grant proposals	CYE+2	GC34090
PERSONNEL AND PAYROLL		
EMPLOYEE TIME SHEETS/CARDS - DEPARTMENT COPIES Includes application for leave of absence - leave requests. Retain for grant fund audit and FEMA reports.	AA+6	GC34090, 29CFR516.2, 26CFR31.6001 (e)(2)
EMPLOYEE PERSONNEL FILES Department copy of personnel documents, including performance evaluations and goals. Human Resources retains official record copy of all personnel records.	CYE+5	GC 34090 GC06250
EMPLOYEE SECURITY RECORDS - IDENTIFICATION AND ACCESS Records created to control and monitor the issuance of keys, ID cards, passes, or similar instruments of identification and access to controlled spaces	AE+5	GC 34090
EMPLOYEE SECURITY RECORDS - PARKING	US	GC 34090
EMPLOYEE REPORTS AND RELATED RECORDS	FYE+5	GC 34090

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RECORDS RETENTION SCHEDULE – CITY ATTORNEY

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
ADVICE (LEGAL OPINIONS) Copies of all opinions issued by the City Attorney's office	PERM	GC 34090 GC 6254
LITIGATION CASE FILES	AS+10	42 USC s1983 GC 6254
RISK		
CLAIM FILES Denied, denied late, paid claims	CL+5	Dept. Policy
INSURANCE POLICIES	CYE+10	Dept. Policy
WORKERS COMPENSATION CLAIM FILES Initial and supplemental reports of accidents to or job-related illnesses of employees	PERM	29 CFR 1904.06 CA Labor Code 110-139.6 Dept. Policy
MEDICAL AND EXPOSURE REPORTS		
Health or physical certificates of all job applicants if physical condition is a factor in hiring decisions. Access is restricted	2	CCR, Title 8, Section 3204(d)
Health or physical certificates of employees for whom periodic monitoring of health or fitness is required	AT+30	CCR, Title 8, Section 3204(d)
Environmental, biological, and material safety monitoring reports concerning toxic substances and harmful physical agents in the workplace	30	CCR, Title 8, Section 3204(d)

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RECORDS RETENTION SCHEDULE – CITY CLERK

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
ADMINISTRATIVE FILES		
CERTIFICATE OF APPOINTMENT OF DEPUTY AND OATH OF OFFICE	PERM	Dept. Policy GC40813
OATH OF OFFICE FOR APPOINTED CITY STAFF Secretary of State Authorization	PERM	Dept. Policy
BOARDS, COMMISSIONS, COMMITTEES		
BOARD-COMMISSION HANDBOOK Manual is provided to new members	US	Dept. Policy
MEMBERSHIP ROSTERS Historical data relating to appointments and termination	PERM	Dept. Policy
BOARD COMMISSION FILES Contains original applications and correspondence related to appointment, service and termination	AT+10	Dept. Policy
MEETING CALENDARS	US	Dept. Policy
BOND FILES, DEEDS, FRANCHISES, (REVOCABLE PERMITS WITH PUBLIC WORKS)		
DEEDS Original deeds to City-owned property	PERM	Dept. Policy
FRANCHISE AGREEMENTS Original agreements authorizing franchises and related ordinances	PERM	Dept. Policy
LOAN DOCUMENTS, PROMISSORY NOTES, AND DEEDS OF TRUST Original promissory notes submitted to the City Clerk in connection with Council authorized loans, includes deeds of trust when applicable	CL+10	Dept. Policy
SPECIAL TAX DISTRICT PROPERTY DOCUMENTS Includes staff reports and formation records	CL	Dept. Policy

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CHARTER		
ORIGINAL CHARTER AND AMENDMENTS Chapter designations by the Secretary of State; see Elections	PERM	GC34090, GC 34458- GC 34460, Dept. Policy
OUTDATED CHARTERS	PERM	Dept. Policy
CONFLICT OF INTEREST - ECONOMIC INTEREST STATEMENTS		
CANDIDATES FOR ELECTIVE OFFICE - FORM 700 – MAYOR, COUNCIL AND TREASURER Prior to election, candidates' conflict of interest statements are filed with candidates' election forms (see Elections). Once elected, forms are filed separately from the official election files.	5	GC81009 (f)
AUDITOR, EMPLOYEES, CONSULTANTS, BOARDS AND COMMISSION MEMBERS - FORM 700 Applies to all those commissions and job classifications designated in the City's Conflict of Interest Code. Includes designated employees, consultants, board, committee, and commission members, Rent Board, and, Auditor.	7	GC 81009 (e)
CITY MANAGER, CITY ATTORNEY AND PLANNING BOARD - FORM 700	5	GC 81009 (e)
CONFLICT OF INTEREST ADMINISTRATION FILES Annual statement processing, code updates, master FPPC forms, tracking database, and reference files	7	Dept. Policy
CONTRACTS		
CONTRACTS Includes contracts for services, equipment, supplies, contracts which could result in future City liability, contracts with County, State, or Federal government funding sources, contracts for the sale or purchase of real property	PERM	Dept. Policy
SUBDIVISION AGREEMENTS	AT+5	GC 65864 GC 65869.5 CA Opinion 1/3/90
EASEMENTS To be retained as long as the easement is effective; most easements are granted in perpetuity	PERM	GC 34090

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LOAN AGREEMENT With fixed maturity date	AT+5	GC 34090 2 yrs, 5 yrs Dept. Policy
CITY COUNCIL AND OTHER LEGISLATIVE BODIES COMPRISED OF THE FULL CITY COUNCIL		
COUNCIL MEETING MINUTES		
DVD	PERM	GC 34090
MINUTES - CLOSED SESSIONS Confidential closed session minutes per AMC 2.04.025	PERM	GC 34090
AGENDA PACKETS Agenda items and background materials, including Council reports, follow-up correspondence, communications to Council, and land use appeal records		
OFF-AGENDA REPORTS Reports and correspondence to Mayor and Council not on agenda from various departments and outside sources	5	GC 34090
ORDINANCES		
MUNICIPAL CODE Codification of the City's general ordinances	US	Dept. Policy
RESOLUTIONS Includes Resolutions of Intent		
ELECTIONS		
CANDIDATE FILING FORMS AND NOMINATION DOCUMENTS Submitted in order to qualify for candidacy; includes declaration of candidacy and nomination papers	AT+5	BMG 2.12.045, EC 17100, FCPC R2.12.045(b)
ELECTION FILES Notices and affidavits, ballot measures files – arguments, authorization forms, City Attorney analysis, sample ballot pamphlets, certification documents, oaths of office, correspondence		

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PETITIONS – CONFIDENTIAL Initiative, referendum, charter amendment, and recall petitions with original signatures		GC 6253.5, EC 17200, EC 17400
PLACED ON BALLOT	EL+5	
NOT PLACED ON BALLOT	5	
ADMINISTRATIVE FILE	5	
MUNICIPAL ASSESSMENT DISTRICT ELECTIONS Elections affecting real property, i.e., Undergrounding Utility Districts, Fire Assessment, and Lighting. Includes Engineers report.	5	GC 53753(e)(2)
BUSINESS IMPROVEMENT Includes staff reports	EL+10	Dept. Policy
FAIR POLITICAL PRACTICES COMMISSION (FPPC)		
CAMPAIGN STATEMENTS FILED BY CANDIDATES FOR MAYOR AND CITY COUNCIL, COMMITTEES SUPPORTING ANY OFFICEHOLDER OR CANDIDATE OR MEASURES Includes all pre-election statements, semiannual, and statements of termination		
CAMPAIGN STATEMENTS FILED BY PROPONENTS/OPPONENTS OF MEASURES Includes all pre-election statements, semiannual, and statements of termination	EL+7	GC 81009(c)
ELECTED CANDIDATES	PERM	GC 81009(b), BMC 2.12.045
NON-ELECTED CANDIDATES	EL+5	GC 81009(b), BMC 2.12.045
FORM 801- GIFTS TO AGENCY Includes log	5	FPPC Regulation 18944.2
AB1234 – ETHICS TRAINING Includes certificates and correspondence	5	GC 53235.2

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AGENCY REPORT OF PUBLIC OFFICIAL APPOINTMENTS	US+5	GC 34090
RECORDS MANAGEMENT		
RECORDS TRANSFER LIST Inventory of boxed records transferred by departments to off-site storage	AE	Dept. Policy AE move to CLK1103
RECORDS DESTRUCTION CERTIFICATES, DESTRUCTION DOCUMENTATION, AND DEPARTMENT DESTRUCTION LOGS Destruction certificates and logs of all records destroyed by the records center. Each department/division will also maintain a permanent file of destruction certificates and destruction logs.	PERM	Dept. Policy
RECORDS RETENTION SCHEDULE The retention schedule is adopted by resolution	PERM	Dept. Policy
ARCHIVAL MATERIAL		
MISCELLANEOUS HISTORICAL RECORDS Includes City seal and incorporation papers, annexation record	PERM	Dept. Policy
OPEN GOVERNMENT COMMISSION (OGC) Complaints of violations of the Open Government Ordinance and investigations of complaints	CL+5	GC 34090

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RECORDS RETENTION SCHEDULE – CITY MANAGER

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
ADMINISTRATION		
GRANTS Correspondence on all grants, to be destroyed 5 years after completion of grants	CL+5	GC 34090 is 2 yrs, 5 by Dept. Policy
CITIZEN ISSUE TRACKING SYSTEM Automated database for creating, tracking, reviewing, locating, routing, analyzing, filing, and storing case files, correspondence, inquires, and reports from the citizens of Alameda to the City Manager	AS+5	GC 34090
ADMINISTRATIVE HEARING USE FILES Includes hearing request, decision, notes, evidence and tapes	5	GC 34090
BUDGET		
BUDGET Proposed, summary and approved budget books. Annual/bi-annual operating budget approved by the City Council, published and distributed by the Budget Office.	PERM	GC 34090
BUDGET MODIFICATION WORKSHEETS Reallocation of line item amounts by departments during budget year	5	GC 34090
BUDGET INSTRUCTIONS TO DEPARTMENTS Training procedures/instructions for data input and preparation of department budgets	5	GC 34090
BUDGET REQUESTS Budget proposals submitted by departments prior to budget preparation. Used for planning purposes only.	5	GC 34090
ECONOMIC DEVELOPMENT ADMINISTRATIVE (EDA) Semi-annual report	10	GC 34090 is 2 yrs, 10 by Dept. Policy
MEMORANDA FROM MAYOR AND CITY COUNCIL Correspondence – consent, action, and resolutions	5	GC 34090
CULTURAL SERVICE AND PUBLIC ART CONTRACTS	AT+5	Dept. Policy

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RECORDS RETENTION SCHEDULE – COMMUNITY DEVELOPMENT

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
ADMINISTRATION		
PLANNING DIRECTOR'S FILES Working files on active problems; reference files.	US	GC 34090
CURRENT PLANNING		
ADMINISTRATIVE USE PERMITS Chronological record of AUPs	PERM	Dept. Policy
ENVIRONMENTAL REVIEW PROJECT FILES Project files by address; traffic/hazardous materials/groundwater/soil studies	PERM	Dept. Policy
ZONING CERTIFICATES FOR: HOME OCCUPATION PERMITS, BUSINESS LICENSES, BUILDING PERMITS, ETC. One time issue permit, no renewal required	PERM	Dept. Policy
HISTORIC ADVISORY BOARD – PROJECT FILES BY ADDRESS AND CORRESPONDENCE	PERM	Dept. Policy
HISTORIC ADVISORY BOARD – NOTICES OR DECISION OF LANDMARK DESIGNATION OF PROPERTY	PERM	Dept. Policy
HISTORIC ADVISORY BOARD – LIST OF HISTORIC SITES	PERM	Dept. Policy
MASTER BOOK Masters of current planning handouts, updated/purged as needed by the department	US	Dept. Policy
SUBDIVISION FILES Lot splits/condo conversions	PERM	Dept. Policy
USE PERMITS	PERM	Dept. Policy
VARIANCE	PERM	Dept. Policy
ZONING ADMINISTRATIVE HEARING – NOTICES OF DECISION	PERM	Dept. Policy
ZONING ORDINANCE Changes in the Zoning Ordinance	PERM	Dept. Policy

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PERMIT HISTORY Complete zoning files by address, including UP, AUP, LPC, DRC, variance, subdivisions, condo conversions, etc.	PERM	Dept. Policy
GENERAL PLAN AND OTHER AREA PLANS Special and/or long-range program planning for coordination of services and strategic planning for the City	PERM	GC 34090, GC 65103, GC 50110, Dept. Policy
BUILDING AND SAFETY		
INSPECTION RECORD FOR ISSUED PERMITS	5	Dept. Policy
PERMITS AND ASSOCIATED DOCUMENTS	PERM	H&S 19850 et seq and Dept. Policy
PLANS – BUILDING (CONSTRUCTION PLANS) All buildings of any construction type, excluding schools, hospitals	PERM	H&S 19850 et seq and Dept. Policy
REPORTS WITH HOUSING DATA Census Bureau – report of new privately-owned residential buildings or zoning permits issued. State Dept. of Finance – Housing Unit Change form.	PERM	Dept. Policy
PERMIT CENTER RECEIPTS Cash receipt reports and credit card slips	7	Dept. Policy

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RECORDS RETENTION SCHEDULE – FINANCE

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
ADMINISTRATION		
FINANCE CONTRACTS/CONTRACT AMENDMENTS	5	GC 34090
ACCOUNTS PAYABLE / CONTRACTS / PURCHASING		
1099-MISCS, 1099-G AND W-9 TAX RETURNS	7	GC 34090, 29USC 436
ACCOUNTS PAYABLE INVOICES <i>INCLUDING GRANT RELATED ITEMS</i>	Paper Version 2 years, Laserfiche Version 7 years	GC 34090
ACCOUNTS PAYABLE INVOICES - GRANT RELATED ITEMS	<u>Paper</u> <u>Version 2</u> <u>years,</u> <u>Laserfiche</u> <u>Version</u> <u>Grant</u> <u>Completion</u> <u>+3</u>	<u>GC 34090</u>
ACCOUNTS PAYABLE INVOICES – PAID FROM BOND PROCEEDS	<u>Life of Bond</u> <u>+3</u>	<u>GC 34090</u>
VEHICLE AND FLEET TITLES / REGISTRATION DOCUMENTS	Length of City Ownership	VC 990 et seq.

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INDEPENDENT CONTRACTOR REPORTS TO STATE (DE 542)	7	GC 34090, 29USC 436
PETTY CASH REIMBURSEMENTS	5	GC 34090
PURCHASING CARDS RECORDS	5	GC 34090
PURCHASE ORDERS, BIDS, RFPS AND REQUISITIONS AND RELATED CONTRACTS	5	GC 34090, CCP 337
WARRANT REGISTERS	5	GC 34090.7
UNDERGROUND TANK / DIESEL FUEL TAX FILINGS	7	GC 34090
STATE BOARD OF EQUALIZATION (ANNUAL SALES TAX RETURNS)	7	GC 34090
AUDIT		
AUDIT WORKPAPERS	5	GC 34090
AUDIT REPORTS, INCLUDING CAFRS	PERM	GC 34090
FIXED ASSET REPORTS (ADDITIONS, DISPOSALS, TRANSFERS, BALANCES)	5	GC 34090 26 CFR 301 65-1 (F)
SURPLUS PROPERTY (LISTINGS OF PROPERTIES FOR AUCTION, SALES LISTINGS)	5	GC 34090; CCP 337
BONDS / ASSESSMENT DISTRICTS		
BOND AND LEASE RECORDS AND COLLECTION INFORMATION	PERM	GC 34090, CCP 337.5
BOND AND LEASE STATEMENTS	Life of Bonds <u>+3</u>	GC 34090, 53921 CCP 337.5
OFFICIAL STATEMENTS FOR BONDS	PERM	GC 34090, CCP 337.5
BUDGET AND CIP		
PROPOSED BUDGET AND CIP DOCUMENTS	5	GC 34090
ADOPTED BUDGET AND CIP DOCUMENTS	PERM	GC 34090
BUDGET AND CIP WORKING PAPERS	5	GC 34090

Retention Codes		Department Codes	
AA = After Audit	ACT = Active	ATTY = City Attorney	CD = Community Development
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EL = Election	CYE = Current Year End	IT = Information Technology	MYR = Mayor & Council
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RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
BUDGET ADJUSTMENT JOURNAL ENTRIES	5	GC 34090
		BUSINESS LICENSES
APPLICATIONS, RENEWALS, OTHER RECORDS	5	GC 34090
BUSINESS LICENSE DATABASE	PERM	GC 34090, CCP 337
		CASH AND INVESTMENTS
BANK RECONCILIATIONS	5	GC 34090, 26 CFR 16001-1
BANK AND INVESTMENT STATEMENTS	5	GC 34090, 30210: GC 43900 et seq.
OUTSTANDING CHECK LISTINGS / UNCASHED CHECKS	5	GC 34090
INVESTMENT REPORTS TO COUNCIL	2 Years - Finance - Permanent in City Clerk's office	GC 34090
		COST ALLOCATION AND FEE STUDY WORKSHEETS AND REPORTS
COST ALLOCATION REPORTS AND WORKSHEETS	5	GC 34090
FEES STUDY REPORTS AND WORKSHEETS	5	GC 34090
		MAIL / STORES REPORTS AND RECORDS
STORES ENTRIES	5	GC 34090
OPEB/PENSION/HEALTH	5	
REPORTS	PERM	GC 34090
WORKPAPERS	6	GC 34090
		PAYROLL

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RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
DEFERRED COMPENSATION RECORDS AND REPORTS	PERM	GC 34090, 26 CFR 16001-1
<u>OPEB/PENSION/HEALTH</u>	<u>5</u>	
ORDERS TO WITHHOLD (LEVIES)	7	GC 34090
PERSONNEL ADJUSTMENT FORMS - COPIES - ORIGINALS ISSUED BY HR	7	GC 34090, 29 CFR 516.5-516.6
TIMESHEETS	7	GC 34090 29 CFR 516.2
PAYROLL TAX RETURNS (W-2S, DE-6 & 941)	7	GC 34090, 29USC 436
PERS EMPLOYEE DEDUCTION REPORTS	PERM	GC 34090 CAC 22-1085-2
PAYROLL REGISTERS AND RECORDS	PERM	GC 34090, GC37207, 29 CFR 516.2
INCOME TAX WITHHOLDINGS, FEDERAL AND STATE	7	GC 34090, 29USC 436
PAYROLL EDIT LISTS / LABOR DISTRIBUTION REPORTS	7	GC 34090
PROCEDURES/POLICIES/TRAINING	<u>PERM</u> <u>US</u>	GC 34090
FINANCIAL REPORTS		
STATE CONTROLLER'S REPORTS	Paper Version 2 Years, PDF copies Permanent	GC 34090
QUARTERLY FINANCIAL REPORTS	5	GC 34090
YEAREND FINANCIAL REPORTS	PERM	GC 34090, GC 34090.7
APPROPRIATIONS LIMIT	5	GC 34090
JOURNAL ENTRIES AND EDIT LISTS/POSTING REGISTERS	7	GC 34090, CCP 337
ACCOUNTING SYSTEM DATABASE	PERM	GC 34090

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RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
REVENUES		
REPORTS (INCLUDING ACCOUNTS RECEIVABLE)	5	GC 34090
BILLING AND INVOICE RECORDS (INCLUDING DELINQUENT ACCOUNTS)	5	GC 34090
TRANSIENT OCCUPANCY REPORTS	5	GC 34090
RECORDS / APPEALS / PASS THROUGH AGREEMENTS	5	GC 34090
PROPERTY AND SALES TAX REPORTS	5 for Quarterly Reports, Permanent for Annual	GC 34090
STATE MANDATED COST CLAIMS (SB 90) RECORDS AND REPORTS	5	GC 34090
UTILITY USER TAX RETURNS	5	GC 34090
SUCCESSOR AGENCY REPORTS AND WORKSHEETS	5	GC 34090

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RECORDS RETENTION SCHEDULE – FIRE

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
FIRE DEPARTMENT EMPLOYEE FILES - CURRENT Current employees - Human Resources maintains employee transactions	AT+5	GC 12946 Dept. Policy
FIRE DEPARTMENT EMPLOYEE FILES - RETIRED Files of employees retired from the Alameda Fire Department - Human Resources maintain employee transactions	5	GC 12946 Dept. Policy
FIRE CHIEF'S OFFICE (FCO) Various operational forms	PERM	Dept. Policy
GRIEVANCE FILES – LABOR RELATIONS	AS+5	Dept. Policy GC 12946
POLICY AND PROCEDURE RECORDS General orders and rules and regulations of the Alameda Fire Department	PERM	Dept. Policy
TRAINING MANUALS International Fire Study/Training Association (IFSTA)	PERM	Dept. Policy
PERSONNEL – EXPOSURE RECORDS Sampling results, collection methodology, background reports, lab reports, and worksheets	AT+30	29 CFR 1910.1020
PERSONNEL – MEDICAL RECORDS	AT+30	29 CFR 1910.1020
FIRE DEPARTMENT WORKER'S COMPENSATION FILES	AT+30	Dept. Policy
EMERGENCY PREPAREDNESS		
MUTUAL AID, STRATEGIC PLANS	US+5	GC 34090
REGISTRATION FORMS – CERT CLASSES Community Emergency Response Training	CYE+5	GC 34090
LIABILITY WAIVER FORMS Waivers for participants in hands-on disaster and first aid training programs	CYE+3	GC 34090

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	HRD = Human Resources
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FINANCIAL SERVICES

AMBULANCE BILLING All aspects of accounts receivable	5	GC 34090(c)
AMBULANCE BILLING CORRESPONDENCE Letters of patients and replies, copies of subpoenas for medical records, etc.	5	GC 34090(c)
FIRE INSPECTION FEE/FAKE ALARM Proof of payments	5	GC 34090(c)
HISTORICAL PICTURES Pictures of fires, buildings, and equipment	PERM	Dept. Policy
PURCHASING RECORDS Records of items purchased from outside vendors for the Fire Department	5	Dept. Policy
TREASURY RECEIPTS Records of deposits for ambulance billing	5	Dept. Policy
BILLING ADJUSTMENTS Complaints and adjustments of billing records	5	GC 34090

DEPUTY CHIEF - OPERATIONS

INVENTORY Equipment and supplies	CYE+5	GC 34090
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FIRE PREVENTION

FIRE ORDINANCES, RESOLUTIONS, AND INTERPRETATIONS City, County, State	PERM	Dept. Policy
FIRE PREVENTION OPERATIONAL REPORTS Minutes of meetings, bulletins, memos, and budget	6	Dept. Policy

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FIRE PREVENTION OCCUPANCY FILES FIRE INSPECTION REPORTS Notification of inspection on property/premises and related reports; alarm and sprinkler systems; window bar, hazardous materials report, vegetation inspections, permits, plan reviews, incident reports, tank removals, and other prevention efforts	PERM	2010 CFC 104.6
CITATIONS Notice to appear in court for FEMIS violation	PERM	Dept. Policy
WEED ABATEMENT Reports, hearings, assessments, resolutions, and documentation	PERM	Dept. Policy
CITIZEN COMPLAINTS (FIRE)	CL+5	Dept. Policy
FIRE PREVENTION MONTHLY AND ANNUAL REPORTS	5	Dept. Policy
FIRE DEPARTMENT REFERRALS Responses to City Manager, City Council, and the public	CYE+5	Dept. Policy
SUPPRESSION AND RESCUE SERVICES		
FIRE INVESTIGATION REPORTS		
INCIDENT REPORTS Dispatch and daily logs	CL+5	GC 34090, CCP 338
HAZARDOUS WASTE DISPOSAL Documentation regarding handling and disposal of hazardous waste	CYE+10	CAL OSHA, 40CFR122.21
TRAINING AND EMERGENCY MEDICAL SERVICES		
PERSONNEL FILES Probationary employees (JAC – Joint Apprenticeship Committee)	CL+5*	GC 12946
CERTIFICATE OF COURSE COMPLETION See Personnel Files – Current	AT+5	Dept. Policy

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RECORDS RETENTION SCHEDULE – HOUSING

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
HOUSING DEVELOPMENT PROJECT FILES (HOUSING TRUST FUND) Deed of trust, promissory note, project summary sheet, relocation files if applicable, monitoring reports and environmental reviews, disposition agreements, loan and grant agreements	PERM	Dept. Policy, HUD (CDBG and/or HOME) and State Redevelopment Law
HOUSING DEVELOPMENT PROJECT FILES (HOUSING TRUST FUND) - CONSTRUCTION FILE Site acquisition, feasibility analysis, construction documents, consultant contracts, and correspondence	CL+15	Dept. Policy
HOUSING DEVELOPMENT PROJECT FILES (HOUSING TRUST FUND) Applications of projects not funded	CYE+5	Dept. Policy
INCLUSIONARY FILES Agreements and monitoring files	PERM	Dept. Policy
HOUSING REHABILITATION PROGRAMS – RENTAL REHAB ROGRAM Client's Financial Folder Finance documents, notes, environmental reviews and deeds of grant; retained in office until construction is completed	PERM	OMB Circular A-110, 2 CFR 215.53, 24 CFR 570.490
HOUSING REHABILITATION LOAN PROGRAMS - SINGLE FAMILY Client's Master/Field Folder, Housing rehabilitation contract documents, promissory note, deed of trust, summary sheet, contract with owner (scope of work), and environmental review	PERM	OMB Circular A-110, 2 CFR 215.53, 24 CFR 570.490
HOUSING REHABILITATION LOAN PROGRAMS - SINGLE FAMILY Field Folder, Housing rehabilitation construction documents	CL+7	OMB Circular A-110, 2 CFR 215.53, 24 CFR 570.490

COMMUNITY SERVICES

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US = Until Superseded	PWKS = Public Works
ACT = Active	CD = Community Development
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AS = After Settlement	FIRE = Fire & EMS
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RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Applications/Allocations	5	A-110, 2 CFR 215.53, 24 CFR 570.490
COMMUNITY AGENCY CONTRACTS (CDBG AND OTHER FUNDS) Contract files, monitoring reports, environmental reviews, and correspondence	AT+5	A-110, 2 CFR 215.53, 24 CFR 570.490
COMMUNITY SERVICES BLOCK GRANT (CSBG) FILES State assistance to low income persons, line item budget cost categories, budget and expenditure plan, enrollment/termination placement plan	AT+5	A-110, 2 CFR 215.53, 24 CFR 570.490
FEDERAL CONTRACTS/GRANTS (CDBG; ESG AND HOME)	5	Dept. Policy
PROGRAMS RECORDS CDBG projects	7	A-110, 2CFR 215.53, 24 CFR 570.490

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RECORDS RETENTION SCHEDULE – HUMAN RESOURCES

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
ADMINISTRATION		
NEGOTIATIONS		
Notes, correspondence, contracts, and Memorandums of Understanding regarding labor negotiations between City and unions. Access is restricted to Human Resource Staff, and City Attorney for HR.	PERM	Dept. Policy
ADA: REASONABLE ACCOMMODATION ACTIONS	7	29 CFR 1602.31
EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS/REPORTS		
Access is restricted to: City Manager, City Attorney for HR and Human Resources staff		
Reports, analyses, or statistical data compiled from source documents used to complete EEO reports	5	29 CFR 1602.30, 29 CFR 1602.32
EEO -4 Reports	7	29 CFR 1602.30, 29 CFR 1602.32
Case files relating to discrimination complaints, including complaints, legal and investigative documents, exhibits, related correspondence, withdrawal notices, and decisions or judgments	CL+7	29 CFR 1602.30 29 CFR 1602.32
EMPLOYEE BENEFITS		
EMPLOYEE BENEFITS RECORDS		
Employee benefit plans such as life and deferred compensation plans, including amendments	PERM	GC 6250 et seq, 29USC1027, 29 CFR 1627.3(b)(2), Dept. Policy
RECRUITMENT/EXAMINATION		
EMPLOYMENT APPLICATIONS		
Access is restricted to Human Resources staff and authorized department users only	5	GC 12946, GC 6250 et seq, 29 CFR 1602.31

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RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
ELIGIBILITY LISTS Access is restricted to Human Resources staff and authorized department users only	20	Dept. Policy
CLASSIFICATION SPECIFICATIONS FILES Documentation concerning development and analysis of job descriptions and classification specifications	PERM	Dept. Policy
EMPLOYMENT ANNOUNCEMENTS Postings related to job openings and promotions	5	29 CFR 1602.31
APPLICANT EXAMINATIONS Records relating to tests required of job applicants or of current personnel to qualify for promotion. Access is restricted to Human Resources staff and authorized departments only.		
TESTS	US+5	29 CFR 162.31
TEST PAPERS OF PERSONS TAKING TESTS	5	29 CFR 162.31
EMPLOYEE RELATIONS		
GRIEVANCE RECORDS Records relating to the review of employee grievances against personnel policies, working conditions, etc. Access is restricted to the Human Resource Director, Human Resources HR Analyst and City Attorney assigned to HR.	AS+12	Dept. Policy
DISCIPLINARY AND ADVERSE ACTION RECORDS Records created by Civil Service Board or by Human Resources or supervisory officers in considering or reconsidering an appeal, an adverse action against an employee (e.g., demotion, probation, termination, suspension, leave without pay). Due process prior to disciplinary action. Access is restricted to: Human Resources Analyst, City Attorney for Human Resources, Human Resources Director, and other staff as may be designated by the HR Manager.	AT+12	29 CFR 1602.31
TRANSACTIONS		

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RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
EMPLOYEE SERVICE RECORD "Employee Cardex File" - Employment history summary for each employee. Contains: name; date of birth; social security number; positions held, with dates of hire, promotion, transfer, or demotion; wage or salary rate for each position held, including step or merit increases within grades; and date of separation. Access is restricted to Human Resources Staff.	PERM	Dept. Policy
MEDICAL LEAVE RECORDS May include family leave records, certifications	CL+30	FMLA 1993, 29 CFR 1910.20 29 CFR 1910.30 29 CFR 1910.32
EMPLOYEE MEDICAL FILES Access is restricted to Human Recourses Manager and Human Resources Staff	AT+30	
EMPLOYEE PERSONNEL FILES Includes Personnel Action/Information forms used to create/change information in the personnel records of individual employees regarding hiring, termination, transfer, performance evaluations, pay grade, position/job title, leaves of absence, name changes, and similar actions except those noted elsewhere in this schedule. Access is restricted to the individual employee, Human Resources Staff.	AT+30	GC34090, GC6250, Dept. Policy

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RECORDS RETENTION SCHEDULE – INFORMATION TECHNOLOGY

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
BACKUPS Production data from all operational systems required for business continuity in the event of accidental data loss, equipment failure, or disaster. User files from network drives such as spreadsheets and documents. System logs and operating system settings.	Up to 7 years	Dept. Policy (Length of storage depends upon legal and operational requirements)
RFPS/PURCHASING DOCUMENTS	AE+5	Dept. Policy
TECHNICAL DOCUMENTATION Documentation, procedures, policies, network diagrams and other related reference materials needed to maintain and support all enterprise systems and/or resume necessary business activities in response to a disaster.	US	Dept. Policy
SECURITY AND SYSTEM ACTIVITY DOCUMENTATION Security configurations, log files, user account information and other information related to security administration and system monitoring.	AE	Dept. Policy

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RECORDS RETENTION SCHEDULE – LIBRARY

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
BORROW REGISTRATION RECORDS Records documenting the registration of authorized borrowers.	US	Dept. Policy
CASH RECEIPTS (for daily deposit of monies from Library)	5	Dept. Policy
CIRCULATION RECORDS Records documenting the circulation of the library materials to individual borrowers	US	Dept. Policy
CIRCULATION STATISTICAL REPORTS	5	Dept. Policy
LIBRARY CATALOG	US	Record should be protected from loss or damage by off-site storage of a security copy
LOST AND PAID RECEIPTS Copies of receipts issued when patron pays for a lost book	5	Dept. Policy
OVERDUE RECORDS Library Fines Information	5	Dept. Policy
PURCHASE ORDERS	5	Dept. Policy
RECORDS OF MISSING BOOKS IN CIRCULATION	5	Dept. Policy
VOUCHERS Vendor Invoices, Reference Information and Proof of payment	7	Dept. Policy

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RECORDS RETENTION SCHEDULE –RECREATION & PARKS

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
ADMINISTRATION		
PLANS, PROPOSED-UNBUILT Expansion and future site; studies and plans	5	GC 34090
CAPITAL IMPROVEMENT PROJECT FILES Park construction projects	PERM	Dept. Policy
HISTORICAL FILE-BY PARK Includes newspapers, news releases, and photos	PERM	Dept. Policy
PLANNING STUDIES	10	Dept. Policy
PARK EVALUATIONS AND ASSESSMENTS Safety and accessibility	10	Dept. Policy
PARKS (FACILITIES MAINTENANCE, FORESTRY, LANDSCAPE MAINTENANCE)		
PARKS INSPECTION CHECK LISTS Quarterly park inspection sheets completed by landscape maintenance crews	10	Dept. Policy
LANDSCAPE MAINTENANCE – WORK MANAGEMENT TIME SHEETS Daily, Weekly, monthly reports	5	Dept. Policy
MAPS AND BLUEPRINTS As-built plans: irrigation, etc.	PERM	GC 34090
PHOTOGRAPHS	5	GC 34090
SCHEDULES, CLASSES AND EVENTS Enrollment, liability releases, evaluations, attendance, flyers, etc.	5	GC 34090
INVENTORIES, EQUIPMENT Includes warranties, purchase orders, etc.	5	GC 34090

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MAINTENANCE OPERATION FILES Work orders, inspections, repairs, cleaning, reports and complaints	5	GC 34090
RECREATION		
DAILY ATTENDANCE FORMS	5	Dept. Policy
DROP-IN WAIVER Adventure playground, pools, recreation centers	5	Dept. Policy
HEALTH HISTORY FORMS	5	Dept. Policy
LIABILITY RELEASE FORMS Volunteers and participants	5	Dept. Policy
LOG BOOKS Log of operation forms, maintenance records and check-offs	PERM	Dept. Policy
PARK USE PERMITS/FACILITY USE PERMITS	5	Dept. Policy
REGISTRATION FORM Camps, classes, programs, special events, sports leagues. May include scholarship application.	5	Dept. Policy
URBAN PARK AND RECREATION RECOVERY PROGRAM (UPARR) Park management plans	PERM	Dept. Policy
YOUTH WITH SPECIAL NEEDS Purchase of services authorization, evaluation, and intake screening reports	5	Dept. Policy

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RECORDS RETENTION SCHEDULE – POLICE

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
PROFESSIONAL STANDARDS DIVISION		
ALAMEDA POLICE - TRAINING AND INFORMATION BULLETINS	PERM	Dept. Policy
GENERAL ORDERS	PERM	Dept. Policy
PERSONAL FILES	AT+5	GC 12946, PC 832.5(b)
OFFICE OF THE CHIEF		
INTERNAL AFFAIRS INVESTIGATIONS	CL+7	PC 832.5(b)
INTERNAL AFFAIRS COMPLAINT FILE	CL+9	PC 832.5(b), PC832.7, PC832.8
INVESTIGATIONS DIVISION - SPECIAL ENFORCEMENT	CYE+5	
CONFIDENTIAL INVESTIGATIONS	PERM	Dept. Policy
SUPPORT SERVICES		
CALL HISTORY LOG File log of every police call for service	PERM	Dept. Policy
FINGERPRINT FILE Original fingerprint cards and inked palm cards	PERM	Dept. Policy
POLICE REPORT FILES Official criminal offense investigative reports, accident reports, non-criminal, and miscellaneous	CYE+5 (except major cases which are kept permanently)	Dept. Policy
RECORD SEALING – NON-FACTUAL INNOCENCE Arrest records and narrative reports	CYE+5	Dept. Policy

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RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
RECORD SEALING – INNOCENT BY TRIAL	CYE+5	PC 851.8
SUPPORT SERVICES - COMMUNICATIONS CENTER		
TOWED VEHICLE FILES Notification letters, receipt of release for towed/stored vehicles	CYE+5	GC 34090, GC 14755(a) & (b)
REGISTRANT FORMS Sex, arson, drugs, gangs	PERM	Dept. Policy
INVESTIGATIONS - DETECTIVE BUREAU/CRIME SCENE UNIT		
CRIME REPORTS All crime reports, including all attachments and photographs, are kept for CYE+5 except major cases (e.g. homicides, sexual assaults, etc.)	CYE+5	Dept. Policy
CRIME REPORTS – MAJOR CASES	PERM	Dept. Policy
PHOTOGRAPHS AND PHOTOGRAPHIC NEGATIVES – NON CASE-RELATED Public relations, promotions, events, ceremonies, staff photos	PERM	Dept. Policy
SUPPORT SERVICES - WARRANT DETAIL		
WARRANT FILES Copies of original warrants, warrant service cards, and warrant tracking information	CYE+7	Dept. Policy
CONSOLIDATED ARREST REPORTS – CAR'S	CYE+5 (unless major case)	Dept. Policy
INVESTIGATIONS - SPECIAL VICTIMS		
JUVENILE FIRST OFFENDER RECORDS Record of juveniles who have committed one misdemeanor offense and are tracked for a two-year period. If no other offenses are committed within the two-year period, their record is purged.	CYE+5	Dept. Policy
SEALED JUVENILE RECORDS Prior arrest record sealed by court order	CYE+5	Court Order

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INVESTIGATIONS - TRAFFIC/PARKING		
ACCIDENT RECORDS	CYE+5	GC 34090
CITATION – MONTHLY SUMMARY Recap of number of tickets issued in a particular month	5	GC 34090
CITATIONS – VOID Parking tickets issued in error or incorrectly	5	Dept. Policy
TICKET COUNTER SHEET Used to record start/end number of tickets used	CYE+5	GC 34090
OPERATIONS - COMMUNITY SERVICES		
CITIZEN VISITS Record of citizens participating in a Ride-A-Long program and other visitation	5	GC 34090 Dept. Policy
NEIGHBORHOOD WATCH Records of neighborhood watch groups, containing names, addresses, and particular concerns	5	Dept. Policy
SECURITY CHECKS Record receipt of homes and businesses surveyed to indicate areas to improve or repair to prevent burglaries and other crime	CYE+5	GC 34090 Dept. Policy
ANIMAL CONTROL		
ANIMAL COMPLAINT RECORDS Citizen's complaints on animals and the shelter's response	5	Dept. Policy
BITE REPORT Monthly Bite Report	5	Dept. Policy
CITATIONS	5	Dept. Policy
DAILY LOGS – ANIMAL CONTROL OFFICER Daily log of calls	5	Dept. Policy
SPAY AND NEUTER REFUNDS	5	Dept. Policy

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IMPOUND RECORDS	5	Dept. Policy

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RECORDS RETENTION SCHEDULE – PUBLIC WORKS

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
ADMINISTRATION		
BUDGET WORK PAPERS Budget information for past projected budgets	5	Dept. Policy
COMPLAINT FILES Requests to remedy infrastructure problems	8	Dept. Policy
HISTORICAL FILES Studies and reports relating to the City's infrastructure.	PERM	Dept. Policy
VEHICLE REPLACEMENT	5	Dept. Policy
PRE-TRIP REPORTS Transfer Station vehicles	5	Dept. Policy
MATERIAL SAFETY DATA SHEETS	PERM	Cal OSHA
CAPITAL IMPROVEMENTS		
CAPITAL IMPROVEMENTS - PROJECT FILES Documents that support process and progress of project to completion; including bidders list, specifications, reports, plans, work orders, schedules, ordinances and resolutions, board and commission minutes, weekly project minutes, etc.	PERM	CCP 337.15
CAPITAL IMPROVEMENTS – CONSTRUCTION FILES Planning, design, construction, conversion or modification of City-owned facilities, structures and systems	PERM	GC 34090, GC 4004, H&S 19850
CAPITAL IMPORVEMENTS – AGREEMENTS	PERM	GC 34090, GC 4004, H&S 19850

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RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
CAPITAL IMPROVEMENT PROGRAM FILES Major construction projects – streets, buildings, sewers, irrigations, storm drains	5	Dept. Policy
ENGINEERING		
ANNUAL ENGINEER'S REPORTS Street lighting, landscaping and park maintenance and streetlight underground assessment districts	PERM	Dept. Policy
REVOCABLE PERMITS – ENCROACHMENT PERMITS Request to encroach into public right-of-way (fences, banners, etc.)	PERM	Dept. Policy
UTILITY AND TRANSPORTATION FILES Franchise agreements and correspondence dealing with utility and transportation issues and agencies	PERM	Dept. Policy
SEWER LATERAL CERTIFICATE	5	Dept. Policy
EQUIPMENT MAINTENANCE		
FUEL MASTER	PERM	Dept. Policy
FACILITIES ELECTRICAL		
EMERGENCY GENERATOR TEST Marina lift stations, lift station test log book	5	BAAQMD Regulation
RADIO MAINTENANCE RECORDS Maintenance records of mobile and dash-mounted radios	5	Dept. Policy
FACILITIES MAINTENANCE		
SAFETY TAILGATE DOCUMENTS Signatures of crew and safety subjects	PERM	Dept. Policy
ELEVATOR CERTIFICATIONS	US	Dept. Policy
FIRE SUPPRESSION SYSTEMS	US	Dept. Policy
REPAIR AND MAINTENANCE OF FIRE EXTINGUISHERS	US	Dept. Policy
PROPERTY MANAGEMENT		

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LEASES	PERM	Dept. Policy
APPRAISALS	PERM	Dept. Policy
PROJECT FILES	PERM	Dept. Policy
MAINTENANCE REQUEST		
CLAIMS FILES Includes documents that are not in City Attorney files	5	Dept. Policy, GC 12946
COMPLAINT FILES Requests to remedy infrastructure problems – sewers, sidewalks, storm drains	8	Dept. Policy
CLEAN CITIES Includes mechanical sweeper record	5	Dept. Policy
SEWER MAINTENANCE REPORTS	PERM	Dept. Policy
STREET MAINTENANCE	10	Dept. Policy
SIDEWALK AND POTHOLE REPAIR Requests for sidewalk repair and work orders	5	Dept. Policy
STORM MAINTENANCE	5	Dept. Policy
TRAFFIC MAINTENANCE WORK ORDERS Generated by Traffic Engineering or public	5	Dept. Policy
METER MAINTENANCE	5	Dept. Policy
TRANSPORTATION		
AREA PLANS	PERM	GC 34090, GC 65103, GC 50110
TRAFFIC ENGINEER WORK ORDERS		

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CURB PAINTING Location and specifications of parking restrictions	PERM	Dept. Policy
PAVEMENT MARKINGS Location and specifications for traffic control striping and legends	PERM	Dept. Policy
SIGN LOCATION FILES Location and specifications of traffic signs	PERM	Dept. Policy
RED CURB PERMITS Legacy files of permits that were issued to homeowners	PERM	Dept. Policy
SIGNAL PRIORITY RATING Numerical rating of City street intersections	20	Dept. Policy
SPEED STUDIES Radar speed studies	5	Dept. Policy
TRAFFIC VOLUME COUNTS Traffic count on City streets	15	Dept. Policy
AREA TRAFFIC MANAGEMENT Studies, reports, surveys (Neighborhood Traffic Management Plans)	10	Dept. Policy
GARAGE ACTIVITY REPORTS Daily reconciliation reports, ticket batches, accounting of money City-owned garages recover on a daily basis	5	Dept. Policy
ENVIRONMENTAL COMPLIANCE		
NON POINT DISCHARGE ELIMINATION SYSTEM PERMIT/STORMWATER Sampling, records, compliance, monthly inspections, Storm Water Pollution Prevention Plan and updates	US+5	State Water Resource Control Board Order 97-03-DWQ
BAY AREA AIR QUALITY MANAGEMENT DISTRICT (BAAQMD) Permit to operate	US+5	BAAQMD Regulation 8 Rule 7

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EAST BAY MUNICIPAL UTILITY DISTRICT (EBMUD) Permits, monitoring, discharge reports, relevant correspondence	6	EBMUD Ordinance No. 311A-03

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