

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 | | | |
| | ACT = Active | ATTY = City Attorney | CD = Community Development |
| | AP = After Payoff | CLK = City Clerk | CM = City Manager |
| | AS = After Settlement | FIN = Finance | FIRE = Fire & EMS |
| | AV = Administrative Value | LBR = Library | HRD = Human Resources |
| | CYE = Current Year End | IT = Information Technology | MYR = Mayor & Council |
| | PERM = Permanent | PARK = Recreation & Parks | PD = Police |
| | US = Until Superseded | PWKS = Public Works | |

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| 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

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|--|---------|---|
| 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

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| 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 | BMC 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

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|--|---------|---------------------------------------|
| 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

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| 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 – INCLUDING GRANT RELATED ITEMS | 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. |

| Retention Codes | | Department Codes | |
|------------------------|---------------------------|-----------------------------|----------------------------|
| AA = After Audit | ACT = Active | ATTY = City Attorney | CD = Community Development |
| AE = After Expiration | AP = After Payoff | CLK = City Clerk | CM = City Manager |
| AT = After Termination | AS = After Settlement | FIN = Finance | FIRE = Fire & EMS |
| CL = Close/Completion | AV = Administrative Value | LBR = Library | HRD = Human Resources |
| EL = Election | CYE = Current Year End | IT = Information Technology | MYR = Mayor & Council |
| FYE = Fiscal Year End | PERM = Permanent | PARK = Recreation & Parks | PD = Police |
| US = Until Superseded | | PWKS = Public Works | |

| RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE | DESTROY | STATUTORY REFERENCE |
|---|----------------------------|------------------------------|
| 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 |

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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 |
| | | 2 Years - Finance - Permanent in City Clerk's office |
| INVESTMENT REPORTS TO COUNCIL | | 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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| CL = Close/Completion | LIBR = Library |
| AV = Administrative Value | HRD = Human Resources |
| EL = Election | IT = Information Technology |
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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 |
| OPEB/PENSION/HEALTH | 5 | |
| 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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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 |
|--|-------|----------|

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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| CL = Close/Completion | CM = City Manager |
| EL = Election | FIN = Finance |
| FYE = Fiscal Year End | FIRE = Fire & EMS |
| PERM = Permanent | HRD = Human Resources |
| US = Until Superseded | IT = Information Technology |
| | MYR = Mayor & Council |
| | PARK = Recreation & Parks |
| | PD = Police |
| | PWKS = Public Works |

| | | |
|--|--------|-----------------------|
| 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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| EL = Election | CYE = Current Year End | IT = Information Technology | MYR = Mayor & Council |
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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

| Retention Codes | | Department Codes | |
|------------------------|---------------------------|-----------------------------|----------------------------|
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| EL = Election | CYE = Current Year End | IT = Information Technology | MYR = Mayor & Council |
| FYE = Fiscal Year End | PERM = Permanent | PARK = Recreation & Parks | PD = Police |
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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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| PERM = Permanent | PWKS = Public Works |
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| | CM = City Manager |
| | FIRE = Fire & EMS |
| | HRD = Human Resources |
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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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|---|---------|--|
| 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 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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| 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.) | | |
| 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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