

## General Records Schedule

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
<b>ADMINISTRATION</b>		
<b>ACCIDENT/INCIDENT REPORTS</b>		
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
<b>BUDGET DOCUMENTATION – DEPARTMENT WORK PAPERS</b>		
Records used exclusively for the preparation of budgets, including budget requests, justification statements, and similar documents	FYE+5	GC34090
<b>BUDGET DOCUMENTATION</b>		
Fund encumbrance and expenditure reports. Status report showing expenditures and encumbrances against a budget, i.e., Budget Performance Report	FYE+5	GC 34090
<b>CERTIFICATES AND LICENSES</b>		
Certificates, licenses, or permits required for employees to qualify for or remain eligible to hold a position requiring rectification or licensing	US+5	GC34090
<b>CITIZEN COMPLAINTS</b>		
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
<b>CONTRACTS, LEASES, MOU'S, AND AGREEMENTS</b>		
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+5	GC34090

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
<b>CORESPONDENCE AND INTERNAL MEMORANDA - POLICY AND PROGRAM DEVELOPMENT</b> Records pertaining to the formulation, research, planning, modification, implementation, or redefinition of City policies, programs, services, or projects.	*US+3	Dept. Policy
<b>CORRESPONDENCE AND INTERNAL MEMORANDA – ADMINISTRATIVE</b> Documents pertaining to or arising from routine administration or operation of City policies, programs, services, and projects (includes both incoming and outgoing documents)	CYE+3	Dept. Policy
<b>CORRESPONDENCE AND INTERNAL MEMORANDA - CHRONOLOGICAL FILES</b> Copies of correspondence and/or reports arranged in chronological order (by date issued) for quick reference	CYE+3	Dept. Policy
<b>FINANCIAL REPORTS – PERIODIC</b> 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
<b>GOALS AND OBJECTIVES</b> Department Performance measures, goals, and objectives	CYE+5	GC 34090
<b>NEWS RELEASES, NEWSLETTERS, AND PRESS RELEASES</b>	*CYE+7	Dept. Policy
<b>ORGANIZATIONAL CHARTS</b> See Bi-Annual Budget for official organization charts.	US	Dept. Policy
<b>PHOTOGRAPHS, RECORDINGS, AND NONTEXTUAL MEDIA</b> 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
<b>POLICY AND PROCEDURE DOCUMENTATION</b> Executive orders, directives, manuals, and similar documents issued by the City, for the City	*US+5	Dept. Policy

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<b>PUBLICATIONS-PROMOTIONAL AND MARKETING MATERIALS</b> 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
<b>PURCHASING RECORDS</b> Departmental requisitions, purchase orders, requests for encumbrance (FN-024), warehouse requisitions	FYE+5	GC 34090
<b>INCOMING PAYMENTS</b>	*AV	Dept. Policy
<b>PUBLIC RECORDS REQUESTS</b>	CEY+5	GC 34090
<b>REPORTS AND STUDIES (NON-FISCAL) - ANNUAL REPORTS</b> 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
<b>REPORTS AND STUDIES (NON-FISCAL)</b> 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
<b>REPORTS AND STUDIES (NON-FISCAL)</b> Special reports or studies prepared by order or request of the City Manager	5	Dept. Policy
<b>REPORTS AND STUDIES (NON-FISCAL)</b> Routine monthly, bimonthly, quarterly or semi-annual reports	CYE+5	GC 34090
<b>TRAVEL RECORDS</b>	CYE+5	GC 34090
<b>CITY OWNED FACILITY RENTAL RECORDS</b> 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
<b>BOARDS AND COMMISSIONS</b>		

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RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
<b>AGENDAS - BOARDS AND COMMISSIONS</b> Published meeting agendas and/or notices	CYE+8	GC 34090
<b>AGENDAS - BOARDS AND COMMISSIONS AGENDA PACKETS AND SUPPORTING DOCUMENTATION</b> 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+15	GC 34090
<b>MINUTES - BOARDS AND COMMISSIONS</b> Audio and/or video tapes of meetings for which written minutes are prepared.	PERM	AMC Section 2-91.14(b)
<b>COMMISSIONER ATTENDANCE RECORDS</b>	10	GC 34090
<b>GRANTS</b>		
<b>GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS</b> Successful grant applications and proposals	*CL+5	GC 34090
<b>GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS</b> Records relating to unsuccessful grant proposals	CYE+2	GC34090
<b>PERSONNEL AND PAYROLL</b>		
<b>EMPLOYEE TIME SHEETS/CARDS - DEPARTMENT COPIES</b> 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)
<b>EMPLOYEE PERSONNEL FILES</b> 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

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<b>EMPLOYEE SECURITY RECORDS - IDENTIFICATION AND ACCESS</b> 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
<b>EMPLOYEE SECURITY RECORDS - PARKING</b>	US	GC 34090
<b>EMPLOYEE REPORTS AND RELATED RECORDS</b>	FYE+5	GC 34090

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# RECORDS RETENTION SCHEDULE – CITY ATTORNEY

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
<b>ADVICE (LEGAL OPINIONS)</b> Copies of all opinions issued by the City Attorney's office	PERM	GC 34090 GC 6254
<b>LITIGATION CASE FILES</b>	AS+10	42 USC s1983 GC 6254
<b>RISK</b>		
<b>CLAIM FILES</b> Denied, denied late, paid claims	CL+5	Dept. Policy
<b>INSURANCE POLICIES</b>	CYE+10	Dept. Policy
<b>WORKERS COMPENSATION CLAIM FILES</b> 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
<b>MEDICAL AND EXPOSURE REPORTS</b>		
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
<b>ADMINISTRATIVE FILES</b>		
<b>CERTIFICATE OF APPOINTMENT OF DEPUTY AND OATH OF OFFICE</b>	PERM	Dept. Policy GC40813
<b>OATH OF OFFICE FOR APPOINTED CITY STAFF</b> Secretary of State Authorization	PERM	Dept. Policy
<b>BOARDS, COMMISSIONS, COMMITTEES</b>		
<b>BOARD-COMMISSION HANDBOOK</b> Manual is provided to new members	US	Dept. Policy
<b>MEMBERSHIP</b> Historical data relating to appointments and termination	PERM	Dept. Policy
<b>BOARD COMMISSION FILES</b> Contains original applications and correspondence related to appointment, service and termination	AT+10	Dept. Policy
<b>MEETING CALENDARS</b>	US	Dept. Policy
<b>DEEDS, FRANCHISES, (REVOCABLE PERMITS WITH PUBLIC WORKS)</b>		
<b>DEEDS</b> Original deeds to City-owned property	PERM	Dept. Policy
<b>FRANCHISE AGREEMENTS</b> Original agreements authorizing franchises and related ordinances	PERM	Dept. Policy
<b>LOAN DOCUMENTS, PROMISSORY NOTES, AND DEEDS OF TRUST</b> Original promissory notes submitted to the City Clerk in connection with Council authorized loans, includes deeds of trust when applicable	CL+10	Dept. Policy
<b>SPECIAL TAX DISTRICT PROPERTY DOCUMENTS</b>	CL	Dept. Policy

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Includes staff reports and formation records		
<b>CHARTER</b>		
<b>ORIGINAL CHARTER AND AMENDMENTS</b> Chapter designations by the Secretary of State; see Elections	PERM	GC34090, GC 34458- GC 34460, Dept. Policy
<b>OUTDATED CHARTERS</b>	PERM	Dept. Policy
<b>CONFLICT OF INTEREST - ECONOMIC INTEREST STATEMENTS</b>		
<b>CANDIDATES FOR ELECTIVE OFFICE - FORM 700 – MAYOR, COUNCIL AND TREASURER</b> 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)
<b>AUDITOR, EMPLOYEES, CONSULTANTS, BOARDS AND COMMISSION MEMBERS - FORM 700</b> 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)
<b>CITY MANAGER, CITY ATTORNEY AND PLANNING BOARD - FORM 700</b>	5	GC 81009 (e)
<b>CONFLICT OF INTEREST ADMINISTRATION FILES</b> Annual statement processing, code updates, master FPPC forms, tracking database, and reference files	7	Dept. Policy
<b>CONTRACTS</b>		
<b>CONTRACTS</b> 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
<b>SUBDIVISION AGREEMENTS</b>	AT+5	GC 65864 GC 65869.5

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		CA Opinion 1/3/90
<b>EASEMENTS</b> To be retained as long as the easement is effective; most easements are granted in perpetuity	PERM	GC 34090
<b>LOAN AGREEMENT</b> With fixed maturity date	AT+5	GC 34090 2 yrs, 5 yrs Dept. Policy
<b>CITY COUNCIL AND OTHER LEGISLATIVE BODIES COMPRISED OF THE FULL CITY COUNCIL</b>		
<b>COUNCIL MEETING MINUTES</b>	PERM	GC 34090
<b>DVD</b>	PERM	GC 34090
<b>MINUTES - CLOSED SESSIONS</b> Confidential closed session minutes per AMC 2.04.025	PERM	GC 34090
<b>AGENDA PACKETS</b> Agenda items and background materials, including Council reports, follow-up correspondence, communications to Council, and land use appeal records	PERM	Dept. Policy
<b>OFF-AGENDA REPORTS</b> Reports and correspondence to Mayor and Council not on agenda from various departments and outside sources	5	GC 34090
<b>ORDINANCES</b>	PERM	GC 34090
<b>MUNICIPAL CODE</b> Codification of the City's general ordinances	US	GC 34090
<b>RESOLUTIONS</b> Includes Resolutions of Intent	PERM	GC 34090
<b>ELECTIONS</b>		
<b>CANDIDATE FILING FORMS AND NOMINATION DOCUMENTS</b>	AT+5	BMC 2.12.045,

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Submitted in order to qualify for candidacy; includes declaration of candidacy and nomination papers		EC 17100, FCPC R2.12.045(b)
<b>ELECTION FILES</b> Notices and affidavits, ballot measures files – arguments, authorization forms, City Attorney analysis, sample ballot pamphlets, certification documents, oaths of office, correspondence	PERM	DEPT. Policy
<b>PETITIONS – CONFIDENTIAL</b> Initiative, referendum, charter amendment, and recall petitions with original signatures	1	GC 6253.5, EC 17200, EC 17400
<b>PLACED ON BALLOT</b>	EL+5	
<b>NOT PLACED ON BALLOT</b>	5	
<b>ADMINISTRATIVE FILE</b>	5	
<b>MUNICIPAL ASSESSMENT DISTRICT ELECTIONS</b> Elections affecting real property, i.e., Undergrounding Utility Districts, Fire Assessment, and Lighting. Includes Engineers report.	5	GC 53753(e)(2)
<b>BUSINESS IMPROVEMENT</b> Includes staff reports	EL+10	Dept. Policy
<b>FAIR POLITICAL PRACTICES COMMISSION (FPPC)</b>		
<b>CAMPAIGN STATEMENTS FILED BY CANDIDATES FOR MAYOR AND CITY COUNCIL, COMMITTEES SUPPORTING ANY OFFICEHOLDER OR CANDIDATE OR MEASURES</b> Includes all pre-election statements, semiannual, and statements of termination	CU+5	Fair Political Practices Commission Opinions
<b>CAMPAIGN STATEMENTS FILED BY PROPONENTS/OPPONENTS OF MEASURES</b> Includes all pre-election statements, semiannual, and statements of termination	EL+7	GC 81009(c)
<b>ELECTED CANDIDATES</b>	PERM	GC 81009(b), BMC 2.12.045

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<b>NON-ELECTED CANDIDATES</b>	EL+5	GC 81009(b), BMC 2.12.045
<b>FORM 801- GIFTS TO AGENCY</b> Includes log	5	FPPC Regulation 18944.2
<b>AB1234 – ETHICS TRAINING</b> Includes certificates and correspondence	5	GC 53235.2
<b>AGENCY REPORT OF PUBLIC OFFICIAL APPOINTMENTS</b>	US+5	GC 34090
<b>RECORDS MANAGEMENT</b>		
<b>RECORDS TRANSFER LIST</b> Inventory of boxed records transferred by departments to off-site storage	AE	Dept. Policy AE move to CLK1103
<b>RECORDS DESTRUCTION CERTIFICATES, DESTRUCTION DOCUMENTATION, AND DEPARTMENT DESTRUCTION LOGS</b> 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
<b>RECORDS RETENTION SCHEDULE</b> The retention schedule is adopted by resolution	PERM	Dept. Policy
<b>ARCHIVAL MATERIAL</b>		
<b>MISCELLANEOUS HISTORICAL RECORDS</b> Includes City seal and incorporation papers, annexation record	PERM	Dept. Policy
<b>OPEN GOVERNMENT COMMISSION (OGC)</b> 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
<b>ADMINISTRATION</b>		
<b>GRANTS</b>		
Correspondence on all grants, to be destroyed 5 years after completion of grants	CL+5	GC 34090 is 2 yrs, 5 by Dept. Policy
<b>CITIZEN ISSUE TRACKING SYSTEM</b>		
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
<b>ADMINISTRATIVE HEARING USE FILES</b>		
Includes hearing request, decision, notes, evidence and tapes	5	GC 34090
<b>BUDGET</b>		
<b>BUDGET</b>		
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
<b>BUDGET MODIFICATION WORKSHEETS</b>		
Reallocation of line item amounts by departments during budget year	5	GC 34090
<b>BUDGET INSTRUCTIONS TO DEPARTMENTS</b>		
Training procedures/instructions for data input and preparation of department budgets	5	GC 34090
<b>BUDGET REQUESTS</b>		
Budget proposals submitted by departments prior to budget preparation. Used for planning purposes only.	5	GC 34090
<b>ECONOMIC DEVELOPMENT ADMINISTRATIVE (EDA)</b>		
Semi-annual report	10	GC 34090 is 2 yrs, 10 by Dept. Policy
<b>MEMORANDA FROM MAYOR AND CITY COUNCIL</b>		
Correspondence – consent, action, and resolutions	5	GC 34090

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<b>CULTURAL SERVICE AND PUBLIC ART CONTRACTS</b>	AT+5	Dept. Policy

## RECORDS RETENTION SCHEDULE – COMMUNITY DEVELOPMENT

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

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<b>VARIANCE</b>	PERM	Dept. Policy
<b>ZONING ADMINISTRATIVE HEARING – NOTICES OF DECISION</b>	PERM	Dept. Policy
<b>ZONING ORDINANCE</b> Changes in the Zoning Ordinance	PERM	Dept. Policy
<b>PERMIT HISTORY</b> Complete zoning files by address, including UP, AUP, LPC, DRC, variance, subdivisions, condo conversions, etc.	PERM	Dept. Policy
<b>GENERAL PLAN AND OTHER AREA PLANS</b> 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
<b>BUILDING AND SAFETY</b>		
<b>INSPECTION RECORD FOR ISSUED PERMITS</b>	5	Dept. Policy
<b>PERMITS AND ASSOCIATED DOCUMENTS</b>	PERM	H&S 19850 et seq and Dept. Policy
<b>PLANS – BUILDING (CONSTRUCTION PLANS)</b> All buildings of any construction type, excluding schools, hospitals	PERM	H&S 19850 et seq and Dept. Policy
<b>REPORTS WITH HOUSING DATA</b> Census Bureau – report of new privately-owned residential buildings or zoning permits issued. State Dept. of Finance – Housing Unit Change form.	PERM	Dept. Policy
<b>PERMIT CENTER RECEIPTS</b> 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
<b>ADMINISTRATION</b>		
<b>FINANCE CONTRACTS/CONTRACT AMENDMENTS</b>	AT/AE +5	GC 34090
<b>ACCOUNTS PAYABLE / CONTRACTS / PURCHASING</b>		
<b>1099-MISCS, 1099-G AND W-9 TAX RETURNS</b>	7	GC 34090, 29USC 436
<b>ACCOUNTS PAYABLE INVOICES</b>	Paper Version 2 years, Laserfiche Version 7 years	GC 34090
<b>ACCOUNTS PAYABLE INVOICES – GRANT RELATED ITEMS</b>	Paper Version 2 years, Laserfiche Version Grant Completion +3	GC 34090
<b>ACCOUNTS PAYABLE INVOICES – PAID FROM BOND PROCEEDS</b>	Life of Bond +3	GC 34090

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RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
<b>VEHICLE AND FLEET TITLES / REGISTRATION DOCUMENTS</b>	Length of City Ownership	VC 990 et seq.
<b>INDEPENDENT CONTRACTOR REPORTS TO STATE (DE 542)</b>	7	GC 34090, 29USC 436
<b>PETTY CASH REIMBURSEMENTS</b>	5	GC 34090
<b>PURCHASING CARDS RECORDS</b>	5	GC 34090
<b>PURCHASE ORDERS, BIDS, RFPS AND REQUISITIONS AND RELATED CONTRACTS</b>	5	GC 34090, CCP 337
<b>WARRANT REGISTERS</b>	5	GC 34090.7
<b>UNDERGROUND TANK / DIESEL FUEL TAX FILINGS</b>	7	GC 34090
<b>STATE BOARD OF EQUALIZATION (ANNUAL SALES TAX RETURNS)</b>	7	GC 34090
<b>AUDIT</b>		
<b>AUDIT WORKPAPERS</b>	5	GC 34090
<b>AUDIT REPORTS, INCLUDING CAFRS</b>	PERM	GC 34090
<b>FIXED ASSET REPORTS (ADDITIONS, DISPOSALS, TRANSFERS, BALANCES)</b>	5	GC 34090 26 CFR 301 65-1 (F)
<b>SURPLUS PROPERTY (LISTINGS OF PROPERTIES FOR AUCTION, SALES LISTINGS)</b>	5	GC 34090; CCP 337
<b>BONDS / ASSESSMENT DISTRICTS</b>		
<b>BOND AND LEASE RECORDS AND COLLECTION INFORMATION</b>	PERM	GC 34090, CCP 337.5
<b>BOND AND LEASE STATEMENTS</b>	Life of Bonds	GC 34090, 53921 CCP 337.5
<b>OFFICIAL STATEMENTS FOR BONDS</b>	PERM	GC 34090, CCP 337.5

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<b>BUDGET AND CIP</b>		
PROPOSED BUDGET AND CIP DOCUMENTS	5	GC 34090
ADOPTED BUDGET AND CIP DOCUMENTS	PERM	GC 34090
BUDGET AND CIP WORKING PAPERS	5	GC 34090
BUDGET ADJUSTMENT JOURNAL ENTRIES	5	GC 34090
<b>BUSINESS LICENSES</b>		
APPLICATIONS, RENEWALS, OTHER RECORDS	5	GC 34090
BUSINESS LICENSE DATABASE	PERM	GC 34090, CCP 337
<b>CASH AND INVESTMENTS</b>		
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
<b>COST ALLOCATION AND FEE STUDY WORKSHEETS AND REPORTS</b>		
COST ALLOCATION REPORTS AND WORKSHEETS	5	GC 34090
FEE STUDY REPORTS AND WORKSHEETS	5	GC 34090
<b>MAIL / STORES REPORTS AND RECORDS</b>		

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<b>STORES ENTRIES</b>	5	GC 34090
<b>REPORTS</b>	PERM	GC 34090
<b>WORKPAPERS</b>	6	GC 34090
<b>PAYROLL</b>		
<b>DEFERRED COMPENSATION RECORDS AND REPORTS</b>	PERM	GC 34090, 26 CFR 16001-1
<b>OPEB/PENSION/HEALTH</b>	5	
<b>ORDERS TO WITHHOLD (LEVIES)</b>	7	GC 34090
<b>PERSONNEL ADJUSTMENT FORMS - COPIES - ORIGINALS ISSUED BY HR</b>	7	GC 34090, 29 CFR 516.5-516.6
<b>TIMESHEETS</b>	7	GC 34090 29 CFR 516.2
<b>PAYROLL TAX RETURNS (W-2S, DE-6 &amp; 941)</b>	7	GC 34090, 29USC 436
<b>PERS EMPLOYEE DEDUCTION REPORTS</b>	PERM	GC 34090 CAC 22-1085-2
<b>PAYROLL REGISTERS AND RECORDS</b>	PERM	GC 34090, GC37207, 29 CFR 516.2
<b>INCOME TAX WITHHOLDINGS, FEDERAL AND STATE</b>	7	GC 34090, 29USC 436
<b>PAYROLL EDIT LISTS / LABOR DISTRIBUTION REPORTS</b>	7	GC 34090
<b>PROCEDURES/POLICIES/TRAINING</b>	US	GC 34090
<b>FINANCIAL REPORTS</b>		

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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
<b>REVENUES</b>		
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
<b>FIRE DEPARTMENT EMPLOYEE FILES - CURRENT</b> Current employees - Human Resources maintains employee transactions	AT+5	GC 12946 Dept. Policy
<b>FIRE DEPARTMENT EMPLOYEE FILES - RETIRED</b> Files of employees retired from the Alameda Fire Department - Human Resources maintain employee transactions	5	GC 12946 Dept. Policy
<b>FIRE CHIEF'S OFFICE (FCO)</b> Various operational forms	PERM	Dept. Policy
<b>GRIEVANCE FILES – LABOR RELATIONS</b>	AS+5	Dept. Policy GC 12946
<b>POLICY AND PROCEDURE RECORDS</b> General orders and rules and regulations of the Alameda Fire Department	PERM	Dept. Policy
<b>TRAINING MANUALS</b> International Fire Study/Training Association (IFSTA)	PERM	Dept. Policy
<b>PERSONNEL – EXPOSURE RECORDS</b> Sampling results, collection methodology, background reports, lab reports, and worksheets	AT+30	29 CFR 1910.1020
<b>PERSONNEL – MEDICAL RECORDS</b>	AT+30	29 CFR 1910.1020
<b>FIRE DEPARTMENT WORKER'S COMPENSATION FILES</b>	AT+30	Dept. Policy
<b>EMERGENCY PREPAREDNESS</b>		
<b>MUTUAL AID, STRATEGIC PLANS</b>	US+5	GC 34090
<b>REGISTRATION FORMS – CERT CLASSES</b> Community Emergency Response Training	CYE+5	GC 34090

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<b>LIABILITY WAIVER FORMS</b> Waivers for participants in hands-on disaster and first aid training programs	CYE+3	GC 34090
<b>FINANCIAL SERVICES</b>		
<b>AMBULANCE BILLING</b> All aspects of accounts receivable	5	GC 34090(c)
<b>AMBULANCE BILLING CORRESPONDENCE</b> Letters of patients and replies, copies of subpoenas for medical records, etc.	5	GC 34090(c)
<b>FIRE INSPECTION FEE/FALSE ALARM</b> Proof of payments	5	GC 34090(c)
<b>HISTORICAL PICTURES</b> Pictures of fires, buildings, and equipment	PERM	Dept. Policy
<b>PURCHASING RECORDS</b> Records of items purchased from outside vendors for the Fire Department	5	Dept. Policy
<b>TREASURY RECEIPTS</b> Records of deposits for ambulance billing	5	Dept. Policy
<b>BILLING ADJUSTMENTS</b> Complaints and adjustments of billing records	5	GC 34090
<b>DEPUTY CHIEF - OPERATIONS</b>		
<b>INVENTORY</b> Equipment and supplies	CYE+5	GC 34090
<b>FIRE PREVENTION</b>		
<b>FIRE ORDINANCES, RESOLUTIONS, AND INTERPRETATIONS</b> City, County, State	PERM	Dept. Policy
<b>FIRE PREVENTION OPERATIONAL REPORTS</b> Minutes of meetings, bulletins, memos, and budget	6	Dept. Policy

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<b>FIRE PREVENTION OCCUPANCY FILES FIRE INSPECTION REPORTS</b> 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
<b>CITATIONS</b> Notice to appear in court for FEMIS violation	PERM	Dept. Policy
<b>WEED ABATEMENT</b> Reports, hearings, assessments, resolutions, and documentation	PERM	Dept. Policy
<b>CITIZEN COMPLAINTS (FIRE)</b>	CL+5	Dept. Policy
<b>FIRE PREVENTION MONTHLY AND ANNUAL REPORTS</b>	5	Dept. Policy
<b>FIRE DEPARTMENT REFERRALS</b> Responses to City Manager, City Council, and the public	CYE+5	Dept. Policy
<b>SUPPRESSION AND RESCUE SERVICES</b>		
<b>FIRE INVESTIGATION REPORTS</b>		
<b>INCIDENT REPORTS</b> Dispatch and daily logs	CL+5	GC 34090, CCP 338
<b>HAZARDOUS WASTE DISPOSAL</b> Documentation regarding handling and disposal of hazardous waste	CYE+10	CAL OSHA, 40CFR122.21
<b>TRAINING AND EMERGENCY MEDICAL SERVICES</b>		
<b>PERSONNEL FILES</b> Probationary employees (JAC – Joint Apprenticeship Committee)	CL+5*	GC 12946
<b>CERTIFICATE OF COURSE COMPLETION</b> 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
<b>HOUSING DEVELOPMENT PROJECT FILES (HOUSING TRUST FUND)</b> 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
<b>HOUSING DEVELOPMENT PROJECT FILES (HOUSING TRUST FUND) - CONSTRUCTION FILE</b> Site acquisition, feasibility analysis, construction documents, consultant contracts, and correspondence	CL+15	Dept. Policy
<b>HOUSING DEVELOPMENT PROJECT FILES (HOUSING TRUST FUND)</b> Applications of projects not funded	CYE+5	Dept. Policy
<b>INCLUSIONARY FILES</b> Agreements and monitoring files	PERM	Dept. Policy
<b>HOUSING REHABILITATION PROGRAMS – RENTAL REHAB ROGRAM</b> 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
<b>HOUSING REHABILITATION LOAN PROGRAMS - SINGLE FAMILY</b> 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
<b>HOUSING REHABILITATION LOAN PROGRAMS - SINGLE FAMILY</b> 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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RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
<b>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)</b> Applications/Allocations	5	A-110, 2 CFR 215.53, 24 CFR 570.490
<b>COMMUNITY AGENCY CONTRACTS (CDBG AND OTHER FUNDS)</b> Contract files, monitoring reports, environmental reviews, and correspondence	AT+5	A-110, 2 CFR 215.53, 24 CFR 570.490
<b>COMMUNITY SERVICES BLOCK GRANT (CSBG) FILES</b> 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
<b>FEDERAL CONTRACTS/GRANTS (CDBG; ESG AND HOME)</b>	5	Dept. Policy
<b>PROGRAMS RECORDS</b> 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
<b>ADMINISTRATION</b>		
<b>NEGOTIATIONS</b>		
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
<b>ADA: REASONABLE ACCOMMODATION ACTIONS</b>	7	29 CFR 1602.31
<b>EQUAL EMPLOYMENT OPPORTINUIITY (EEO) RECORDS/REPORTS</b>		
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
<b>EMPLOYEE BENEFITS</b>		
<b>EMPLOYEE BENEFITS RECORDS</b>		GC 6250 et seq, 29USC1027, 29 CFR 1627.3(b)(2), Dept. Policy
Employee benefit plans such as life and deferred compensation plans, including amendments	PERM	
<b>RECRUITMENT/EXAMINATION</b>		
<b>EMPLOYMENT APPLICATIONS</b>		GC 12946, GC 6250 et seq, 29 CFR 1602.31
Access is restricted to Human Resources staff and authorized department users only	5	

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<b>ELIGIBILITY LISTS</b> Access is restricted to Human Resources staff and authorized department users only	20	Dept. Policy
<b>CLASSIFICATION SPECIFICATIONS FILES</b> Documentation concerning development and analysis of job descriptions and classification specifications	PERM	Dept. Policy
<b>EMPLOYMENT ANNOUNCEMENTS</b> Postings related to job openings and promotions	5	29 CFR 1602.31
<b>APPLICANT EXAMINATIONS</b> 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.		
<b>TESTS</b>	US+5	29 CFR 162.31
<b>TEST PAPERS OF PERSONS TAKING TESTS</b>	5	29 CFR 162.31
<b>EMPLOYEE RELATIONS</b>		
<b>GRIEVANCE RECORDS</b> 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
<b>DISCIPLINARY AND ADVERSE ACTION RECORDS</b> 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
<b>TRANSACTIONS</b>		

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<b>EMPLOYEE SERVICE RECORD</b> "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
<b>MEDICAL LEAVE RECORDS</b> May include family leave records, certifications	CL+30	FMLA 1993, 29 CFR 1910.20 29 CFR 1910.30 29 CFR 1910.32
<b>EMPLOYEE MEDICAL FILES</b> Access is restricted to Human Recourses Manager and Human Resources Staff	AT+30	
<b>EMPLOYEE PERSONNEL FILES</b> 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
<b>BACKUPS</b> 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)
<b>RFPS/PURCHASING DOCUMENTS</b>	AE+5	Dept. Policy
<b>TECHNICAL DOCUMENTATION</b> 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
<b>SECURITY AND SYSTEM ACTIVITY DOCUMENTATION</b> 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
<b>BORROW REGISTRATION RECORDS</b> Records documenting the registration of authorized borrowers.	US	Dept. Policy
<b>CASH RECEIPTS</b> (for daily deposit of monies from Library)	5	Dept. Policy
<b>CIRCULATION RECORDS</b> Records documenting the circulation of the library materials to individual borrowers	US	Dept. Policy
<b>CIRCULATION STATISTICAL REPORTS</b>	5	Dept. Policy
<b>LIBRARY CATALOG</b>	US	Record should be protected from loss or damage by off-site storage of a security copy
<b>LOST AND PAID RECEIPTS</b> Copies of receipts issued when patron pays for a lost book	5	Dept. Policy
<b>OVERDUE RECORDS</b> Library Fines Information	5	Dept. Policy
<b>PURCHASE ORDERS</b>	5	Dept. Policy
<b>RECORDS OF MISSING BOOKS IN CIRCULATION</b>	5	Dept. Policy

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## RECORDS RETENTION SCHEDULE –RECREATION & PARKS

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

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RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
<b>MAINTENANCE OPERATION FILES</b> Work orders, inspections, repairs, cleaning, reports and complaints	5	GC 34090
<b>RECREATION</b>		
<b>DAILY ATTENDANCE FORMS</b>	5	Dept. Policy
<b>DROP-IN WAIVER</b> Adventure playground, pools, recreation centers	5	Dept. Policy
<b>HEALTH HISTORY FORMS</b>	5	Dept. Policy
<b>LIABILITY RELEASE FORMS</b> Volunteers and participants	5	Dept. Policy
<b>LOG BOOKS</b> Log of operation forms, maintenance records and check-offs	PERM	Dept. Policy
<b>PARK USE PERMITS/FACILITY USE PERMITS</b>	5	Dept. Policy
<b>REGISTRATION FORM</b> Camps, classes, programs, special events, sports leagues. May include scholarship application.	5	Dept. Policy
<b>URBAN PARK AND RECREATION RECOVERY PROGRAM (UPARR)</b> Park management plans	PERM	Dept. Policy
<b>YOUTH WITH SPECIAL NEEDS</b> 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
<b>PROFESSIONAL STANDARDS DIVISION</b>		
<b>ALAMEDA POLICE - TRAINING AND INFORMATION BULLETINS</b>	PERM	Dept. Policy
<b>GENERAL ORDERS</b>	PERM	Dept. Policy
<b>PERSONAL FILES</b>	AT+5	GC 12946, PC 832.5(b)
<b>OFFICE OF THE CHIEF</b>		
<b>INTERNAL AFFAIRS INVESTIGATIONS</b>	CL+7	PC 832.5(b)
<b>INTERNAL AFFAIRS COMPLAINT FILE</b>	CL+9	PC 832.5(b), PC832.7, PC832.8
<b>INVESTIGATIONS DIVISION - SPECIAL ENFORCEMENT</b>	CYE+5	
<b>CONFIDENTIAL INVESTIGATIONS</b>	PERM	Dept. Policy
<b>SUPPORT SERVICES</b>		
<b>CALL HISTORY LOG</b> File log of every police call for service	PERM	Dept. Policy
<b>FINGERPRINT FILE</b> Original fingerprint cards and inked palm cards	PERM	Dept. Policy
<b>POLICE REPORT FILES</b> Official criminal offense investigative reports, accident reports, non-criminal, and miscellaneous	CYE+5 (except major cases which are kept permanently)	Dept. Policy

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RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
<b>RECORD SEALING – NON-FACTUAL INNOCENCE</b> Arrest records and narrative reports	CYE+5	Dept. Policy
<b>RECORD SEALING – INNOCENT BY TRIAL</b>	CYE+5	PC 851.8
<b>SUPPORT SERVICES - COMMUNICATIONS CENTER</b>		
<b>TOWED VEHICLE FILES</b> Notification letters, receipt of release for towed/stored vehicles	CYE+5	GC 34090, GC 14755(a) & (b)
<b>REGISTRANT FORMS</b> Sex, arson, drugs, gangs	PERM	Dept. Policy
<b>INVESTIGATIONS - DETECTIVE BUREAU/CRIME SCENE UNIT</b>		
<b>CRIME REPORTS</b> 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
<b>CRIME REPORTS – MAJOR CASES</b>	PERM	Dept. Policy
<b>PHOTOGRAPHS AND PHOTOGRAPHIC NEGATIVES – NON CASE-RELATED</b> Public relations, promotions, events, ceremonies, staff photos	PERM	Dept. Policy
<b>SUPPORT SERVICES - WARRANT DETAIL</b>		
<b>WARRANT FILES</b> Copies of original warrants, warrant service cards, and warrant tracking information	CYE+7	Dept. Policy
<b>CONSOLIDATED ARREST REPORTS – CAR'S</b>	CYE+5 (unless major case)	Dept. Policy
<b>INVESTIGATIONS - SPECIAL VICTIMS</b>		

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RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
<b>JUVENILE FIRST OFFENDER RECORDS</b> 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
<b>SEALED JUVENILE RECORDS</b> Prior arrest record sealed by court order	CYE+5	Court Order
<b>INVESTIGATIONS - TRAFFIC/PARKING</b>		
<b>ACCIDENT RECORDS</b>	CYE+5	GC 34090
<b>CITATION – MONTHLY SUMMARY</b> Recap of number of tickets issued in a particular month	5	GC 34090
<b>CITATIONS – VOID</b> Parking tickets issued in error or incorrectly	5	Dept. Policy
<b>TICKET COUNTER SHEET</b> Used to record start/end number of tickets used	CYE+5	GC 34090
<b>OPERATIONS - COMMUNITY SERVICES</b>		
<b>CITIZEN VISITS</b> Record of citizens participating in a Ride-A-Long program and other visitation	5	GC 34090 Dept. Policy
<b>NEIGHBORHOOD WATCH</b> Records of neighborhood watch groups, containing names, addresses, and particular concerns	5	Dept. Policy
<b>SECURITY CHECKS</b> 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
<b>ANIMAL CONTROL</b>		
<b>ANIMAL COMPLAINT RECORDS</b> Citizen’s complaints on animals and the shelter’s response	5	Dept. Policy

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<b>BITE REPORT</b> Monthly Bite Report	5	Dept. Policy
<b>CITATIONS</b>	5	Dept. Policy
<b>DAILY LOGS – ANIMAL CONTROL OFFICER</b> Daily log of calls	5	Dept. Policy
<b>SPAY AND NEUTER REFUNDS</b>	5	Dept. Policy
<b>IMPOUND RECORDS</b>	5	Dept. Policy

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## RECORDS RETENTION SCHEDULE – PUBLIC WORKS

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
<b>ADMINISTRATION</b>		
<b>BUDGET WORK PAPERS</b> Budget information for past projected budgets	5	Dept. Policy
<b>COMPLAINT FILES</b> Requests to remedy infrastructure problems	8	Dept. Policy
<b>HISTORICAL FILES</b> Studies and reports relating to the City's infrastructure.	PERM	Dept. Policy
<b>VEHICLE REPLACEMENT</b>	5	Dept. Policy
<b>PRE-TRIP REPORTS</b> Transfer Station vehicles	5	Dept. Policy
<b>MATERIAL SAFETY DATA SHEETS</b>	PERM	Cal OSHA
<b>CAPITAL IMPROVEMENTS</b>		
<b>CAPITAL IMPROVEMENTS - PROJECT FILES</b> 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
<b>CAPITAL IMPROVEMENTS – CONSTRUCTION FILES</b> Planning, design, construction, conversion or modification of City-owned facilities, structures and systems	PERM	GC 34090, GC 4004, H&S 19850
<b>CAPITAL IMPORVEMENTS – AGREEMENTS</b>	PERM	GC 34090, GC 4004, H&S 19850

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

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

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<b>TRAFFIC ENGINEER WORK ORDERS</b>		
<b>CURB PAINTING</b> Location and specifications of parking restrictions	PERM	Dept. Policy
<b>PAVEMENT MARKINGS</b> Location and specifications for traffic control striping and legends	PERM	Dept. Policy
<b>SIGN LOCATION FILES</b> Location and specifications of traffic signs	PERM	Dept. Policy
<b>RED CURB PERMITS</b> Legacy files of permits that were issued to homeowners	PERM	Dept. Policy
<b>SIGNAL PRIORITY RATING</b> Numerical rating of City street intersections	20	Dept. Policy
<b>SPEED STUDIES</b> Radar speed studies	5	Dept. Policy
<b>TRAFFIC VOLUME COUNTS</b> Traffic count on City streets	15	Dept. Policy
<b>AREA TRAFFIC MANAGEMENT</b> Studies, reports, surveys (Neighborhood Traffic Management Plans)	10	Dept. Policy
<b>GARAGE ACTIVITY REPORTS</b> Daily reconciliation reports, ticket batches, accounting of money City-owned garages recover on a daily basis	5	Dept. Policy
<b>ENVIRONMENTAL COMPLIANCE</b>		
<b>NON POINT DISCHARGE ELIMINATION</b> 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

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RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	DESTROY	STATUTORY REFERENCE
<b>BAY AREA AIR QUALITY MANAGEMENT DISTRICT (BAAQMD)</b> Permit to operate	US+5	BAAQMD Regulation 8 Rule 7
<b>EAST BAY MUNICIPAL UTILITY DISTRICT (EBMUD)</b> Permits, monitoring, discharge reports, relevant correspondence	6	EBMUD Ordinance No. 311A-03

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