

CITY OF ROSEVILLE
2022 Records Retention Schedule
(For both paper and electronic records)

DEPARTMENT / DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
CITY-WIDE						
100	001	Accident Reports	C + 7	2	29CFR 1904.2; 29CFR 1904.6	Not Fire or Police
100	002	Administration Files	With Dept. 2		GC 34090	
100	003	Administrative Regulations	City Mgr. S + 2	S	GC 34090	
100	004	Agreements – Executed	City Clerk P	C	CCP 337; GC 34090	CCP 337 – 4 years
100	005	Audio Tapes – Board & Commission Meetings	1	1	GC 34090.7	
100	006	City Brochures & Publications	2		GC 34090	Templates are considered preliminary drafts exempt from disclosure (GC 6254(a))
100	007	CEQA Documentation	City Clerk P	C+2	GC 34090(a); CEQA Guidelines	

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100	008	Chron Files	2		GC 34090	Chronological files - correspondence
100	009	Consent for Medical Treatment	5		GC 34090	
100	010	Conflict of Interest Statements (includes FPPC Annual Filing)	City Clerk 8	S	GC 34090	
100	011	Construction Standards	P		GC 34090	
100	012	Council & Commission Agendas	3	2	GC 34090	
100	013	Council & Commission Approved Minutes	City Clerk P	2	GC 34090 (d); 36814, 40801	34090 (d) – records less than 2 years
100	014	Council Communications - Land Development	City Clerk 10 20	2	GC 34090	For research purposes
100	015	Department/Division Files – General	2	2	GC 34090	
100	016	Department History/Historical Files	P	2	GC 34090	
100	017	Disaster Plan	S		GC 34090	
100	018	Employee Work Calendars or Diaries	2	2		
100	019	Fee Schedules	S + 2		GC 34090	
100	020	General Correspondence	2	2	GC 34090	
100	021	General Information Memos	City Mgr. 3	2	GC 34090(d)	
100	022	Grant Files	C + 7		GC 34090	

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100	023	Incident Reports	2		29CFR 1904.2; 29CFR 1904.6	
100	024	Intergovernmental Meetings & Projects	5	2	GC 34090	
100	025	Maintenance Records	2	2	GC 34090	
100	026	Memberships	T		GC 34090	
100	027	Meeting Procedures	S	S	GC 34090	
100	028	Monthly/Quarterly Performance or Status Reports	Finance 4	2	GC 34090	
100	029	MSDS Sheets	Purchasing or By Dept. P		GC 34090	
100	030	Payment Requests/Reimbursement/ Invoice Documents (including Petty Cash)	Finance 5	2	GC 34090	
100	031	Policies & Procedures (includes individual departments)	S + 2	S + 2	GC 34090	
100	032	Press Releases	2		GC 34090	
100	033	RFP's, RFQ's, Bids: Successful Unsuccessful	C + 5 C + 2		GC 34090; CCP 337; GC 25105.1	

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100	034	Security video footage moved into Case Management (portions of routine, automated security video identified for retention rather than automatically overwritten or deleted)	1		GC 34090.6	
100	035	Security video footage not moved into Case Management	30 <u>days, full recording; 30 days motion only</u>		GC 34090.3	For uneventful, routine video recordings. <u>Full recording is stored for 30 days; transitions to motion only retained for 30 days.</u>
100	036	Subject files	3		GC 34090(d)	
100	037	Vehicle files (includes Pool Car)	S + 2	2	GC 34090	
100	038	Workplace Safety Inspections	2	2	GC 34090	
CITY ATTORNEY						
300	001	Boards and Commissions	5		GC 34090	
300	002	Bonds	10		GC 34090	City Clerk keeps C + 2
300	003	City Attorney personnel files	C + 2		GC 34090	
300	004	City owned facilities/properties files	10		GC 34090	
300	005	Claims / Potential Claims	5		GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
300	006	Code Enforcement <ul style="list-style-type: none"> • Administrative citations • Compliance documents 	2 5 10		GC 34090(d)	
300	007	Conflict of interest – documents and opinions	5		GC 34090	
300	008	Districts – PBID	C + 5		GC 34090	
300	009	Easements	10		GC 34090	
300	010	Employee disciplinary actions, grievances, complaints and investigations	C + 2		GC 34090	
300	011	Grand Jury	10		PC 930 et seq.	
300	012	Legal Service Agreements	10		GC 34090	
300	013	Litigation Files (includes Pitchess Motions and Administrative)	City Attorney P		GC 34090	
300	014	Ordinance files	10		GC 34090	
300	015	Railroad	5		GC 34090	
300	016	Project Files	10		GC 34090	
300	017	Property Acquisitions	P		GC 34090(a)	
300	018	Small Claims	C + 2		GC 34090	
300	019	Stop Payment Notices	C + 4		GC 34090	City Clerk retains for C + 2
300	020	Subpoenas	5		GC 5254	
300	021	Taxes	5		GC 34090	
CITY CLERK						

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400	001	AB1234 Certificates	T + 1			
400	002	Agreements – Executed	P		GC 34090; CCP 337; CCP 343	At least 4 years
400	003	Bids / RFQ's (over council limit) • Successful Unsuccessful	7 2		GC 34090; CCP 337	
400	004	Applications, Boards, Commissions, Committees	CU + 2	2	GC 34090; GC 34090(e) for minutes, bylaws and resolutions	
400	005	Bonds and Securities	C + 2		GC 53921; GC 43900; CCP 337.5	
400	006	Ceremonial Resolutions and Proclamations	2		GC 34090	
400	007	Charter Files	P	10	GC 34090(e); GC 34458-60	
400	008	Council Appointment Process	P		GC 34090	
400	009	Council Salary Amendments	P		GC 34090	
400	010	Elections	7		GC 34090	
400	011	Elections: Certificates of Election, Oaths of Office and Applications	5		GC 34090	
400	012	Grand Jury	10	2	GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
400	013	Municipal Code Revisions and Updates	P			
400	014	Notice of Adjournment	2		GC 34090	
400	015	Passport Transmittal Receipts	C + 2		GC 34090	
400	016	Records Management: Retention Schedules	S + 4		GC 34090; CCP 343	
400	017	Authorization to Destroy Certificates	P	2	GC 34090.5	
400	018	Stored Records Lists	S	S	GC 34090	
400	019	Public Records Requests	C + 2		GC 34090	
400	020	Resolutions & Ordinances	P		GC 34090(e)	
400	021	Stop Notices and Preliminary Notices	C + 2		GC 34090	
400	022	Tort Claims / Liability Claims	C + 5	2	GC 34090; GC 25105.5	
400	023	Video Tape – City Council and Commission Meetings	3	3	GC 34090	
CITY MANAGER						
500	002	Environmental Review	C + 2	C + 2	GC 34090	
500	003	Fee Estimate Files	5	1	GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
500	004	Grant Applications	2		GC 34090	
500	005	Nexus Studies	P		GC 34090	
500	006	REACH Fund – Private Donation Record	City Clerk P	2	GC 34090	
DEVELOPMENT SERVICES						
Building						
600	001	All Construction Finals	P		GC 34090	
600	002	Building Permits w/Inspections	P		H&S 19850; GC 34090	
600	003	Building Permits without Inspections	C + 2		H&S 19850; GC 34090	
600	004	Code Enforcement	C + 5		GC 34090	
600	005	Construction Permit Files	P		GC 34090	Electronic files
600	006	Daily Inspection List	3		GC 34090	
600	007	Encroachment Permits and Grading Permits (temporary in Nature)	C + 2		GC 34090	
600	008	Encroachment Permits (permanent)	P		GC 34090	
600	009	Plan Checks, Expired – Application & Expiration Notification Letter	C+2		GC 34090	

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600	010	Plans – Commercial	P		GC 34090(a); H&S 19850	
600	011	Plans, Customer Residential	C + 1		GC 34090	
600	012	Plans – Production Residential	C + 180 days		GC 34090	
600	013	Tenant Improvement Inspections	P		GC 34090	
Engineering						
600	014	Construction / Design Standards	P		GC 34090	
600	015	Grant Files	C + 7		GC 34090	
600	016	Improvement Plans	P		GC 34090	
600	017	Leases	10		GC 34090	
600	018	Project Files including:			GC 34090	
600	019(a)	<ul style="list-style-type: none"> Drainage Studies & Watershed Maps 	P		GC 34090	Microfilm after 2 years
	019(b)	<ul style="list-style-type: none"> Pad Certification 	P		GC 34090	Microfilm after 2 years
	019(c)	<ul style="list-style-type: none"> Permits (Encroachment, Grading, Trench Cut) 	P		GC 34090	Microfilm after 2 years
	019(d)	<ul style="list-style-type: none"> Conditions 	P		GC 34090	Microfilm after 2 years
	019(e)	<ul style="list-style-type: none"> Submittals and Correspondence related 	C		GC 34090	Microfilm after 2 years
	019(f)	<ul style="list-style-type: none"> Revisions & Correspondence related 	C		GC 34090	Microfilm after 2 years
	019(g)	<ul style="list-style-type: none"> Punch List 	C		GC 34090	Microfilm after 2 years

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	019(h)	• COC Package	P		GC 34090	Microfilm after 2 years
	019(i)	• Soil Reports	P		GC 34090(d); CCP 338.1	CCP 337.1 - 5 years
	019(j)	• As Built Plans	P		GC 34090	Microfilm after 2 years
600	020	Property Acquisitions	P		GC 34090(a); GC 6254(h); CCP 337.2	
600	021	Recorded Maps and Improvement Plans	P		GC 34090	
600	022	Roseville Community Hospital	P		GC 34090	
600	023	Stormwater Inspection Data	C + 3		GC 34090	
Planning	Administrative draft reports are destroyed upon approval of final reports					
600	024	Annexations / Detachment	P	10	GC 34090	
600	025	Development Agreements	City Clerk P		GC 34090	
600	026	Easements	P		GC 34090	
600	027	General Plan Files	City Clerk P		GC 34090	
600	028	Grading Plan	P		GC 34090	
600	029	Home Occupation	P		GC 34090	
600	030	Lot Line Adjustments	P		GC 34090	
600	031	Parcel Maps	P	10	GC 34090	
600	032	Permits	P		GC 34090	
600	033	Project Files (includes special projects)	P		GC 34090	

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600	034	Sign Files	P		GC 34090	
600	035	Specific Plan Files	P	20	GC 34090	
600	036	Standard Sign Permits	P	C + 2	GC 34090	
600	037	Subdivision Files	P	10	GC 34090	
600	038	Variance	P		GC 34090	
600	039	Voluntary Merger	P		GC 34090	
600	040	Zoning / Rezone	P	5	GC 34090	
ECONOMIC DEVELOPMENT						
Housing						
700	001	Affordable Purchase Client Files	C + 3		GC 34090	
700	002	Affordable Rental Agreement Files – Active – General Correspondence	3		GC 34090	
700	003	Affordable Rental Agreement Files – Expired	C + 3		GC 34090	
700	004	Affordable Rental Agreements	C	Scanned copy 15 years	GC 34090	
700	005	CDBG Program Files	C + 3		GC 34090 24 CFR 570, 503	
700	006	First Time Homebuyer Client Files	C + 3		GC 34090	
700	007	First Time Homebuyer Wait List Files	3		GC 34090	
700	007.1	Grant Applications	2		GC 34090	

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700	008	HCV Program – Housing Assistance Payments/Check Stubs	2		GC 34090	
700	009	HCV Program Participant & Applicant	3		GC 34090	
700	010	HOME Applications & Agreements	C + 5		GC 34090	
700	011	HOME Program Client Files	C + 5		GC 34090	
700	012	Housing Authority	City Clerk P		GC 34090	
700	013	Housing Authority – Housing Assistance Payment Check Stubs	2		GC 34090	
700	014	Housing Rehabilitation Client Files	C + 3		GC 34090	
700	015	Housing Rehabilitation Wait List Files	3		GC 34090	
700	016	Paint Program Client Files	3		GC 34090	
Redevelopment and Successor Agency						
700	017	Bank Statements	P		GC 34090	
700	018	Bond Documents	P		GC 34090	
700	019	Financial Statements and Audit Reports	P		GC 34090	

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700	020	Oversight Board Resolutions	P		GC 34090	
700	021	Railroad files	P		GC 34090	
700	022	Redevelopment Projects – Bond Financed	P		GC 34090	
700	023	Redevelopment Projects – Tax Increment Financed	10		GC 34090	
ELECTRIC						
Electric / Risk & Compliance						
800	001	AB32 GHG Emissions Verification Opinions and Inventory Reports	10		GC 34090	
800	002	CEC reports and filings	P		GC 34090	
800	003	Compliance filings and reports	S + 10		GC 34090	
800	004	GHG Management Plan	<u>10</u> P		GC 34090	
800	005	NERC Reliability Standards Evidence	S		GC 34090	
800	006	Standard Operating Procedures	<u>P10</u>		GC 34090	
Electric / Construction						
800	007	Construction <u>General Order</u> Inspections (<u>G095/128</u>)	P		GC 34090	<u>Stored in Maximo</u>

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800	008	Construction Maintenance Inspection Reports (G0165)	P		GC 34090	Stored in Maximo
Electric / Dispatch						
800	009	Audio Recordings – WAPA Dispatch Phone and Radio	1 Corp Yard		GC 34090	Stored by IT
800	010	Daily Dispatch Reports	P		GC 34090	
800	011	Dispatch Service Calls / Work Orders-Requests	P		GC 34090	Stored in Maximo
800	012	Outage Reports	P		GC 34090	
Electric / Engineering						
800	013	Data Logs	P		GC 34090	
800	014	Drawings	P		GC 34090	
800	015	Project Files – Engineering	P		GC 34090	
800	016	Technical Files	P		GC 34090	
Electric / Generation						
800	017	Construction Drawings	P		GC 34090	
800	018	Equipment Drawings	P		GC 34090	
800	019	Equipment Maintenance Records	P		GC 34090	

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800	020	Equipment manuals and specifications	P		GC 34090	
800	021	Generation compliance records and communications	P		GC 34090	
800	021.1	Hazard Materials Records	P		GC 34090	
800	022	J Log	P		GC 34090	
800	022.1	Maintenance Work Orders	P		GC 34090	
800	023	MSDS sheets	P		GC 34090	
800	023.1	Project Files - Engineering	2		GC 34090	
800	023.2	SPCC/HMPB – Spill Prevention	P		GC 34090	
800	024	Video Access Log	90 days		GC 34090	
Electric / Metering						
800	025	Customer Requested Meter Test Data	P		GC 34090	Stored in Maximo
800	026	Historical Address Locations & Test Data	P		GC 34090	Stored in Access DB
800	027	Power Quality Recordings	P		GC 34090	Sent to engineering and stored in electric shared drive
800	028	Meter Test Results	P		GC 34090	Stored in Maximo
800	029	Tenant Improvement Plan Checks and Inspections	C Planning Dept.		GC 34090	Accela – storage of data handled by Development Services

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Electric / New Services						
800	030	Project Job Files – New Services	P		GC 34090	
Electric / Operations						
800	031	Department of Transportation Driver Proficiency	P		GC 34090	Stored by Risk Management
800	032	Hazard Materials Records	P		GC 34090	Stored in Maximo and electric shared storage drive
800	033	Maintenance Work Orders	P		GC 34090	Stored in Maximo
800	034	Meter Tags	±		GC 34090	
800	035	MSDS Sheets	P		GC 34090	Stored in REU warehouse and/or ops admin building – electronic MSDS files as well
800	036	SPCC/HMPB – Spill Prevention	P		GC 34090	Stored in REU Warehouse and/or ops admin building
800	037	Tree Maintenance Inspections	P		GC 34090	Stored in ops admin building
800	038	Vehicle Inspection Forms	90 days		GC 34090	Stored in ops admin building

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Electric / Power Supply						
800	039	AB32 Invoices	P		GC 34090	
800	040	AB32 Emission Instrument Transaction Confirmations	P		GC 34090	
800	041	Corporate Guarantees	P		GC 34090	
800	042	Greenhouse Gas Verification Documents	P		GC 34090	
800	043	Master Contracts / Agreement	P City Clerk		GC 34090	
800	044	Outside Reports generated for outside agencies or Council	P		GC 34090	
800	045	Oracle Database Warehouse	P		GC 34090	
800	046	Power and Natural Gas Transaction Confirmations	P		GC 34090	
800	047	Renewable Transaction Confirmations	P		GC 34090	
800	048	Scheduling Data / Documentation	P		GC 34090	
800	049	Settlement Invoices – ALL	P		GC 34090	
800	050	Settlements – Power Bills – Wire Requests	11 Accts Payable		GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
800	051	SQL Server Data Warehouse	P		GC 34090	
Electric / Finance						
800	052	Annual financial reporting for bond issues – continuing disclosure	3 years past bond maturity		GC 34090	
800	053	Cost of Service Study	P		GC 34090	
800	054	Customer Counts	P		GC 34090	
800	055	NOAA Weather	P		GC 34090	
800	056	Official Statements	3 years past bond maturity		GC 34090	
800	057	Quarterly Letter of Credit	3 years past bond maturity		GC 34090	
800	058	Revenue Reports	P		GC 34090	
Electric / Retail						
800	059	EPBI Solar Rebates: - <u>Paper Applications</u> - <u>electronic files</u>	5 <u>P</u>		GC 34090	
800	060	Grant Programs – Commercial Rebate documents for auditing purposes: - <u>paper applications</u> - <u>electronic files</u>	5 <u>P</u>		GC 34090	

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800	061	PBI solar rebates: - paper applications - electronic files	15 <u>P</u>		GC 34090	
800	062	Public Benefits rebates: - paper applications (non-solar) - electronic files	5 <u>P</u>		GC 34090	
800	063	Shade Tree rebates: - paper applications - electronic files	6 <u>P</u>		GC 34090	
Electric / Substation						
800	064	HMPB/SPCC for each substation with more than 1320 gallons of oil	P		GC 34090	Stored at each substation facility
800	065	MSDS & Hazard Information sign	P		GC 34090	Located at each substation facility
800	066	SF6 Gas for each substation	P		GC 34090	Stores in ops admin building and/or substation facility
800	067	Substation Entry Log Books	10		GC 34090	Stored in ops admin building and/or substation facility

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800	068	Substation Maintenance Records	P		GC 34090	Stored in Maximo – Legacy stored on electric shared drive
Utility Billing						
800	069 7	Bad Debt Accounts – electronic information	5	5	GC 34090	
800	069.16 &	Customer Deposit Listing	T		GC 34090	
800	069	Customer Files – Inactive	5		GC 34090	
800	070	Monthly Revenue Summary Report	3		GC 34090	
800	071	NAIC Numbers Listing (Proof List)	5		GC 34090	
800	072	Payments from Credit Bureau	5		GC 34090(c)	
800	073	Referred to Credit Bureau	5		GC 34090(c)	
800	074	Remittance Stub	3		GC 34090	
800	075	Utility Bills Archives	3		GC 34090	
800	076	Utility Customer correspondence	3		GC 34090	
800	077	Utility Service Orders	2		GC 34090	
Utility Billing						
800	078	Billing Reports – Abrid & Upload reports	2		GC 34090(c)	

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800	079	Meter Reading Audit report	2		GC 34090(c)	
Utility Customer Service						
800	080	Abd – Automatic Bank Draft requests	3		GC 34090(c)	
800	081	Cash Receipt – Utility Payments	3		GC 34090(c)	
800	082	ERAP/Med Applications (Electric Rate Assist Applications)	3		GC 34090	
800	083	Payment Agreements information	3		GC 34090	
800	084	Returned Checks information	3		GC 34090	
800	085	Vouchers – Project GO / HEAP / Salvation Army	3		GC 34090	
Electric/Energy Systems						
800	086	Department File Shares (electronic record)	P		GC 34090	
800	087	Security camera records (Hilltop and REP)	90 days		GC 34090	
ENVIRONMENTAL UTILITIES						
900	001	Landfill / Solid Waste (including MRF)	10	10	GC 34090	
900	002	Water Service	5	5	GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
900	003	Water Treatment Plant Files	5	5	GC 34090	
900	004	Water Waste Notice	1	1	GC 34090	
900	005	Wastewater Treatment Plant Files	5	5	GC 34090	
Business Services						
900	006	Annual Financial Reporting for Bond Issues – Continuing Disclosures	10 yrs. Past bond maturity		GC 34090	
900	007	Bond Documents	10 yrs. Past bond maturity		GC 34090	
900	008	Budget Documents	CU + 6		GC 34090	
900	009	Official Statements	10 yrs. Past bond maturity			
900	010	Policies and Procedures	S + 5		GC 34090	
900	011	Prop. 218 Protests	CL + 2		GC 53755	Written protests should be kept for two years following the date of the public hearing
900	012	Rates	CU + 4		GC 34090	
900	012.5	CIP Final Document Project Files	P	P	GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
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South Placer Wastewater Authority JPA						
900	013	SPWA Board Meeting Files	P		GC 34090	
900	014	SPWA Minutes & Resolutions	P		GC 34090	
FINANCE						
Accounts Payable						
1000	001	1099	5		41 CFR 50 201.501	Records must be kept at least 3 years
1000	002	Paid Invoices & Related Reports	CU + 5		GC 34090	
1000	004	Quarterly Reports	5		GC 34090	
Budget						
1000	009	Adopted Annual Budget	P		GC 34090	
1000	010	Annual CIP's	P		GC 34090	
1000	011	Budget Adjustments	P		GC 34090	
1000	012	CIP's Carry Over	CU + 4		GC 34090	
1000	013	Indirect Cost Study	P		GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1000	014	Managers Review Annual Budget	S		GC 34090	
1000	015	Quarterly Reports	C + 1		GC 34090	
1000	016	Proposed Annual Budget	CU + 2		GC 34090	
Cash Management						
1000	017	AR Paid Invoices	3		GC 34090	
1000	018	AR Reports	3		GC 34090	
1000	019	Assessment Districts – Formation	P			
1000	020	Bank Reconciliation	CU + 5		GC 34090	
1000	021	Bank Statements	5		GC 34090	
1000	022	Cash Receipts – Daily Cash	3		GC 34090	
1000	023	Credit Card & Class Credit Card	3		GC 34090	
1000	024	Daily Cash Summary	3		GC 34090	
1000	024.1	Grant Files	C + 3			
1000	025	Investment Report	P		GC 34090; CCP 337; GC 53607	No less than 4 years
1000	026	Wire Transfers	CU + 5		GC 34090	
General Accounting						
1000	026	Documentation for Audits	P		GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1000	027	Bonds – Long Term Debt	C + 30		GC34090(e); CCP 337.5; GC 53921	
1000	029	Community Facilities District	P		GC 34090	
1000	029.1	Cable Documentation	P		GC34090	Formerly with City Mgr.
1000	030	FEMA	CU + 5		GC 34090	
1000	031	Cal EMA	CU + 5		GC 34090	
1000	032	Audited Financial Statements	P		GC 34090	
1000	033	Fixed Assets	5		GC34090(e); 26 CFR 301 65-1(f)	
1000	034	Franchises	P		GC 34090	
1000	035	Trial Balance	CU + 5		GC 34090	
1000	036	Grant Files	C + 3		GC 34090	
1000	037	Fund Transfers	CU + 5		GC 34090	
1000	038	Journal Entries	CU + 5		GC 34090	
1000	039	Landscape & Lighting Districts	20		GC 34090	
1000	039.1	Petty Cash Custodian Forms	C + 1		GC 34090	
1000	040	State Mandated Costs	CU + 5		GC 34090	
1000	041	Taxes (Other)	5		GC 34090	
1000	041.1	Vehicle Inventory	CU + 1		GC 34090	
Licensing						
1000	042	Licenses (includes applications)	T + 4		GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1000	043	So. Placer County Tourism – Quarterly Assessment Collection	5		GC 34090	
1000	044	Transient Occupancy Tax Collection	5		GC 34090	
Payroll					GC 34090	
1000	045	Payroll Adjustment listing	7		GC 34090	
1000	048	Deferred Compensation Report	P		GC 34090	
1000	049	Garnishments	CU + 3		GC 34090	
1000	050	Leave Liability /Compensated Absence Reports	5	2	GC 34090	
1000	051	Payroll Check and EFT Registers	5		GC 34090	
1000	052	Payroll pay, deductions and contribution detail	7		GC 34090; GC 37207	
1000	053	PERS Report	P		GC 34090	
1000	054	Secondary Labor	10		GC 34090	
1000	055	Time Sheets	7		GC 34090(c); CFR 516.2	
1000	056	Year End – W2 Quarterly, Back- up	7	2	GC 34090	
Purchasing						

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1000	056.1	Bid/Quotations	City Clerk Audit + 5	C	PC 273.5; PC 273.6; PC 646.9	PC 273.5 amended by SB 1005 (2016)
1000	056.2	Price Lists/Catalogs/Brochures	2	2	GC 34090	
1000	056.3	Purchasing Records	C + 5	2	GC 34090	
1000	056.4	RFQ's	C + 5	C + 4	GC 34090	
1000	056.5	Contract Purchase Agreements/Purchase Orders/Requisitions	C + 5	2	GC 34090	
FIRE						
1100	001	Ambulance	7		GC 34090	
1100	002	Arson Investigation Files	6		PC 800; PC 801	Bodily Injury – 6 years Structure – 3 years
1100	003	Cost Recovery (DUI, HazMat)	C + 2		GC 34090	
1100	004	EKG Reports	4		GC 34090	
1100	005	EMS Strips	7		GC 34090	
1100	006	Fire Inspection Reports	2	2	GC 34090	
1100	007	Fire Prevention Inspection Files	P		GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1100	007.1	First Responder Fee	2		GC 34090	
1100	008	Hazardous Materials Files	P	2	GC 34090	
1100	009	Juvenile Firesetter Files	P		GC 34090	
1100	010	Patient Care Reports	7		GC 34090	
1100	011	Refusal Forms	4		GC 34090	
1100	012	Reports – Incident Reports / Dispatch Calls	5		GC 34090	
1100	013	Weed Abatement	5		GC 34090	
HUMAN RESOURCES						
1200	001	Benefits Files	5	2	GC 34090	
1200	002	Bargaining Units	10	5	GC 34090	
1200	003	Classification / Salary Plan	S + 2	S	GC 34090	
1200	Consumer Price Index	2	2	GC 34090		
1200	005	EDD Notices	4		GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1200	006	Employee Medical Files	P		GC 34090	
1200	007	Employee Personnel Files	P	C + 4 2	GC 34090 GC 12946 (SB 807)	Where litigation has been filed, such records must be maintained until the applicable statute of limitations has run, or until the conclusion of the litigation, whichever occurs first.
1200	008	Labor Relations	P	2	GC 34090	
1200	009	Memoranda of Understanding	P	2	GC 34090	
1200	010	Personnel Board Findings / Opinions / Decisions	P	2	GC 34090	
1200	011	Personnel Board Documents	5	2	GC 34090	
1200	012	Personnel Rules	P	2	GC 34090	
1200	013	Recruitment	C + 4 3	2	GC 34090 GC 12946 (SB 807)	Where litigation has been filed, such records must be maintained until the applicable statute of limitations has run, or until the conclusion of the litigation, whichever occurs first.
1200	014	Unemployment Records	T + 3		GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1200	015	Volunteer Files	2	2	GC 34090	
Risk Management						
1200	016	Accident / Incident Reports	2	2	GC 34090	
1200	017	CAL OSHA Inspection & Citations	P		GC 34090	
1200	018	Claims	C + 5		GC 25105.5	
1200	019	Employee Training Records	10		GC 34090	
1200	020	FEMA Disaster Claims	10		GC 34090	
1200	021	Insurance Certificates	C + 10		GC 34090	
1200	022	Safety Inspections / Reports / Manuals	2	2	GC 34090	
1200	023	Subrogation Files	C + 5		GC 34090	
1200	024	Workers Compensation	P		GC 34090	
INFORMATION TECHNOLOGY						
1300	001.1	Call Accounting (individual logs)	550 days		GC 34090	
1300	001.2	Call Center (group)	550 days		GC 34090	
1300	001	Citywide, GIS Aerial Photography	P		GC 34090	
1300	002	Citywide, GIS Datasets (active)	C + 2		GC 34090	
1300	003	Citywide, GIS Datasets (inactive)	C + 2		GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1300	004	Digital Video Surveillance moved into Case Management (portions of routine, automated security video identified for retention rather than automatically overwritten or deleted)	1		GC 34090	
1300	005	Digital Video Surveillance not moved into Case Management	30 days			
1300	006	Digital Voicemail / Digital Fax / Radio Communications Recording (non-emergency)	100 days		GC 34090	
1300	007	Disaster Preparedness and Recovery plans	2	2	GC 34090	
1300	008	IT Inventory Records	Life of equipment + 2 years		GC 34090	
1300	009	Programming Source Code	C + 2		GC 34090	
1300	010	Service Requests / Response records	P		GC 34090	
1300	011	Standard Operating Procedures , TRGs, Knowledge Articles	3		GC 34090	
1300	012	System Backup Files / Tape Library / Digital Snapshot	3 months		GC 34090	
1300	013	System Log File (Mission Critical / External Agencies)	2		GC 34090	
1300	014	Telecommunication / Cell Phone Billing Records	1		GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1300	015	Telephone / Voicemail Log	9045 days		GC 34090	
1300	016	Test System (Program / Database)	No retention		GC 34090	
1300	017	Website Contents / Records	No retention		GC 34090	
1300	018	Office365 – Teams Chat	30 days			
PARKS, RECREATION & LIBRARIES						
1400	001	Department Timecards	3		GC 34090	
1400	002	Facility Rental Applications and Special Event Applications, Contract and Packet	2		GC 34090	
1400	003	Golf Course Files	10		GC 34090	
1400	004	Liability Waivers / Registration or Membership Forms	5		GC 34090	
1400	005	Low Income Applications	2		GC 34090	
1400	006	Park, Facility and Golf Course Construction Folders	P		GC 34090	
1400	007	Park and Playground Maintenance Records	P		GC 34090	
Adventure Club						
1400	008	Behavior Reports	5		GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1400	009	Check Stubs from the State or County Office of Education	5		GC 34090	
1400	010	Child Care Grant Files	C + 5		GC 34090	
1400	011	Licensing Staff Files	C + 3		GC 34090	
1400	012	Sign In / Out Sheets, Schedule Agreements	C + 5		GC 34090	
1400	013	Student Files	5		GC 34090	
1400	014	Tuition Agreements	C + 5		GC 34090	
Library						
1400	015	California Public Library Report	5		GC 34090	
1400	016	CLSA Direct Loan Files	5		GC 34090	
1400	017	Library Card Records	T + 2		GC 34090	
1400	018	Log Books / Security Guard Documents	5	2	GC 34090	
1400	019	Public Library Fund Report	5		GC 34090	
1400	020	Reconsideration of Material Forms	P		GC 34090	
1400	021	Survey Forms	2		GC 34090	
1400	022	Statistical Reports	5		GC 34090	
Open Space					GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1400	023	Arborist Reports	P		GC 34090	
1400	024	Annual Biological Monitoring Reports	P		GC 34090	
1400	025	Open Space Preserve records	P	2	GC 34090	
1400	026	Tree Maintenance Inspections	P		GC 34090	
POLICE						
1500	000	Abandoned Vehicles	2		GC 34090	
1500	001	Accident Review Board Investigations - Preventable collisions • Resulting in discipline - Non-preventable collisions	2 5 2		GC 34090	
1500	002	Animal Control Documents Bite Reports / Quarantine / Cites	3		GC 34090	
1500	003	Arrest Files of Deceased Persons	2		GC 34090	
1500	004	Asset Seizure Records	CL + 2		GC 34090	
1500	005	AVL (Auto Vehicle Location)	1		GC 34090	
1500	006	Audio Recordings • 911 Calls Emergency Radio	100 days 2 2		GC 34090.6	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1500	007.1	Audits	5		GC 34090	Quarterly and Annual audits of property with PD property.
1500	007	Background files for City applicants not hired	5		GC 34090	
1500	008	Background Request with no history	2		GC 34090	
1500	009	Background Request with history	5		GC 34090	
1500	009.1	Body Worn Camera Footage Body Worn Camera Footage access and deletion records	2 P		PC 832.18	Recordings containing evidence that may be relevant to criminal prosecution or other litigation should be retained for any additional period as required by law.
1500	010	Camp Cleanups	2		GC 34090	
1500	012	Citations	5		GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1500	013	Complaints – External (citizen complaints, allegations of misconduct) - Resulting in internal investigation - NOT resulting in internal investigation (inquiries, etc) Complaints – Internal - Resulting in internal investigation NOT resulting in internal investigation	5 2 5 2		GC 34090	
1500	014	Court Transmittals	2		GC 34090	
1500	015	DA Rosters	2		GC 34090	
1500	016	- Death Investigation Reports	10		GC 34090	
1500	017	Dispatch / Telephone / 911 calls printout	2		GC 34090	
1500	018	DMV, Suspended, Revoked Notices	3		GC 34090	
1500	018.1	Employee sick leave, leave request and overtime forms	2		GC 34090	
1500	019	Equipment citations	3		GC 34090	
1500	020	Field Interrogation Cards	C + 2		GC 34090	
1500	021	Gang Validation forms (not enough info to qualify OR the person had no gang contacts for 5 years)	5		GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1500	022	Juvenile Disposition Forms/ Sealings	5		GC 34090	
1500	022.1	License Plate Reader Data	60 days		CVC 2413(b)	Auto purge set within the LPR system to match this
1500	023	LIDAR Enforcement Logs	2		GC 34090	
1500	024	Marijuana Filings	2		GC 34090	
1500	025	Officer's Daily Activity Sheets	2			
1500	026	Parking violation citations / Reviews	2		GC 34090; GC 40215	
1500	027	Pawn Slips	3		B&P 21628; GC 34090	
1500	028	Permit files – Expired	5		GC 34090	
1500	029	Personnel Files (no longer employed)	5		GC 34090	
1500	030	Pistol Sales Reports	2		GC 34090	
1500	031	Police Surveillance Videos moved into Case Management (portions of routine, automated security video identified for retention rather than automatically overwritten or deleted)	1		GC 34090.7	In general, the police facility falls into the IT security footage. Items booked into PD Case Management are treated as evidence and purged accordingly.

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1500	032	Police Surveillance Videos not moved into Case Management	30 days <u>full recording; 30 days motion only</u>		GC 34090.3	For uneventful, routine video recordings. <u>Full recording is stored for 30 days; transitions to motion only retained for 30 days.</u>
1500	033	Property Logs	7		GC 34090	
1500	034	Radio Logs	7		GC 34090	
1500	035	Reports: <ul style="list-style-type: none"> • Stored/Impounded Vehicle Reports • Injury Attempt Suicide Reports • Lost and Found Reports • Missing Persons Reports Services (Incident) Reports	5	2	GC 34090	
1500	036	Reports: <ul style="list-style-type: none"> • Non-Injury Accident Report • Injury Accident Reports • Felony Crime Monthly Statistic	7	2	GC 34090	
1500	037	Repossession Reports	2		GC 34090	
1500	038	Retraining Orders	C		PC 273.5; PC 273.6; PC 646.9	PC 273.5 amended by SB 1005 (2016)
1500	039	<ul style="list-style-type: none"> • Subpoena Records 	3		GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
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1500	040	• Swap Meet Seller forms	3		GC 34090	
1500	040.1	Sex an Arson Registrant Documentation	P		GC 34090 GC 68152(c)(2)	Department of Justice guidelines require permanent retention of the paperwork associated with the registration.
1500	041	Use of Force reviews - Resulting in discipline NOT resulting in discipline	15 15		GC 34090 SB 16	Every incident involving use of force, sustained findings of unlawful arrests and unlawful searches, and incidents where a peace officer of custodial officer engaged in conduct involving prejudice or discrimination on the basis of specified protected classes to be subject to disclosure, require indefinite retention of all complaints and related reports or findings currently in the possession of a department or agency

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1500	042	Vehicle Pursuit Reviews - Resulting in discipline NOT resulting in discipline	5 2		GC 34090	
1500	043	Vana Application & Call Logs	2		GC 34090	
PUBLIC WORKS						
Alternative Transportation						
1600	001	ADA Para Transit Files	C + 1		GC 34090	
1600	002	Bicycle Path Files	10	2	GC 34090	
1600	003	Bus Shelter	C + 3	2	GC 34090	
1600	004	Customer Complaints, Reports, Findings	FTA Review Period + 3		GC 34090	
1600	005	Discount Photo Card Applications	3		GC 34090	
1600		FTA Audit Materials	S + 1		GC 34090	
1600	006	Grant Files	C + 3		GC 34090	
1600	007	Grants – Proposition 1B	C + 35		GC 34090	
1600	008	Bus Video (moved into Case Management)	2		GC 34090	
1600	009	Bus Video (not moved into Case Management)	30 days		GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1600	010	National Transit Database Report Files	FTA Review Period + 3		GC 34090	
1600	011	Passenger Incident Report	FTA Review Period + 3		GC 34090	
1600	013	Roseville Transit Boarding & Alighting Sheets	FTA Review Period + 3		GC 34090	
1600	016	Transit Contractors Monthly Reports	FTA Review Period + 3		GC 34090	
1600	017	Transit Pass Purchase Requests	2		GC 34090	
1600	018	Transportation Development Act Files	C + 3		GC 34090	
1600	019	Transportation Planning Files	S + 2		GC 34090	
1600	020	Transportation Project Files	C + 10		GC 34090	
1600	021	TSM Files – no TSM Plan, No Bikeway Issues and no Transit Issues	3	2	GC 34090	
1600	022	TSM Files – with TSM Plan, Bikeway Issues or Transit Issues	P	2	GC 34090	
1600	023	TSM Survey	6	2	GC 34090	
1600	024	Daily Bus Reports	2	2	GC 34090	
Engineering						

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1600	025	CIP	C + 2 <hr/> For Federally Funded Projects C + 3	C + 2	GC 34090	
1600	026	Contract Administration Files	C + 2 <hr/> For Federally Funded Projects C + 3		GC 34090	
1600	027	Flood Control	20		GC 34090	
1600	027.1	REACH Fund – Private Donation Record	City Clerk P	2	GC 34090	
1600	028	Sidewalks & Curbs	C + 2		GC 34090	
1600	029	Soil Reports	P		GC 34090	
1600	030	Specifications	P		GC 34090	
1600	031	Streets Projects/Assignments to Street Maintenance & Contractors	P	5	GC 34090	
1600	032	Traffic Files	5		GC 34090	
1600	033	Photo Red Light	5		GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1600	034	Traffic Signals (Warrants & Timing)	5		GC 34090	
	035	Traffic Studies	10		GC 34090	
1600	036	USA's	2		GC 34090	
	037	Traffic Control Plans	2		GC 34090	
Facilities						
1600	037.1	Asset Transfer and Inventory forms	2	2	GC 34090	
1600	037.2	Cardkey Records	1	1	GC 34090	
1600	037.3	Facilities	10		GC 34090	
1600	037.4	Air Pollution Control District	2	2	GC 34090	
1600	037.5	Alarm Information	3		GC 34090	
1600	037.6	Fire Damage Repair Reports	3		GC 34090	
1600	037.7	Fire Inspection Reports	C + 3		UFC 103.3..4; GC 34090	
1600	037.8	Fire Sprinkler Tests	5	2	UFC 103.3.4; GC 34090	
1600	037.9	Invoice Copies	2		GC 34090	
1600	037.10	Hazardous Materials manifests	P		GC 34090	
1600	037.11	Project Files	P		GC 34090	
1600	037.12	SPCC – Spill Prevention	P		GC 34090	
1600	037.13	Tailgate Safety Meeting – sign in sheet	P		GC 34090	
Fleet Services						
1600	037.14	BIT Inspections (B,C,N,O,W & Y)	C + 2		GC 34090	

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DEPARTMENT/ DIVISION	CODE	RECORDS	ORIGINAL RETENTION	DUPLICATE RETENTION	CITATION	REMARKS
1600	037.15	Equipment Auction Records	2		GC 34090	
1600	037.16	Equipment Sale/Trade Records (non-auction)	10		GC 34090	
1600	037.17	Equipment Title & Registration	CL		GC 34090	
1600	037.18	Fuel Tank Records	5		GC 34090	
Street Maintenance						
1600	038	Daily Worksheets, Stand-By Worksheets	2	2	GC 34090	
1600	039	Engineering Project Requests	2	2	GC 34090	
1600	040	Oversize Load Transportation Permits	2	2	GC 34090	
1600	041	Service Requests & Work Orders for Street Maintenance Assets	P		GC 34090	
1600	042	Traffic Control Plans	2	2	GC 34090	

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NON RECORDS
No Retention Schedule

DESCRIPTION OF RECORDS	COMMENTS
Instant Messaging / Text Messaging	Reference San Jose Ruling
Library Materials	
Non City Posters, Brochures and Flyers	
Non City Press Releases	
Price Lists, Catalogs, Brochures	
Publications from outside sources	
Testing and Development System	
Transitory Records/Drafts	
Website Contents & Records	