



DATE: December 4, 2013

TO: Honorable Mayor and City Councilmembers

FROM: City Clerk's Office

SUBJECT: **ADOPTION OF A RESOLUTION APPROVING REVISIONS TO THE COMPREHENSIVE CITYWIDE RECORDS RETENTION SCHEDULE AND AUTHORIZING ITS IMPLEMENTATION AND REPEALING RESOLUTION NO. 08-R0659-1**

### **SYNOPSIS**

Staff recommends that the City Council adopt the resolution approving revisions to the Comprehensive Citywide Records Retention Schedule, authorizing its implementation and repealing Resolution No.08-R0659-1.

### **BACKGROUND**

The City Records Management Program, Municipal Code Chapter 2, Article XIV, Section 2.86 (e)(2) requires that the City's records retention schedules be reviewed at five-year intervals or as needed for operational, legal, fiscal, or historical changes. This is the first five-year review since the implementation of the schedules and combines the Citywide and the Police schedules in order to provide a single source document for all departments.

### **ANALYSIS**

On October 6, 2004, Council adopted Ordinance No. 04-OR870-1, adding the Citywide Records Management Program. The initial retention schedules were subsequently adopted by Council under Resolution No. 08-R0659-1 and implemented by all departments.

For the 5-year review, departmental records administrators for each department were asked to review established record series for their department, as well as the series and categories listed as common to all departments. They submitted their recommended changes to current record series, identified new record series, or identified obsolete records.

The resulting recommendations, along with the original schedule, were submitted to the City's consultant, Canon Business Process Services (CBPS) to review the legal or regulatory requirements, make applicable changes to existing record series, and to research the requirements for new series requested by the departments. Upon completion of the review by CBPS, the initial draft was reviewed by City Clerk Department staff and returned to Canon for preparation of the final schedule.

When the original City Retention Schedule was created, it was established as a two-part document, one for Citywide record series and a separate schedule for those records specific to the Police Department. This separation has been determined to be unnecessary, and consequently the two have been merged into a consolidated document. The combined schedule identifies those records of both permanent and short-term value and provides for their retirement and disposition in accordance with all applicable statutory requirements. The schedule also ensures the identification and permanent retention of City records of archival value.

In addition, this action provides authority to the City Clerk Department to add new record series, with the approval of the City Attorney and consultation with the affected department director(s), or to make adjustments to the schedule as fiscal, legal or operational requirements change between the five-year review periods.

### **FISCAL IMPACT**

The Professional Services Agreement with Canon Business Process Services, Inc. for records retention consulting services was set at a not-to-exceed amount of \$31,627. The funds were approved and appropriated in the FY 2013-2014 budget for this purpose. The funds are available in account number 170174101.5305.

### **INSURANCE REQUIREMENTS**

Does not apply.

### **CITY ATTORNEY'S ANALYSIS**

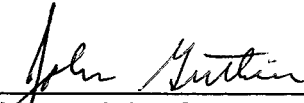
The referenced documents have been reviewed by the City Attorney and approved as to form.

**RECOMMENDATION**

Staff recommends that the City Council adopt the resolution approving revisions to the Comprehensive Citywide Records Retention Schedule, authorizing its implementation and repealing Resolution No.08-R0659-1.

PREPARED BY:

SUBMITTED BY:

  
\_\_\_\_\_  
Name John Guthrie  
Title Records Manager


  
\_\_\_\_\_  
Zack Beck  
City Clerk

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager



Michael Blazenski, Interim Financial Services Director

 MB

**ATTACHMENTS**

Resolution

Exhibit A – Records Retention Schedule, Citywide

1 RESOLUTION NO.

2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
3 OCEANSIDE APPROVING REVISIONS TO THE  
4 COMPREHENSIVE CITYWIDE RECORDS RETENTION  
5 SCHEDULE AND AUTHORIZING ITS IMPLEMENTATION  
6 AND REPEALING RESOLUTION NO. 08-R0659-1

7 WHEREAS, The City of Oceanside established Citywide Records Retention Schedules  
8 for use by all departments to manage City records throughout their life cycle in compliance  
9 with statutory retention requirements, contractual requirements and regular business practices  
10 to insure the preservation of permanent records and to provide for the systematic disposal of  
11 obsolete records;

12 WHEREAS, The City of Oceanside Records Management Program contained in the  
13 Municipal Code Chapter 2, Article XIV, Sec. 2.86(e)(2) requires review of the current Records  
14 Retentions Schedules at five year intervals or as needed;

15 WHEREAS, The City Clerk Department in conjunction with all City Departments has  
16 completed the required review and appraisal of the vital, legal, fiscal, administrative, and  
17 historical value of existing and newly created City records.

18 NOW, THEREFORE, the City Council of the City of Oceanside does resolve as follows:

19 SECTION 1. This resolution approves the revised comprehensive Citywide Records  
20 Retention Schedule attached to this resolution as Exhibit A and incorporated herein. The  
21 Records Retention Schedule identifies those records of both permanent and short-term value  
22 and provides for their orderly retirement and disposition. The management/disposition of all  
23 City department records shall be in accordance with the Citywide Records Retention Schedule.  
24 Prior to the disposal of any record, a properly completed Disposal Notice as provided by the  
25 City Clerk's office will be required to be signed/authorized by both the Department Director or  
26 authorized representative and the City Attorney. No records shall be disposed of without such  
27 documentation.  
28

1 SECTION 2. This resolution repeals Resolution No. 08-R0659-1 and all previous  
2 records retention schedules.

3 SECTION 3. This resolution authorizes the City Clerk, with the approval of the City  
4 Attorney and after consultation with the affected department director(s) to make adjustments to  
5 the schedule as legal requirements change or new record series are created between the required  
6 five year review periods.

7 PASSED AND ADOPTED by the City Council of the City of Oceanside, California,  
8 this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by the following vote:

9  
10 AYES:

11 NAYS:

12 ABSENT:

13 ABSTAIN:

14  
15 MAYOR OF THE CITY OF OCEANSIDE

16  
17 ATTEST:

18 APPROVED AS TO FORM:

19  
20 \_\_\_\_\_  
City Clerk

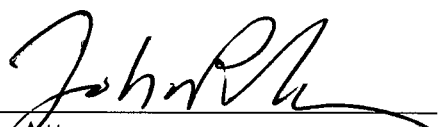
21  
22   
23 \_\_\_\_\_  
City Attorney

EXHIBIT A

City Wide Retention Schedule 11-2013

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
9-1-1 Recordings and Printouts	02500 Telephone and radio Calls received and response to calls that do not become part of an investigation file.			Police	100 days	6 MOS	6 MOS	MAXACT	LOC015 - Local Government / General / GC34090.6
Abatement Records	01005 Weed Abatement Files, Abandoned Vehicle abatements AKA Abatement Files, Abatement Files - non-conforming		See also - "Case Files: Code Enforcement"	Originating Division	AC+2	AC+2	AC+2	MAXACT	LOC025 - Local Government / General
Accounting: Administration	01010 Records related to accounting activities not covered in more specific categories. AKA trial balances, Accounting information		Harbor Finance - prior to 1995 office of record is Harbor Finance - after 1995 Beaches and Harbors subcategory in Finance	Financial Services	2	MAX3	MAX3	MAX1	GC34090

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Accounts Payable (A/P)	Records related to the accounting for money due to creditors. Includes cash disbursements, and invoices, vouchers, bad debt write-off allowances, contract accounting records, cost accounting records, credit card charge slips, credit card statements, donations, employee expense reports, petty cash records, royalty payments, unemployment insurance payments, vendor packets & workers' compensation insurance payments. ALSO INCLUDES BLANK CHECKS.		Subject to Audit - See Also "Purchase orders" or "General ledger"	Financial Services	6	3	6	MAX3	ACC000 - Accounting / Tax / General;
Accounts Payable (A/P) - P.O.S.T. Reimbursements	AKA Authorization to Pay (ATP), Refunds, Reimbursements, Accounts Payable Checks w/Backup, Rental Rehab. Program Grants, Payment Records, Cash Disbursement Registers, Budget Journal Vouchers, Travel Expense Files, Departmental Budget Expenditure Files, Water Deposit Refund Records, Uniform Vouchers (by name), CalPers Billing Payments, Risk Recovery, Wire Transfers.			Police	CY+2	CY+2	CY+2	MAX1	LOC058 - Local Government / General / GC34090

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Accounts Receivable (A/R)	Records related to accounting for money owed to the organization including user fees and delinquent payments. Includes cash receipts, credit advises, sales receipts, cash packets/receipts, cash reconciliations, Electronic Funds Transfer.	Vital	Subject to Audit	Financial Services	6	6	6	MAX1	ACC000 - Accounting / Tax / General; LOC058 - Local Government / General / GC34090
	AKA Customer History Files, False Alarm Financial Reports, Slip Rentals, Tie-Down Fees, Billing/Customer Files, Cash Receipts Registers, Treasurer Receipts Adjustment Journals, Treasurer's Receipts/Receipts for Monies Received, Airport Revenue & Invoices, Airport Storage Receipts, Invoices: Paid, Void & Write-off, Harbor Accounts Receivable Files, Adaptor & Key Deposit Receipts, Paid Receipts, Cash Register Tapes/End of Day Reports, Notice of Delinquent Parking Violation, Receipt Books, Daily Recap of Receipts with TR's, Parking Lot Files: Revenue Received, Water Bill Receipts, Paid Receipts, Recreation deposits, Affidavits of Gross Receipts, Records related to the management and collection of bad debts or Liens applied to the General Fund, False Alarm receipts, Accounts Receivable Invoices, Adjudication Hearing (Parking Administrative Hearings)								



Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
	recordings, Ambulance Invoices, Ambulances Receivables, Wire Transfers, Property Management receivables (Moody's reports).								
Actuarial Reports	01025 Reports projecting life expectancy, future benefits and other information needed to calculate contributions and provisions of benefit programs.  AKA Workers Compensation Claims Actuarial reports, Claims Management Liability Actuarial reports.	Historical	Used to justify reserves. See also "Reports: Financial"	Human Resources	ACT+6	PERM	PERM	MAXACT	EMP110 - Employment / Benefits / Pensions / Plans

Record Series Name	01030	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Administrative Files	01030	Working papers pertaining to and arising from the policies and procedures of the Division; includes directors and other staff members' files. Also includes memos, reference reports, calendars, day planners, contact files, working files, back-up documents, copies of source documents, charts, outlines and chron files, phone memo pads, and forwarded digital messages and voice over internet (VOIP) messages received in e-mail that pertain to City business, Contract Management files, internal departmental meeting notes.		Review for historical value. Source documents are to be retained for period of time as determined by the content of the document.	Originating Division	CY+2	ACT+2	ACT+2	MAX1	LOC015 - Local Government / General /GC34090
		AKA Salvage Schedule, Agreement/Lease Working Files, CalCard Files, Correspondence Files, Revenue & Tax Receipt Records, Parking Correspondence Files, Requests for Review of Parking Citations, Refund Payment backup, Applications for Water Service, Trash Reports, Property Transitory Files, Submittals, Alarms, False Alarms at Schools, Investment Files: Monthly Work, Internal City workorder receipts.								

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Agendas & Staff Reports: Council and legislative bodies	01035 Agendas and staff reports submitted to council and other legislative bodies for consideration. Includes Affidavits of mailing and Appeals, original communications presented to the body such as the Planning Commission, Manufactured Homes Fair Practices Commission. Appeals of Planning Commission. Action and calls for Review presented to the Bodies, such as City Council, Planning Commission, Manufactured Home Fair Practices Commission (see website for current list of legislative bodies)	Historical	See also Meeting Minutes	Originating Division	CY+2	PERM	PERM	MAX3	LOC015 - Local Government / General //GC34090
Agendas & Staff Reports: Non-legislative	01040 Agendas and staff reports submitted to non-legislative boards, commissions and committees, including Library Board of Trustees			Originating Division	CY+2	CY+10	CY+10	MAX1	LOC015 - Local Government / General //GC34090
Appeals: Civil	01041 Appeals of Administrative Citations, Parking Citation Appeals.		Must be in writing. Planning Commission Appeals are attached to Staff reports which are permanent retention.	Originating Division	CY+3		CY+3	MAX2	LOC-20-40

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Articles of Incorporation.	01045 Original Articles of Incorporation.	Historical		City Clerk	PERM	PERM	PERM	MAX2	LOC019 - Local Government / General / GC 34458-60
Assessment District Ballots	01052 Ballots and the information used to determine the weight of each ballot. Includes district formation ballots.				AC+2	AC+2	AC+2		SB321
Assessment Districts	01050 Original documentation for assessment district formation, including summary of the ballots received.  AKA: Landscaping/Lighting districts, Community Facilities Districts	Vital		City Clerk	PERM	PERM	PERM	MAXACT	LOC721 - Local Government / Elections / California Constitution Article XIII
Assessment Rolls	01055 Received from the County once a year.  AK: Final Assessments (also included as attachment to authorizing Resolution); in-house rolls		Assessment Roles prior to 1958 are Historical	Property Management	SUP	AUD+4	AUD+4	MAXACT	LOC018 - Local Government / General
Asset Forfeiture	02505		See series 02530 "Crime, Incident & Miscellaneous Reports"						

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Associations	01060 Records related to membership or in the activities of professional or industry associations of which the City is a member or has a business interest. See also "Administrative Files" series		Commissions and Committees are NOT included in this series	Originating Division	2	ACT	ACT	MAXACT	GC34090
Audit Reports: External	01065 Records reviewing and documenting financial info created as part of an audit performed by an outside person or organization.  AKA: Financial Audits - External, DOJ Audits, P.O.S.T. audits, CJS audits, Audit Reports, Findings of Compliance			Receiving Division	7	10	10	MAX3	ACC200 - Accounting / Tax / Outside Financial Audits
Audit Reports: Internal	01070 Records reviewing and documenting financial info created as part of an audit performed by a person in the organization.  AKA: Financials - Audited - Internal, Budget Audits, Audit Reports			Financial Services	2	ACT+2	ACT+2	MAXACT	GC-34090
Audits: General	01075 Working papers related to operational auditing activities.  AKA: Section 8, HUD, CDBG Audits, Successor Agency Audits			Originating Division	7	10	10	MAX3	ACC200 - Accounting / Tax / Outside Financial Audits

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Automatic Deposit Authorization Forms	01965 Authorizations by utilities customers for automatic deductions from checking/bank accounts for payment of utility bills. Consists of signed form with copy of voided check.	Confidential	Retain for 2 years after last transaction	Financial Services	ACT+2	ACT+2	ACT+2	NONE	31CFR Part 210
AKA: ACH Forms, EFT withdrawals, Electronic Payment Authorizations									
Background Investigations: Hired	02510 Contains information and results of background investigations conducted by police personnel or others on behalf of the City and used to determine eligibility for hiring. Includes DMV Pull Notices	Confidential	Maintained separate from Divisional Personnel File and filed with divisional personnel file upon separation.	Police	TERM+5	PERM	PERM	N/A	LOC049 - Local Government / General
Background Investigations: Not Hired	02515 Contains information and results of background investigations conducted by police personnel or others on behalf of the City and used to determine eligibility for hiring. Includes DMV Pull Notices	Confidential	Compiled and maintained by Background Investigation Unit	Police	2	AC+3	AC+3	N/A	GC34090
Bail Receipts	02520		Convenience Copy - Record with County	Police	0	MAXACT	MAXACT	MAXACT	NONE - No Legal Requirement

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Banking: General	01080 Includes bank deposits, bank reconciliations, bank statements, check registers, check copies/stubs, canceled checks report, deposit slips.  AKA: Check Registers, Bank Receipts, Outstanding Checks Report, Bank Receipts, Daily Cash Sheets, Bank Balance, Acct Reconciliation/Outstanding Check Reports, Void Check Journals, Balance Transaction Report Files, Daily Cash Audit Sheets, Billing Statements, Remittance Advice.		Harbor District records prior to 1995 office of Finance - after 1995 Beaches and Harbors subcategory in Finance. May be subject to audit.	Financial Services / Treasurer	6	3	6	MAX1	ACC000 - Accounting / Tax / General
Bids, Proposals, RFQ, RFP's: Awarded	01085 Records relating to bids, proposals, Requests for Qualification (RFQ) and Request for Proposals (RFP) and specifications. Reverse Auctions.		See also - Contracts and agreements	Originating Division	ACT+6	ACT	ACT+6	MAXACT	CON000 - Contracts / General
Bids, Proposals, RFQ, RFP's: NOT Awarded	01090 Unsuccessful bids, proposals or RFP/RFQ responses, Reverse Auctions			Originating Division	2	2	2	MAX1	GC34090

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Bonds & Bond Administration	01095 Records documenting investments in bonds including the actual bonds (if provided), purchase info, annual statements, and investment results.  AKA: Bonds Administration Files, Bond Administration Files - CDC, Bond Account Statements - CDC, Bond Registers & Assessment Records, Bond Account Statements, Bond Certificates & Redeemed Coupons.	Vital	Original must be sent to City Clerk.	TREASURER	ACT+6	ACT+3	ACT+6	MAXACT	ACC100 - Accounting / Tax / Capital Property
Bonds Working Papers	01096 Documents copied for issuance of bonds, prospectives, payment schedules, annual reports, accounting work papers and other documents involved with the issuing, administering, paying of bonds.			TREASURER	0	ACT +3	ACT + 3	MAX1	
Budgeting	01200 Records related to budgeting activities, including budgeting workpapers. Does NOT include approved budgets.  AKA: 101 fund files, Budget Preparation files, Departmental Budget Expenditure Files, Budget Adjustment Files			Originating Division	0	ACT+6	ACT+6	MAXACT	GC-34090.7



Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Budgets: Approved, Operating and CIP	01205 Final budgets adopted by Council. Records projecting income and authorizing expenditures for the legislative body.	Vital		Financial Services	2	PERM	PERM	MAXACT	GC-34090
Business Licenses	00000		See Permits and Permits: Transitory						
Capital Asset Files	00000		See Fixed Asset Files						
Case Files: Code Enforcement	01220 Code Enforcement case files. AKA: Complaint case files, fire code enforcement files		See also "Abatement Records"	Originating Division	AC+2	PERM	PERM	MAXACT	LOC025 - Local Government / General / CA 900 020 20 010
Certifications, Outside Agencies	01225 Audit findings of compliance. AKA: CJS, CDBG, HUD, Air Quality Resources Board, Federal Aviation Administration, Federal Communications Commission		See Legal Compliance	Originating Division	0	SUP	SUP	MAXACT	GC34090.7
Chain of Custody Records	00000		See Logs and Sewage/Water treatment logs						

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Child Protective Services (CPS) Adult Protective Services (APS) files	02525 Child Protective Services Procedures, files and working material	Confidential		Police	2	AC+10	AC+10	MAXACT	GC34090
Citations	01235 Traffic citations, misdemeanor/infraction citations, Municipal Code violation citations. Does not include parking citations (see notes).		Parking Citations - See "Accounts Receivable". Applies to any citation managed by outsourced companies for the management and collection of citations.	Originating Division	2	AC+2	AC+2	MAXACT	GC34090
City Council Files	01240 Files created by Council members and their aides addressing various projects and issues related to City business.  AKA: Council Correspondence, Mayor's Correspondence Files	Review for Historic Value		City Council	2	TERM+ 10	TERM+ 10	MAXACT	GC34090
Claims Files	00000		See "Litigation / Claims / Grievances"						

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Code Books	01250 Outside agency Code books for building / development / public safety adopted by Council action.National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements.		See also "Reference Material"	City Clerk	PERM	PERM	PERM	MAXACT	LOC019 - Local Government / General / GC34458-60
Commission/Committee Files	01255 Original membership tracking records for appointed members including vacancy appointments		See "Administrative Files" series 1030 for departmental working papers retention	City Clerk	2	Perm	Perm	MAX1	CCP CAL 359 GC34090
Community Events & Programs	01260 Records related to participation or promotion of community activities, civic organizations, etc.  AKA: Community Activities			Originating Division	2	2	2	MAX1	GC-34090
Community Facilities Districts	00000		See "Assessment Districts" series						
Complaints: Citizen, Constituents, Public, Residents	01270 Records related to communications and contacts with constituents, including complaints and comments. Includes action taken to resolve complaints and response to comments. Includes Traffic Complaints, Customer Care complaints			Responding Division	ACT+6	ACT+6	ACT+6	MAXACT	CON000 - Contracts / General

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Computer Files	01275 Email and other electronic information created by users in the normal course of business. The retention period is based on the content of the information.  AKA: Databases, spreadsheets, Operational Tracking Database, Document Log, Advisory, Elections, FOIA Regulatory Tracking Database, ENVO (EPA), Transistory Tracking Database, convenience excel spreadsheets, Customer Care tracking databases		See appropriate series for correct retention period.	Originating Division		See Notes	See Notes		Retention based on subject matter or content, not format
Computer Software & Licensing	01280 Documentation of computer software developed or used including software licenses, maintenance, software back-up copies. These are City assets. The right to use a piece of software is subject to outside audit.	Vital	Does not include Data created or maintained by the software, see appropriate Records Series Title for data type/content and Review programs prior to supercession for migration of legacy data to replacement software	Information Technologies	0	ACT+4	ACT+4	MAXACT	GC34090

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Contracts/Agreements: Executed, Council/City Manager, and assigned delegates	01285 Records relating to obligations defined in contracts and agreements. Includes Specs and Plans, Scope of Work, promissory agreements, contracts and pending contracts for services, leases and software licenses authorized by the City Manager or City Council. Includes buy/sell agreements, change orders, contract documents, contract negotiations, government contracts, leases, mortgages, promissory notes, property improvement contracts, sales contracts and warranties.	Vital	Original Contracts, Agreements and MOU's must be forwarded to the City Clerk for long term retention. See also - Insurance	Originating Division	ACT+6	PERM	PERM	MAXACT	CON000 - Contracts / General
	AKA: Agreements, Agreements Files, Contracts, MOU's, Franchise, Releases, Declarations, Professional service agreements.								

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Contracts/Agreements: Executed, Department Directors	Records relating to obligations defined in contracts and agreements. Includes Specs and Plans, Scope of Work, promissory agreements, contracts and pending contracts for services, leases and software licenses authorized by the Department. Includes buy/sell agreements, change orders, contract documents, contract negotiations, government contracts, leases, mortgages, promissory notes, property improvement contracts, sales contracts and warranties.	Vital	Original Contracts, Agreements and MOU's must be forwarded to the City Clerk for filing and review for long term retention requirements.  See also - Insurance	Originating Division	ACT+6	ACT+6	ACT+6	MAXACT	CON000 - Contracts / General
Copyrights/Trade-marks/Patents	Records of rights conveyed by government related to copyrights, trade-marks and patents.  AKA: City Flag, City Seal, City Software Projects.		Original documents must be forwarded to the City Clerk for review of historical significance	City Manager	ACT+6	ACT+1	ACT+6	MAXACT	LIT000 - Litigation / Claims / General

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Crime Incident & Miscellaneous Reports	02530 Crime and miscellaneous reports completed by officers after assignment of a case file number. includes report forms, evidence information, investigation notes, warrant information and findings and actions taken by judicial system. Includes misdemeanor and felony reports, auto theft, burglary, missing persons, Asset Forfeiture, impound information, lost or stolen property reports, sexual assault, juvenile, sealed records, and may include fingerprints and photographs and negatives, Tows/repossession of vehicles, Traffic Collision Reports, Traffic Citations, Vehicle Code Violations.	Confidential	Destruction of Narcotics, Homicide, Registrant files have specific retentions and separate records series. Final disposition may be determined by adjudication by court, mandatory destruction at Court Order.	Police	7	AC+10	AC+10	MAX1	Includes Arrest/Convicti on H&S Sec 11357(b),(c),(d), (e) or H&S Sec 11360(b) violations (occurring after 1976). LOC309 - Local Government / Police / W&IC826.a&b.
Criminal Offender Reporting Information (CORI)	02535 Police Employees: Personnel Record; Criminal Offender Reporting Information maintained by DOJ. Fingerprint cards hardcopy are obsolete records.  AKA: Finger Print Files for Police permits		City employee prints go to background check file.	Police	2	CY+2	CY+2	MAXACT	LOC015 - Local Government / General / GC34090

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Customer Lists	01300 Records of customers who have purchased services from the City.  AKA: Water Service, Business License list, Agenda Subscription, Library Borrower Records (confidential record series), mailing lists, Parks & Recreation waiting lists.	May be Confidential		Originating Division	0	SUP+3	SUP+3	MAXACT	GC-34090.7
Destruction of Narcotics Evidence File	02540 Disposal Notices and court orders authorizing disposal of narcotics evidence. Contains date quantities and types of material disposed.			Police	2	PERM	PERM	MAXACT	LOC019 - Local Government / General / GC34090



Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Drawings / Blueprints / Plans: Commercial / City Facilities & Infrastructure	01310 Records detailing the design of structures within the City limits. Includes Originals, as-builts, notated drawings. Includes Plan ID files, spec originals, notated drawings, as-builts. Also includes engineering and field notes and profiles, cross-section of roads, street, street numbering, right-of-way, bridges, may include annexations, park tracts, block, storm drains, water easement maps, bench marks, trees, grading, landfill, fire hydrants, base maps, lighting, Final signed Subdivision maps, Tentative maps, Parcel maps	Vital	Historical	Originating Division	LOS+3	PERM	PERM	MAXACT	LOC404 - Local Government / Public Works / 6CRF29.8-LOS+3
	AKA: improvement plans, plan checks, paper maps, plant plans, traffic plans, Authorization to Modify (ATM), Roof Plans; Submittals, Plans - Citywide - Commercial, Standard Plan Files, Land Use, Project Blueprints, Building Drawings/Plans, Harbor Dock Plans								

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Drawings / Blueprints / Plans: Residential	01315 Records detailing the design of residences. Includes Originals, as-builts, notated. Includes Plan ID files, spec originals, notated drawings, as-builts. Also includes property improvement plans, plan checks.	Vital	10 years after close - per H&S Code. (No operational or regulatory requirement), see also 01690 for maps & plats.	Building	AC+10	AC+10	AC+10	MAX1	LOC403 - Local Government / Public Works / Health & Safety Code
Drug & Alcohol Testing: Negative	01320 Working files	Confidential		Human Resources	1	ACT+5	ACT+5	MAX1	EMP721 - Employment / Drug / Alcohol Testing / Negative Test Results
Drug & Alcohol Testing: Positive	01325 Working files	Confidential		Human Resources	5	ACT+5	ACT+5	MAX1	EMP720 - Employment / Drug / Alcohol Testing
Easements	01330 Contracts permitting one party to enter onto a portion of the property of another for a stated purpose. Includes irrevocable offers to dedicate.	Vital		City Clerk	PERM	PERM	PERM	MAXACT	CON300 - Contracts / Property Rights

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Election: Applications, Ballots	01335 From the date of election, all ballots submitted to precincts/City Clerk including those that were NOT USED -- unless contested (EC 17302(c)) retention by court order. Does NOT include Assessment District Ballots.			City Clerk	E+6MOS	E+6MOS	E+6MOS	MAX.5	LOC705 - Local Government / Elections / EC17302-E+6MOS
Election: Assisted, Challenged Voters List	01340 Assisted and Challenged Voter List, Tally Sheets and copy of Index used as a voting record			City Clerk	E+6MOS	E+6MOS	E+6MOS	MAX.5	LOC715 - Local Government / Elections / EC17304-E+6MOS
Election: Certification of Election	01345 Certificates of election -- original reports and statements.			City Clerk	PERM	PERM	PERM	MAXACT	LOC023 - Local Government / General
Election: Nomination Papers	01350 Nomination papers required for submission by Candidates for Office.		Restricted Access - review only	City Clerk	E+4	TERM+4	TERM+4	MAXACT	LOC701 - Local Government / Elections / EC17100-TERM+4
Election: Successful Candidate Statements	01360 Statements printed in the sample ballots retained permanently -- historical purposes.	Historical		City Clerk	PERM	PERM	PERM	MAXACT	LOC019 - Local Government / General / GC34458-60/GC81009b

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Election: Unsuccessful Candidate Statements	01365 Statements printed in the sample ballots.			City Clerk	E+5	E+5	E+5	MAXACT	LOC711 - Local Government / Elections/GC81 009b
Election: Voter Information	01341 From date of election; initiative, referendum recall, general municipal election. Includes: Voter Roster and Voter Index			City Clerk	E+5	E+5	E+5	MAX.5	LOC-05-10-20, LOC-05-10-23
Elections: Notifications / Publications	01355 Proof of publication or posting, certification and listing of notice and posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election.			City Clerk	E+2	E+2	E+2	MAXACT	LOC710 - Local Government / Elections / GC34090
Employee Benefits General	01370 Records relating to benefits, benefit plans, plan selection and plan administration for each bargaining unit			Human Resources	6	3	6	MAX1	EMP-100 - Employment / Benefits / Pensions / Reporting / Contributions

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Employee: Benefits Provided	01375 Records relating to employee benefits, including government reporting, benefit reports, incentive plans, medical insurance, sick leave benefits accrued, deferred comp plans, Explanation of Benefits (EOBs), EEO Forms & salary administration, benefits provided, absence records, claims, educational assistance financing, employee relocation, ESOP, group insurance and health insurance claims, Disability/Workers Compensation electronic funds transfers.  AKA: Leave of Absence (LOA), Fitness for Duty, Staff Availability, Employee Benefits Trust Fund, Retired Employees Benefits Files, Unemployment Benefit Claims.	Vital, Confidential		Human Resources	6	PERM	PERM	MAX1	EMP100 - Employment / Benefits / Pensions / Reporting / Contributions
Employee: Hazardous Exposure	01380 Records documenting general exposure of employees to hazardous substances, including employee exposure records, Material Safety Data Sheets (MSDS) and radiation exposure records.	Confidential		Human Resources	PERM	ACT	PERM	MAX1	EMP500 - Employment / Health and Safety / Hazardous Exposure
Employee: Health/Safety	01385 Records related to employee health and safety.			Human Resources	6	3	6	MAX1	EMP300 - Employment / Employment Actions

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Employee: Lists	01390 Lists of employees created showing shift assignments, work assignments, standby lists.			Originating Division	SUP	SUP	SUP	MAX1	LOC038 - Local Government/General / CA 900 0020.00.170
Employee: Plans/Programs	01395 Records describing insurance plans available to employees. Includes disability plans, education assistance plans, employee relocation benefits, group insurance plans, incentive plans, medical insurance plans, pension plans, profit sharing plans, retirement plans, sick leave benefits.		Review for historical value	Human Resources	ACT+6	PERM	PERM	MAXACT	EMP110 - Employment / Benefits / Pensions / Plans

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Employee: Training	01400 Records related to training employees; records containing materials used to train employees; records related to the development and operation of City-sponsored training programs and seminars. Includes course listings, employee certification & training materials. May include material from both internal and external sources.		See Category Code 01401 for AB 1234.	Originating Division	ACT+3	ACT	ACT+3	MAXACT	EMP800 - Employment / Training
Environmental Auditing/Monitoring/Testing Records	01405 Records documenting compliance with established auditing procedures and environmental pollution requirements, as well as records monitoring environmental activities and testing records. Includes records submitted to government agencies to document the environmental test results.  AKA: Water Records, Outfall Records, Instrument Reading, Testing Records, Information Collection Request, Chemical Emissions.		Subject to Audit	Originating Division	5	10	10	MAX1	ENV 200

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Environmental Auditing/Programs	01410 Records related to environmental auditing procedures and requirements. Includes environmental reference manual & records documenting procedures for environmental testing.			Originating Division	PERM	PERM	PERM	MAXACT	ENV100 - Environment / Hazardous Substances / General
Environmental Impact Studies, Site Analyses, and Reports	01415 Document, reports and studies summarizing environmental impact of proposals and plans. Records used to prepare the draft and final EIR published by the City's responses to comments, mitigating declarations, addendum, and notices of determination filed with the state/county clerk.  AKA: Water Quality Assurance/Water Quality Control. Environmental Impact Reports. Negative Declarations.			Originating Division	LOP	PERM	PERM	MAXACT	LOC066 - Local Government / General / CA 900-0020-00 280
Environmental Monitoring Records & Testing Worksheets	01420 Records monitoring environmental activities and testing worksheets.  AKA: Water Quality, Air Quality			Originating Division	PERM	PERM	PERM	MAXACT	ENV100 - Environment / Hazardous Substances / General



Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Ethics Training: AB 1234	Public Service Ethic education proof of participation certificate. Aka: AB 1234			City Clerk	ACT+5	ACT+5	ACT+5	MAX1	LOC-05-20-029 - Local Government / Administration / General / Ethic Training; LOC067 - Local Government/General/GC5323 5 2
Evidence: Inventory & property control files	Records pertaining to Evidence and property control and inventories related to Crime/Incident & Miscellaneous Report files, Includes inventory of destroyed firearms.		Maintained in conjunction with associated case file	Police	2	10	10	MAXACT	GC34090
Field Interview Records	Officer's citizen contact record that documents suspicious activity not sufficient for arrest		Entered into ARJIS	Police	2	CY+10	CY+10	MAXACT	LOC015 - Local Government / General / GC34090
Financial Planning & Forecasting	Records related to internal planning and forecasting, including records stating the financial plans that the organization will follow related to investments and forecasts projecting expenses or income over a specified period. AKA: Five-Year Plan		Financing Plans only, all others see 01705-Master Plans/Strategic Plans	Originating Division	0	ACT+1	ACT+1	MAXACT	GC-34090

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Financing: Real Property, Goods and Services	01440 Includes external contracts with outside lending institutions to borrow money stating the terms and conditions of the loan, Letters of Credit, loan applications & agreements, mortgage records, credit agency reports, credit applications, as well as notes documenting current financial obligations, cancelled notes, internal records submitted from outside parties, requesting credit for the purchase of products and services that provide information that will be used to determine whether credit will be extended.	Vital	See 01815 for purchase orders, or 01820 for requisitions	TREASURER	ACT+6	ACT+3	ACT+6	MAX3	ACC100 - Accounting / Tax / Capital Property. 24CFR570.502(b)(3); OMB Cir A-110 attach C, Cir A-102 & 128; HUD regulations
Fire Manuals	01460 Includes OPS manuals. Does not include National Fire Code. Standards adopted by City.		See Category Code 01250 for national codes	Fire	SUP+3	SUP	SUP+3	MAX1	LOC042 - Local Government / General / CCP 340.5
Fire: Incident Reports	01445 Events or circumstances requiring response by Fire/EMS.  AKA: Medical Aids & Rescue, EMS Reports.	Confidential		Fire	CY+2	CY+10	CY+10	MAX1	LOC015 - Local Government / General

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Fire: Inspections	01450 Address files, contain alarm/sprinkler system information, fire prevention efforts, hazardous materials records, Superfund Reauthorization Act (SRA) Files			Fire	AC+3	PERM	PERM	MAX1	LOC504 - Local Government / Fire / UFC103.34-AC+3
Fire: Investigations	01455 Reports documenting investigation results and determinations of incident investigations.	May contain confidential material		Fire	AC+6	PERM	PERM	MAXACT	LOC503 - Local Government / Fire/ PC800
Fixed Asset Property Inventory/Valuation	01465 Records related to the accounting for the capital gain or loss related to the purchase and sale of non-real property. Includes capital property, capital asset records, property depreciation schedules, property material transfer files, property detail records, property inventory and property sold, records describing the type, model, and location of property and the value for accounting purposes. AKA: Fixed Asset Files, Fixed Asset Reports		Not for use with Real Property	Originating Division	ACT+6	ACT	ACT+6	MAXACT	ACC100 - Accounting / Tax / Capital Property
Forms: Blank	01470 Official City forms as well as blank forms received from outside agencies (example: 1099's).		Revision Date to be in footer.	Originating Division	0	SUP	SUP	MAXACT	NONE - No Legal Requirement

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
FPPC: Administrative	01475 FPPC (Fair Political Practices Commission) administration, working papers, correspondence.			City Clerk	CY+5	CY+5	CY+5	MAX1	LOC037 - Local Government / General / GC81009
FPPC: Campaign Filings - All Other Committees	01480 FPPC (Fair Political Practices Commission) Filings.			City Clerk	E+7	E+7	E+7	MAX1	LOC716 - Local Government / Elections / GC81009-E+7
FPPC: Campaign Filings - Elected	01485 FPPC (Fair Political Practices Commission) Filings. Incl. candidate pack			City Clerk	PERM	PERM	PERM	MAX1	LOC029 - Local Government / General / GC81009b
FPPC: Campaign Filings - Not Elected	01490 FPPC (Fair Political Practices Commission) Filings. Includes candidate packs			City Clerk	E+5	E+5	E+5	MAX1	LOC719 - Local Government / Elections / GC81009b-E+5
FPPC: Statement of Economic Interest - Elected	01500 FPPC (Fair Political Practices Commission) Filings. AKA: Conflict of Interest Filings, Notice of Public Hearings, Special Meeting Notices			City Clerk	CY+7	CY+7	CY+7	MAX1	LOC031 - Local Government / General / GC81009e

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
FPPC: Statement of Economic Interest - Not Elected	FPPC (Fair Political Practices Commission) Filings.			City Clerk	E+5	E+5	E+5	MAX1	LOC719 - Local Government / Elections / GC81009b
FPPC: Statement of Economic Interest: Non-candidate	FPPC (Fair Political Practices Commission) Filings. Includes filings from employees, commission members, contractors and consultants			City Clerk	TERM+4	TERM+4	TERM+4	MAX1	LOC033 - Local Government / General / GC81009f
Gang Program Files	Meeting notes, development of Dept. procedure.  AKA: Gang Registration, Gang Member Index including names, addresses, monikers, gang affiliation of active members	Confidential		Police	2	AC+5	AC+5	MAXACT	LOC015 - Local Government / General / GC34090
General Ledger	Summary Records of all accounts.  AKA: General Subsidiary Ledger	Vital	Does not include Master Chart of Accounts	Financial Services	6	PERM	PERM	MAX1	ACC000 - Accounting / Tax / General
Government Relations	Records and correspondence related to City-hired lobbyists' communications with governmental agencies and monitoring of legislation and regulations.			Originating Division	2	5	5	MAX1	GC-34090

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Governmental Agency Information Collection requests	01970 A set of documents that describe reporting, record keeping, survey, or other information collection requirements imposed on the public by the Environmental Protection Agency or any other federal agency.  AKA: Information Collection Request Center.			Originating Division	ACT+10	ACT	ACT+10	MAXACT	ADM-30
Grant Records & Agreements Files: General	01520 Documents related to awarded grants including applications, agreements, progress & financial reports and compliance paperwork.  AKA: Quality Children's Services, Grant Financial Files - CDC, Grant Files: Community Development Block Grants, Community Applications, Grant Files: Proposals Not Funded, Grant Files: State & Federal Grants.		Review for historical value	Originating Division	ACT+6	AUD+6	AUD+6	MAXACT	CON000 - Contracts / General
Grant Records & Agreements: City Property Acquisition	01525 Documents related to grants awarded for property acquisition including applications, progress & financial reports and compliance paperwork, Acquisitions including land use restrictions.		May include recorded documents	Originating Division	ACT+3	PERM	PERM	MAX1	LOC019 - Local Government / General / GC 34458-60 24CFR880.603- ACT+3

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Historical: General	01530 Various items of historical value, including mementos from Sister Cities, City scrapbooks.  AKA: Landfill Records, Water Records, Special Events (Final Information), City Jail Records (prior to jail consolidation with County), Mementos, gifts to Council or Library, Municipal Court Files, Assessment Rolls, Property Tax Apportionment Records, Advisory Group Handbook, Candidate Handbooks.	Historical	Review Historical Records Procedure to identify historical value. See also "Storm Damage Files"	City Clerk / Library	0	PERM	PERM	MAX3	NONE - No Legal Requirement
Homicide Cases (PC187)	02560 Case files and investigation reports for all cases files designated as PC 187 or PC192	Confidential		Police	PERM	PERM	PERM	MAXACT	LOC324 - Local Government / Police
Human Resources: General	01535 Information related to human resources activities not covered in more specific categories.		See also "Employee", "Personnel", "Job Announcement" or "Job Description"	Human Resources	2	6	6	MAXACT	EMP 300, GC34090
Human Resources: Reporting	01540 Records related to preparing and filing reports, including benefits reports, EEO forms and salary administration and fringe benefit reports.			Human Resources	6	6	6	MAX1	LEG000 - Legal Compliance / General

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Industry Relations	01545 Records related to associations and other cooperative efforts with other organizations in the industry.			Originating Division	0	ACT	ACT	MAXACT	GC-34090.7
Informant Files	02565 Legal notifications, identification information, payment information, activities information.	Confidential	Maintained by Special Enforcement Bureau	Police	2	AC+5	AC+5	MAXACT	LOC056 - Local Government / General / GC34090
Insurance: Active & Cancelled/Expired	01550 Records related to all insurance coverage affecting the City except Liability Insurance. Includes Certificates of Insurance and endorsements, fidelity bonds, insurance claims and surety bonds. Statement of self-insurance. Includes Certificates, Records and Internal City self-insurance documentation and policies.	Vital		Originating Division	PERM	PERM	PERM	MAXACT	CON000 - Contracts / General CON200 - Contracts liability
Internal Affairs / Professional Standards	02570 Criminal or administrative inquiries or complaints and related documentation concerning law enforcement personnel or actions, may be initiated by citizens or internally. Includes complaint, reports, findings. May also include Pitchess Motions.	Confidential		Police	AC+5	AC+5	AC+5	MAXACT	PC832.5(b), PC831.5, EVC1045



Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Inventory: Firearms	02575 Department-owned weapons, personal weapons, alternate weapons, secondary hand guns and the reports that are produced on these firearms.		Log of who currently issued each departmental weapon	Police	SUP	SUP	SUP	MAXACT	LOC019 - Local Government / General / GC34090
Investigations: Commercial	02580 Includes background checks. AKA: ABC Investigations, Card Rooms, Bingo		See also "Permits"	Police	2	AC+2	AC+2	MAXACT	GC34090
Investments	01565 Records relating to investing including records relating to bond purchases, futures/options, securities & records documenting other investments including the proof of ownership, purchase info, annual statements, and investment results. AKA: Monthly Investments, Treasury Investments, Buy/Sell, Investment Broker Orders, Investment Transaction Records, Investment Safekeeping Statements.	Vital		City Treasurer	ACT+6	ACT+3	ACT+6	MAXACT	ACC100 - Accounting / Tax / Capital Property
Jail Records	02590 Jail records from 1888 to consolidation with County		See Historic - General series		0	PERM	PERM	MAXACT	NONE - No Legal Requirement

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Job Announcements	01570 Records documenting notices of job openings communicated in the media or other means. AKA: Recruitment			Human Resources	3	10	10	MAX1	EMP900 - Employment / Selection / General
Job Descriptions	01575 Job descriptions, job positions & inactive job positions. AKA: Class Specifications			Human Resources	ACT+10	ACT	ACT+10	MAXACT	POL000 - Policies / Procedures

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Journals/Ledgers	01580 Records related to summarizing charges to individual accounts including account ledgers, A/P ledger, A/R ledger, balance sheets, cash journals, chart of accounts; journal entries, and subsidiary ledgers. Does NOT include General Ledger or any AKA's in that group.  AKA: Check Adjustment/Corrections Register, Travel Journals, Water Billing Registers, Daily Input/Transaction Journal, Accounting Journals, Adjusting Journal Entries - CDC, Budget Adjustment Journals - CDC, Check Correction Journals - CDC, Standard Journals, CDC, Travel Journals - CDC, Adjusting Journal Entries, Budget Journal Entries, Checks - Void Register, File Maintenance Journal, Standard Journal Entries, Treasurer's Receipts: Adjustments/Corrections, Journal Vouchers for Investments.			Financial Services	6	AUD+6	AUD+6	MAX1	ACC000 - Accounting / Tax / General
Juvenile Confinement/ Detention Records	02595 Juvenile confinement/detention logs and records, lists offense(s), times detained, confined, released, release information, supervisory approvals	Confidential		Police	2	CY+5	CY+5	MAXACT	GC34090

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
K-9 Training	02600 Training records maintained reflecting the specialized training received by handlers and dogs .			Police	CY+5	ACT+5	ACT+5	MAXACT	LOC018 - Local Government / General / GC34090
Labor Relations	01585 Records related to relations between the City, labor unions and employees, including arbitration files, Collective Bargaining Agreements & labor union meetings.  AKA: Labor Memorandum of Understanding (MOU).		See also 01285, Contracts & Agreements for MOUs	Human Resources	ACT+6	PERM	PERM	MAXACT	CON000 - Contracts / General
Land Use/Development Files	01590 Files that document the development and use of public and private property within the City. Includes: Specific Plans, General Plans, General Plan Amendments, Zone Amendments, Tentative Map Files, Parcel Map Files, Development Plans, Conditional Use Permits, Variances and Zone Amendments, Regular Coastal Permits, Historic Permits, Administrative Development Plans, Administrative Coastal Plans, Administrative Conditional Use Permits, Administrative Coastal Permits, Subdivision Files, Airport Files, Grading Permit Files, Right of Way (ROW) Permits.	Historical, Vital	See also Permits	Originating Division	ACT+2	PERM	PERM	MAX1	GC-34090

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Landscape/Lighting Districts	00000		See 'Assessment Districts'						
Legal Compliance	01605 Records documenting compliance with legal requirements. Includes reports/forms submitted to government and copies of internal records not found anywhere else related to preparing reports required by government. FAA and FCC licenses		See also - Environmental Series	Originating Division	6	6	6	MAX1	LEG000 - Legal Compliance / General
Legal Notices	01610 Affidavits of Publication, Agenda Posting, Orders of Adjournment, Public Hearing Notices, Special meeting notices, Cancellation notices			Originating Division	6	ACT + 10	ACT + 10	MAX1	LEG000 - Legal Compliance / General
Legal Opinions	01615 Records resulting from legal questions that document the specific legal advice provided.	review for confidential content	May include Attorney/Client Privilege information	City Attorney	ACT+10	PERM	PERM	MAXACT	POL000 - Policies / Procedures
Legal: General	01600 Working files related to legal activities not covered in more specific categories. Eminent domain.	Confidential		City Attorney	0	ACT+3	ACT+3	MAX3	GC34090

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Legislative Documents	01620 Documents, created by legislative bodies such as City Council, Planning Commission, Manufactured Homes Fair Practices Commission.  AKA: Ordinances, Resolutions, Municipal Code Book.	Vital		City Clerk	PERM	PERM	PERM	MAXACT	GC 34090(e)
Litigation/Claims/Grievances	01630 Records related to possible or pending litigation or other legal action and court case files.  AKA: Billing/Customer Records-Litigation, Litigation files, Summons, Claims, Claims filed by the City, Claims filed against the City, Grievance files, DUI Cost Recovery.	Vital - may contain confidential material	See also - "Litigation - Final Judgements", Review for Historical Value	Originating Division	ACT+6	ACT+10	ACT+10	MAXACT	LIT000 - Litigation / Claims / General
Litigation: Final Judgments Settlements/Court Orders	01625 Records specifying final judgments, settlements or orders related to or resulting from litigation.	Vital		City Attorney/City Clerk	ACT+6	PERM	PERM	MAXACT	LIT000 - Litigation / Claims / General

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Loans & Credit: City Issued	Includes letters of credit, loan agreements, loan applications, mortgage records, notes, canceled notes, internal records submitted from outside parties requesting City credit for the purchase of products and services, that provide info that will be used to determine whether credit will be extended, credit agency reports and credit applications submitted from outside parties that provide information that will be used to determine whether credit will be extended.			Originating Division	ACT+6	ACT+3	ACT+6	MAX3	ACC100 - Accounting / Tax / Capital Property
	AKA: Rehab loan								
Loans: Grant Funded	Includes loan agreements, loan applications, mortgage records, notes, cancelled notes for loans funded through grants received by the City.  AKA: Mortgage Credit Certificates (MCC), Rental Rehabilitation Loans, Community Development Block Grant (CDBG) loans, CalHome loans, HOME loans, Subdivision loans.			Originating Division	ACT+6	ACT+6	ACT+6	MAX3	ACC100 - Accounting / Tax / Capital Property

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Lobbyist Registration	01645 Registration forms, annual filings, correspondence, statements, New Client forms, Termination forms			City Clerk	2	ACT+3	ACT+3		LOC029 - Local Government / General / GC81009b
Logs	01650 A document listing activities, items, individuals and noting the same information about each entity. Includes journals, diaries, logbooks, detail, records (i.e., seismic) day books and rosters, Parking Citation Logs: Oceanside/Other Agencies.  AKA: Drivers Logs/Qualifications, Master Record Audit Logs (MCT), Records - Attendance, Sign-in Logs, Meter Read Books, Visitor Registration Logs, Accident/Injury Logs, EMS Quality Management Review, Code Enforcement Logs. Booking Fees Paid, badge lists, Case Assessment Logs, Court Liaison Filing Logs, Equipment Inventory Logs, Maintenance Logs of Taser and Radar equipment (reference copies), Traffic Logs, Towed/Stored Vehicle Logs, Chain of Custody records, inspection logs	May include confidential data.	Does not include Finance Records. See also: "Logs - Historical".	Originating Division	AC+6	AC+5	AC+6	MAX1	LOC043 - Local Government / General



Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Logs: Dispatch and daily	<p>01655 Logs created by City or received from outside agencies reflecting use of City resources.</p> <p>AKA: Dispatch Logs, Court - Daily Schedule, Daily accounting of calls-for-service and initiated activities by officers and PST's, Daily Activity Records, Officers Daily Logs, Subpoena Log Book, Fire Vehicle Check Sheets, Meeting Room Reservations.</p>			Originating Division	AC+3	AC+2	AC+3	MAX1	LOC505 - Local Government / Fire / CCP340.5
Logs: Historical	01660 May Include journals, diaries, logbooks, detail, records (i.e., seismic) day books and rosters documenting a significant event in the City or impact on City assets/personnel. Those logs determined to have historic value such as documenting a significant event.	Historical	See policies and procedures for determining historic value	City Clerk	0	PERM	PERM	MAX3	NONE - No Legal Requirement
Logs: Sewage, Water Treatment	01665 A document listing activities, items, Vital individuals and noting the same information about each entity. Includes journals, diaries, logbooks, detail, records (i.e., water flow, testing, sampling) day books and rosters, chain of custody logs.	Vital	Subject to audit. Review for historical value	Water	AC+10	AC+10	AC+10	MAX1	ENV200 - Environment / Air / Water Pollution / Testing Requirements

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Maintenance: Equipment, Facilities & Infrastructure, and Systems	<p>01680 Service requests, supporting documentation for equipment. Requests, supporting documentation for structures or infrastructure; buildings, waterlines, water pipe and sewer lines, streets, etc.</p> <p>AKA: Field Operations, Pool Cleaning, Daily Operations. Stations - Sewer Devices, Harbor Maintenance, Respiratory Testing Kits, Traffic/Electrical Footage, Elevators, Radar Calibration Records, Roof maintenance, sewer treatment plant infrastructure, street maintenance, structure painting, pier maintenance, waterfront improvements, infrastructure maintenance, pest control, graffiti removal, Computer and Network maintenance</p>		Excludes motor vehicles	Originating Division	2	ACT+3	ACT+3	MAXACT	GC34090
Maintenance: Motor Vehicles	<p>01670 Records documenting the maintenance performed on motor vehicles.</p> <p>AKA: Fleet, Vehicle Maintenance Records, Inventory of Vehicles &amp; Assignments, Speedometer Calibration Certificates, Apparatus</p>			Public Works - General Services	LOE+2	LOE+10	LOE+10	MAX1	LOC044 - Local Government / General / CA 900-0020-00 190

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
01695 Marketing/ Advertising/ Publicity	Records related to advertising, etc. Includes trade shows and records related to marketing and promotion activities. Lists detailing current prices for products and services, records documenting sales, brochures, catalogs and price lists.			Originating Division	0	ACT+1	ACT+1	MAXACT	NONE - No Legal Requirement
01700 Master Chart of Accounts	Listing of the account names and codes used in the accounting system.  AKA: Master Chart of Accounts-CDC	Vital		Financial Services	6	PERM	PERM	MAX1	ACCO00 - Accounting / Tax / General
01705 Master Plans/Strategic Plans	Report describing long range program or major projects planning and goals of the City. Includes strategic plans. Includes Land Use Master Plan, Solid Waste Strategic Plans, General Plan, General Plan Elements & Amendments, Local Coastal Plan, 5-year and 10-year plans.	Historical	See also 01590 Land use/ Development Files or 01425 Financial Planning & Forecasts	Originating Division	LOA	PERM	PERM	MAXACT	LOC024 - Local Government / General
01710 Meeting Minutes: Advisory Bodies	For meetings NOT City Council / Legislative body related: Meeting minutes, recording the decisions made or actions taken during the meeting.	Review for historical value		Originating Division	2	AC+10	AC+10	MAX1	GC-34090

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Meeting Minutes: Council / Legislative Bodies	01715 Records regarding meeting minutes, special meeting notices, including original summaries and Action Minutes. Includes actions and decisions of the City Council, Planning Commission, Community Development Commission, Harbor District Board of Directors, Manufactured Homes Fair Practices Commission, Library Board of Directors, Historical Preservation Advisory Commission, Building Authority, and other legislative bodies.			City Clerk	PERM	PERM	PERM	MAX3	BUS120 - Business Organization / Meetings, GC-34090(e)
NCIC Validation	02605 National Center Information Center information received concerning Missing persons, stolen vehicles, etc		Only electronic	Police	0	SUP	SUP	MAXACT	NONE - No Legal Requirement
Newspaper/ Magazine Clippings	01720 Copies of articles about the City appearing in newspapers or magazines related to important activities or milestones & copies of published articles describing City events.		Review for historical value.	Originating Division	0	2	2	MAX1	NONE - No Legal Requirement
Number not assigned	02625								
Number not assigned	01690								
Number not assigned	01685								

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Number not assigned	01560								
NUMBER NOT ASSIGNED	01435								
NUMBER NOT ASSIGNED	01430								
Oaths of Office	01725 Elected Officials & employees, CERT members			City Clerk	TERM+6	TERM+6	TERM+6	MAXACT	LOC022 - Local Government / General
Offender Registrant Files: Arson, Sex & Narcotics	02610 Fingerprint card, photo, and criminal history. Information also forwarded to DOJ.  AKA: Registration Files - CIB	Confidential	When offender dies, file is purged. Notification is received to verify deceased status.	Police	Life of Offender	Life of Offender	Life of Offender	MAXACT	LOC062 - Local Government / General
Ordinances	00000		See "Legislative Documents"						
Pawn Slips	02615 Dealer report of sales or receipt of goods. Includes description of items and any associated serial numbers		Entered into ARJIS	Police	2	2	2	MAXACT	GC34090

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Payroll	Records related to the accounting for payroll, including payroll batch sheets, payroll records, payroll garnishment accounting, payroll garnishment orders, payroll registers & timecards/timesheets, Form 1099, W-9, W-2, W-4.  AKA: Employee Time Sheets, Salary Garnishment Records, PERS Payroll Listings, Payroll Registers, Tax - Employment, Comp Time/Shift Swap Request Forms, Watch Assignment / Timekeeping Records.	Vital, Confidential		Financial Services	6	3	6	MAX3	ACC000 - Accounting / Tax / General
Permits	Records of applications and rights obtained from government permitting certain business activities. Includes building permits, environmental permits. Includes associated documents that pertain to the permit, etc.  AKA: Business License Applications, Administrative Construction Permits, Licensing, Building Applications & Permits, Industrial Waste Discharge Permits (Issued by Water Resources Board), Sales Tax Licenses (Issued by State), Taxi Cab Applications.	May be confidential	See also "Land Use, 01590", "Environmental" series or "Permits: Transitory, 01745"	Originating Division	PERM	PERM	PERM	MAXACT	LOC023 - Local Government / General / GC34090a

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Permits: Transitory	01745 Permits and permitted actions of limited duration.  AKA: Issued Business Licenses and Renewals, background check information, Use of Fire Hydrants, Sign Permits, Alternate Sign Permit Files, Special Events Permits, taxi/tow truck inspections, Parking Permits, Slip rental Permits.			Originating Division	2	ACT+2	ACT+2	MAX1	GC34090
Personnel Administration	01750 Records related to employment actions involving groups of employees including layoff, promotion and retirement records, salary administration, bonus determinations, cost of living surveys, pay scales, salary surveys and personnel transfers.	May be Confidential	Does not include "Personnel Files"	Human Resources	6	6	6	MAX3	EMP300 - Employment / Employment Actions

Record Series Name	01755	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Personnel Files	01755	Records documenting detailed personnel actions for employees. Includes temporary records, education records, employee evaluations, terminated employees, Public Employees Retirement Systems (PERS) reports, contracted instructors, crossing guards, employee evaluations and records related to decisions to transfer employees. Records documenting hiring activities for employees that were ultimately hired. Also includes records related to human resources activities not covered in more specific categories as well as Volunteer Files.	Confidential		Human Resources	6	PERM	PERM	MAXACT	EMP300 - Employment / Actions
		AKA: Personnel Confidential Meeting Notes/Minutes. And PAF's (Personnel Action Forms.) Instructor Files, Reserve Officers files								



Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Personnel Files: Divisional	01760 Records maintained by the Division. May include some of the documents also in the main Personnel file, but also contains updates and other documents not sent to Human Resources.  AKA: Department Personnel Files, Employee Salary Files, Field Training Officer Files, Instructor Files (Police, Public Works, Recreation), Junior Lifeguard forms.	Confidential	Transfer file to Human Resources after termination for consolidation into "Personnel Files"	Originating Division	6	See "Notes"	See "Notes"	MAXACT	EMP300 - Employment / Employment Actions
Personnel Selection	01765 Records related to hiring employees. Includes rejected applications, job announcements and records documenting hiring for temporary employees. Note: Applications for hired employees go into the Personnel File and are not part of this group.  AKA: Testing, Exams, Personnel Exams.			Human Resources	3	10	10	MAX1	EMP900 - Employment / Selection / General
Petitions by the Electorate: Not Qualified	01960 Petitions received for initiative, referendum measures, or Recall submitted to the Registrar of Voters for signature verification and found to not contain sufficient signatures or withdrawn	Confidential		City clerk	9 MO	9 MO	9 MO		EC17400

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Petitions by the Electorate: Qualified & Balloted	01961 Petitions received for initiative, referendum measures, or Recall submitted to the Registrar of Voters for signature verification and found to contain sufficient signatures	Confidential		City Clerk	E+8 MO	E+8MO	E+8 MO	NONE	EC17200/EC17400
Photographs	01770 Hard copy original, Digital or best available copy or negatives of people, places and events significant to the City.  AKA: Aerial photographs, digital photographs	Historical	See also "Recorded Media" Record Series.	Originating Division	0	PERM	PERM	MAXACT	NONE - No Legal Requirement
Photographs & Negatives: Mug Shots	02620 Maintained with Crime, Incident & Miscellaneous Reports or program files (i.e. Gang, Graffiti programs)	Confidential	see also "Crime Incident & Miscellaneous Reports"	Police	2	CY+5	CY+5	MAXACT	LOC062 - Local Government / General / GC34090

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Plans/Policies/Procedures: Internal	Includes directives, disaster recovery plans, emergency action plans, policy statements, procedure manuals, and table of organization, Council Policies.  AKA: Standard Operating Procedures (SOP's), Retention Schedules, Administrative Directives, Administrative Manuals, Disaster Plans, Affirmative Action Plans, Employee Manuals, Performance Standards, Procedures Manuals, Policy Manuals, SWAT Operations Manual, General Orders, Rules & Regulations.		Review for historical value	Originating Division	ACT+10	ACT+10	ACT+10	MAXACT	POL000 - Policies / Procedures

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
01780 Programs	Documents describing an organized set of activities directed toward a common purpose or goal that an agency undertakes or proposes to carry out its responsibilities. A mechanism for conveniently and uniformly identifying and organizing the City's activities and services.  AKA: Affirmative Action Program, Adelante Program, Affordable Housing Program, Literacy Program, Senior Activities, DARE Program, Storm Water Program, Summer Youth Program, Sister Cities Program, C.A.R.E. (Citizen Assisted Radar Enforcement), Clean Water Program, Records Management Program, Document Imaging Program, Safety Programs, Educational Programs for employees.		Review for historical value.	Originating Division	ACT+10	ACT+10	ACT+10	MAXACT	POL000 - Policies / Procedures

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Projects: General	Records related to activities of short term or limited duration (defined start and end date) as opposed to activities of an ongoing nature. Can include a wide variety of documents gathered for reference on any special project. Projects that create an asset after close of project will take on the retention of the asset.  AKA: Capital Improvement Projects, Project Manager's Files, Projects Files, Relocation Projects: General.		Review for historical value. For Development Projects see "Land Use". Any unique records created as a result of the project, such as a publication or report, are to be retained for the period of time specific to that record series.	Originating Division	2	AC+6	AC+6	MAXACT	LOC061 - Local Government / General / GC34090
Projects: Long Term	Records related to activities of extended duration (undefined end date). Can include a wide variety of documents gathered to define or manage the project. Includes feasibility studies and legal documents supporting a legal opinion.  AKA: Legal Project, Capital Improvement Projects and Project Manager Files. Public Art.		For Development Projects - see "Land Use". Review prior to disposal for historical value	Originating Division	2	AC+10	AC+10	MAXACT	GC34090
Property Documents	Records documenting ownership of property, includes Title Reports, Title Policies, deeds, etc.	Vital	See also "Real Property"	City Clerk	2	PERM	PERM	MAXACT	GC34090

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Public Information	01800 Informational materials related to City activities and special events.  AKA: Special events such as sports, summer camps, educational materials, flyers and press releases.		See Marketing/advertising see 01695	Originating Division	2	ACT+2	ACT+2	MAXACT	LOC039 - Local Government / General / GC34090
Public Records Requests	01805 Requests & responses to Public Records Act request for City records, including all back-up documentation.  AKA: PRA requests, Freedom of Information Act requests, FOIA			City Clerk	CY+2	CY+2	CY+2		LOC015 - Local Government / General / GC34090
Publications	01810 Records produced while preparing official City publications and finished product. Working papers include the release to use artwork and must be retained to document the right to use the material.  AKA: Oceanside Annual Report, Oceanside Tide		Review final publication for historical value.	Originating Division	5	5	5	MAX1	Per GC50110, 3 copies of each publication are to be submitted to State Archives for retention. GC34090
Purchase Orders	01815 Records of purchasing including approved bids or quotes.		See also Accounts Payable	Financial Services	ACT+6	ACT	ACT+6	MAXACT	CON000 - Contracts / General

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Purchasing Administration	01820 Records requesting the purchase of goods or services. AKA: Requisitions, Purchase Order Change Requests, Vendor database, Approved Vendor List, Vendor packets		See also 01850 Reports: Financial, 01855 Historical, or 01550 Insurance: Active / Cancelled or Expired.	Financial Services / HR (Risk)	2	6	6	MAX1	GC-34090
Real Property: Acquisitions / Divestitures / Annexations	01825 Records related to the acquisition of or divestiture of City real property. Supporting documents regarding the sale, purchase, exchange, lease or rental of property by City, including eminent domain. May include records of acquisitions, annexations, divestiture and reorganizations including workpapers and due diligence. Also includes tax records of acquisitions, divestiture and reorganizations including workpapers, and Title Policies.	Vital	See also "Property Administrative Files" or "Capital Assets" series	Originating Division	PERM	PERM	PERM	MAXACT	LOC023 - Local Government / General
Recorded Media	01830 Original or best available copies of recorded media, including negatives, digital files, audio recordings, non-textual information.		Final Retention Requirement to be determined by retention period based on the content or subject of the information		0	ACT+2	ACT+2	MAXACT	

Record Series Name	Recorded Media: Historical	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
	01835	Original or best available copies of recorded media, including negatives & digital files that depict significant events in the City's development or document an historical event. May consist of items recovered from other records series that have reached their maximum retention period.  AKA: Displays, Aerial Photographs, exhibits, City Infrastructure/project exhibits(accepted and/or rejected), Legislative Meeting Video Recordings maintained on optical media for research.	Historical		City Clerk	0	PERM	PERM	MAXACT	
Records Management Activities	01840	Records related to Records Management activities, including procedures, application of the records retention schedule, and certificates of destruction. Includes Records Management database(s) which includes all history, up to and including final disposition.  AKA: Accession Files, Requests for Records Series Review, Records Destruction Notices, Records Transfer Lists. Note: Records Retention Schedule is NOT in this group.		See also "Programs" or "Plans, Policies/Procedures"	City Clerk	2	PERM	PERM	MAX1	GC34090



Record Series Name	Reference Material	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
	01845	Documents published by outside organizations, used for reference, study and research. Usually library-type (published) documents (i.e., books, technical journals, periodicals) or reference materials kept only until superseded by the next edition. From external sources. Also includes handouts, handbooks, flyers, announcements, detail and summaries of other documents, FBI Wanted Posters, TIP Bulletins, Security Guard Agencies, Intelligence Operations Bulletins. Applies to City internal use, not Public Library Collection.		Cross reference: Code Books	Originating Division	0	SUP	SUP	MAXACT	NONE - No Legal Requirement

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
01850 Reports: Financial: Monthly/Quarterly	Records relating to regular and summary monthly/quarterly financial reports. May include worksheets, spreadsheets, analysis and reports of financial or investment results.  AKA: Deferred Compensation Reports, Statistical Reports, Labor Distribution Reports, Financial System Reports - Prior System, Capital Outlay/Non-Capitalized Inventory, Cash Disbursement & Receipts Registers, Cost Sharing Transfer Journals, Department/Program Revenue and Expenditure reports, Fixed Assets Reports, General Administrative Costs Report, , Programmatic Cost Transfers Reports, Fund Revenue Summary, revenue - Expenditure Analysis, Voucher Paid Registers, Prepayment Registers, Outstanding Purchase Orders, 1099 Reports by Vendor Name, Aging Reports, Statistical Reports, Parking Collections Reports, Delinquent Parking Ticket Reports, Agricultural Rebate Reports, Balance Adjustment /Transaction Journal, Water Billing Registers, Cash Packet Reports, Miscellaneous Receipts Reports, Utility Billing Receipts Reports, Labor Distribution Reports, Water Utilities On and Off Orders, Ambulance Billing Reports. Ambulance Reports, GASB 45		Does not include Comprehensive Annual Financial Report, see "Reports: Financial, Historical"	Financial Services	6	3	6	MAX1	ACC000 - Accounting / Tax / General/ 26 CFR 1.6001-1/08, GC-34090.7

Record Series Name      Description      Status      Notes      Division      Legal Retention      City Retention      Total Retention      Duplicate Copy Retention      Legal References

Actuarial Reports, Claims Management Liability Actuarial Report.

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
01860	Records generated internally and periodically, relating to the status or progress of routine activities. May reflect daily activities, reports created for one-time use in response to a specific query or project.			Originating Division	2	ACT+3	ACT+3	MAX1	GC-34090
	AKA: Monthly Reports, activity reports								

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
01855 Reports: Historical	Financial, technical or management reports created by or for the City that impact infrastructure, development of the City, or that document the financial condition of the City at the end of each fiscal year and retained permanently for legal or historical purposes.  AKA: Comprehensive Annual Financial Report (CAFR), Expenditure Ledger Detail & Summary, Revenue Reports - Detail & Summary, Vendor Registers, General Ledger, Master Chart of Accounts, Annual Reports to State Comptroller, Storm Water Records/reports, Studies of Sand, Traffic Count reports, Traffic Statistical reports. Does not include monthly/quarterly financial reports.	Historical		Originating Division	6	PERM	PERM	MAX1	CC000 - Accounting / Tax / GeneralGC3409 0.5 & 26 CFR 1.6001-1/08

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Reports: Technical	01865 Technical or management reports based on studies or research commissioned or performed by the City, the completed report or study. May include backup material required to justify the findings, recommendations, or action.		Review for Historical Value	Originating Division	2	ACT+5	ACT+5	MAXACT	LOC038 - Local Government / General / GC34090
Reports: UCR Crime Statistics	02630 Uniform Crime Reports. Data compiled from crime reports and submitted as a report to DOJ.		See also "Reports: Technical" in General Schedule	Police	2	CY+5	CY+5	MAX1	LOC018 - Local Government / General / GC34090
Reports: Undercover Activity Financial Disbursement Records	02635 Monies for undercover activities. AKA: CI Files "Criminal Informant Files" "Buy Fund"	May be confidential		Police	2	2	2	MAXACT	LOC015 - Local Government / General / GC34090

Record Series Name	Resolutions	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
	00000			See "Legislative Documents"		2	6	6	MAX1	GC34D90
Safety	01875	Internal records related to the prevention, investigation and handling of accidents, including safety inspections, safety investigations, investigation of employee-involved vehicle accidents.  AKA: Facility Reviews, Accident Records, Accident & Safety Records, Ergonomic issues, Accident Review Board files, Compliance Inspections, Accident Review, Employee Safety Training		Review for Confidential Content See also "Workers Compensation"	Originating Division					
Sales Tax License	01880	License to collect sales tax. Issued by the State to collect tax from the airport facility and Harbor District.			Financial Services	ACT+3	ACT	ACT+3	MAXACT	LEG100 - Legal Compliance / Business Licenses / Orders
Search and Seizure Tracking System Records	02640	Generated and Maintained by ARJIS - County record	Confidential		Police	SUP	SUP	SUP	MAXACT	LOC015 - Local Government / General

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Section 8 Housing: General	<p>01885 Applies to all financial and programmatic records, supporting documents, statistical records, and other records of grantees or subgrantees.</p> <p>Includes/AKAs: Drops, Accounting specifically related to Section 8, Intake, Participant Files, Port Outs, Drops/Recertifications, Tenant Files, Family Self Sufficiency Files, Housing Assistance Program/Payment Lists, Housing Assistance Payment Program/Section 8 Files.</p>	Confidential	Identify split files (01886) where portions of active records are sent to COC for convenience of department.	Neighborhood Services	ACT+3	ACT+3	ACT+3	MAX1	LOC601 - Local Government / Neighborhood Services / 24CFR880.603- ACT+3
Section 8 Housing: Litigated	<p>01890 Where any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the "Section 8 Housing: General" retention period, includes Section 8 cases involving PHA termination or debt to the City.</p>	Confidential & Vital	See also "Litigation/ Claims/ Grievances"	Neighborhood Services	ACT+3	ACT+10	ACT+10	MAXACT	LOC601 - Local Government / Neighborhood Services / 24CFR880.603- ACT+3
Section 8 Housing: Split Files	<p>01886 Inactive component of an active file maintained in the department until all actions are completed and entire file is consolidated &amp; transferred to Records Center for final disposition.</p>	Confidential	See 01885 - Section 8 Housing: General	Neighborhood Services	0	indefinite	indefinite	MAX1	LOC601 - Local Government/ Neighborhood Services / 24CFR880.603

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Security & Security Plans	Records related to the protection of property and information from unauthorized activities. Includes courier authorizations, employee clearance lists, security disturbances. Records documenting the procedures pertaining to security of employees, equipment, buildings, and information.	May contain confidential information	See also "Plans / Policies / Procedures, Internal"	Originating Division	0	3	3	MAX1	NONE - No Legal Requirement
Security Recordings: General	Security/surveillance routine video recordings. "Routine video monitoring" means videotaping by a video or electronic imaging system designed to record the regular and ongoing operations of the departments, including mobile in-car video systems and building security taping systems.			Originating Division	1	SUP	1	MAXACT	GC34090.6/GC53160
Security Recordings: Jail	Jail observation and monitoring systems			Police	1	1	1		LOC-05-20-036
Social Media Content	Blogs, instant messaging, web-pages, Facebook, Twitter.		Final Retention Requirement to be determined by retention period based on the content or subject of the information	Originating Division	0	see notes	see notes	MAXACT	Final Retention Requirement to be determined by retention period based on the content or subject of the information



Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Storm Damage Files	01915 Files documenting storm damages and backup material submitted to outside agencies for reimbursement.	Review for historical value	See also "Historical" series	Originating Division	AUD+2	AUD+6	AUD+6	MAX1	6CFR1 P. 29
Subject Files	01905 Records related to topics and issues filed by the subject of the records. May include studies, reports and other results of research activities, informational news letters created for distribution within the City. They could change to Project files if ongo.  AKA: A-Z files, General Subject files, Administrative Subject Files, Fiscal Exchange Newsletter, CitySide newsletter, Background Research	Review for historical value	Does not include Contracts & Agreements. Any unique records that may created as a result of the project, such as a publication or report, are to be retained for the period of time specific to that record series.	Originating Division	AC+2	AC+6	AC+6	MAX1	LOC000
Subpoenas	01920 Written legal order directing a person to appear in court or to produce documents or material.			City Attorney/ City Clerk	CY+2	CY+2	CY+2	MAX1	LOC015 - Local Government / General / CA 900 0020 00 060
Surveys	01910 Engineering and Traffic Surveys per CA Vehicle Code, Radar Surveys, and other surveys to benchmark existing conditions.			Originating Division	SUP+2	PERM	PERM		LOC039 - Local Government / General / GC34090

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Tax: General	01925 Tax Records and Administration and information not covered elsewhere.			Financial Services	6	6	6	MAX1	LEG000 - Legal Compliance / General
Tax: Sales & Use	01930 Sales and use tax returns and workpapers.			Financial Services	6	6	6	MAX3	LEG000 - Legal Compliance / General
Training Bulletins	02645 Notifications of available training from outside agencies			Police	0	PERM	PERM	MAX1	LOC019 - Local Government / General / GC34090
Treasurer's Report	01935 Quarterly and Annual reports to the City Council outlining the City's financial investments	Historic		City Treasurer	PERM	PERM	PERM	MAXACT	LOC019 - Local Government / General
Vehicle Files	00000		See Maintenance: Vehicle series						
Vendor List	00000		See series 01820						
Volunteer Files	00000		See Personnel Files series						

Record Series Name	Description	Status	Notes	Division	Legal Retention	City Retention	Total Retention	Duplicate Copy Retention	Legal References
Waiver	01950 Release Forms from Harbor and Beaches, Recreation, Library donor release forms, Library Photo-Digital Image Release Forms, use of photograph, Liability Release Forms, and other areas that require use, damage or injury waiver release forms			Originating Division	. 2	ACT+3	ACT+3	MAXACT	GC34090
Workers Compensation	01955 Records documenting occupational injuries and claims involving workers compensation.  AKA: Workers comp / safety files, closed; Workers comp - safety - current; workers comp / safety files - current activity, worker's compensation records, worker's compensation reports	Confidential	Current files outsourced to contract provider (2013)	Human Resources	PERM	50	PERM	MAX1	EMP500 - Employment / Health and Safety / Hazardous Exposure