RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA CLARA, CALIFORNIA, ADOPTING REVISED RECORDS RETENTION SCHEDULES FOR CITY RECORDS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANTA CLARA, CALIFORNIA, AS FOLLOWS:

WHEREAS, state and federal law require cities to maintain and preserve certain documents for various periods of time; and

WHEREAS, the City of Santa Clara currently has a Records Retention Schedule that identifies various types of documents and the period of time that they must be maintained by the City ("Records Retention Schedule"); and

WHEREAS, the City last updated its Records Retention Schedule in 1983; and

WHEREAS, the City has now updated its Records Retention Schedule for each City department and for documents that apply City-wide to reflect and comply with changes in records retention laws; and

WHEREAS, the City now desires to approve and adopt these updated Records Retention Schedules for the orderly and lawful maintenance of its record-keeping system.

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANTA CLARA, CALIFORNIA, AS FOLLOWS:

1. That the updated Records Retention Schedules for all City departments and for documents that apply City-wide, attached hereto and incorporated herein as Exhibit A, be approved and adopted, effective immediately.

2. Constitutionality, severability. If any section, subsection, sentence, clause, phrase, or word of this resolution is for any reason held by a court of competent jurisdiction to be unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of the resolution. The City Council of the City of Santa Clara hereby declares that it would have passed this resolution and each section, subsection, sentence, clause, phrase, and word thereof, irrespective of the fact that any one or more section(s), subsection(s), sentence(s), clause(s), phrase(s), or word(s) be declared invalid.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF THE RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE ___ DAY OF _____, BY THE FOLLOWING VOTE:

AYES: COUNCILORS:

NOES: COUNCILORS:

ABSENT: COUNCILORS:

ABSTAINED: COUNCILORS:

ATTEST:

_____
ROD DIRIDON, JR.
CITY CLERK
CITY OF SANTA CLARA

Attachments: Exhibit A, Records Retention Schedules

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS
SANTA CLARA, CA.

Office of Record (OFR)	Old Retention / Notes (Office / Total)	Records Description	Retention / Disposition: Active (in office)	Retention / Disposition: Inactive (Records Center)	Retention / Disposition: Total Retention	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.						
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.						
Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
Lead Dept.		Accident, Incident, Injury reports: **PUBLIC or EMPLOYEES**	2 years		2 years	Send Significant Events to City Attorney; GC §34090
Admin. Services / Finance / Accounting		Accounts Payable, Invoices, Petty Cash, Warrant Requests, Purchase Card Statements, etc. **If ALL backup is forwarded to Finance**	2 years (copies)		2 years (copies)	All originals go to Finance (these are copies); GC §34090.7
City Clerk		Administrative Hearings / Appeals	2 years (copies)		2 years (copies)	All originals go to City Clerk (these are copies); GC §34090.7
City Clerk		Agenda Packets / Staff Reports: **City Council, Redevelopment & SOSA**	2 years (copies)		2 years (copies)	GC §34090.7
City Clerk		Agreements & Contracts, Leases, MOUs, etc. - Includes all contractual obligations *(Specifications / Scope of Work, Notices of Completion, Insurance etc.)*	2 years (copies)		2 years (copies)	All agreements, service agreements, and contracts are sent to the City Clerk; GC §34090.7
Lead Dept.		Agreements & Contracts: **ADMINISTRATIVE FILES - NOT funded by a grant** (Correspondence, Project Administration, Project Schedules, Invoices, Logs, etc.)	Completion	5 years	Completion + 5 years	Department preference; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=Comp. + 5 years, Developers=Comp. + 10 years; E&O =Comp + 10 years; Published Audit Standards=4-7 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090

EXHIBIT A

Adopted:

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Lead Dept.		Agreements & Contracts: **ADMINISTRATIVE FILES - WITH grant funding** (Correspondence, Project Administration, Project Schedules, Invoices, Logs, etc.)	Completion	5 years or After Funding Agency Audit, if required, whichever is longer	**Completion + 5 years** or After Funding Agency Audit, if required, whichever is longer	Some grant funding agencies require audits; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Errors & Omissions is 10 years; Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42(b), 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42(b); 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133GC §34090
Lead Dept.	2Y / 2Y (CC #8)	Agreements & Contracts: **UNSUCCESSFUL BIDS or RESPONSES to RFPs** (Request for Proposals) **and/or RFQs** (Request for Qualifications) that don't result in a contract	2 years		2 years	The RFP / RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is OFR); GC §34090
Admin. Services / Finance / Accounting		Audits / Audit Reports / CAFR - Comprehensive Annual Financial Reports	2 years (copies)		2 years (copies)	Copies; GC §34090.7
Lead Dept.		Awards	Minimum 2 years		Minimum 2 years	City preference; GC §34090
		Bids: See Agreements & Contracts				
Staffing Dept.		Boards and Committees: **AUDIO Recordings / Audio Tapes or Audio DVDs** Except Planning Commission, ARC & HLC - see Planning & Inspection's schedule	2 years		2 years	City preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.		Boards and Committees: Recordings / Tapes of City Council Meetings - **VIDEO Recordings / Video Tapes or Video DVDs**	2 years		2 years	City preference; GC §34090.7

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Staffing Dept.		Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL **AGENDAS, AGENDA PACKETS**	Minimum 2 years		Minimum 2 years	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk		Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL **MINUTES & BYLAWS**	2 years (copies) (Forward Originals to City Clerk)		2 years (copies) (Forward Originals to City Clerk)	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090
Staffing Dept.		Boards, Commissions, & Committees: **City Council Subcommittees** (Composed solely of less than a quorum of the City Council)	2 years		2 years	All recommendations are presented to the City Council; GC §34090 et seq.
		Boards, Commissions, & Committees: **External** Organizations (e.g. County Board of Supervisors)	None		None	Non-records
		Brochures: See Reference Manuals				
City Clerk		Budgets - Finals	2 years (copies)		2 years (copies)	Final must be filed with County Auditor; GC §34090.7, 40802, 53901
Automotive Services		Carpool Logs	2 years (copies)		2 years (copies)	GC §34090.7
Lead Dept.		Cash Receipts Detail / Petty Cash Reports / Backup / Accounts Receivable Detail / Refund Detail	2 years		2 years	Department preference (not all detail is sent to Finance); GC §34090
City Manager	6 mos after completion / P	City Manager Assignments / City Manager Directives	2 years (copies)		2 years (copies)	GC §34090.7

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City Attorney		Claims & Litigation	2 years (copies) (Upon Settlement)		2 years (copies) (Upon Settlement)	City Attorney is OFR for lawsuits; Risk Management administrates claim; GC §§34090.7, 34090.6
Lead Dept.		Committees **Internal - Attended by employees:** All Records (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years		2 years	GC §34090
Lead **(Responding)** Dept.		Complaints / Concerns from Citizens **(operational)**	Minimum 2 years		Minimum 2 years	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Lead **(Responding)** Dept.		Complaints / Concerns from Citizens Computer Tracking Software **(Comcate)**	Minimum 2 years		Minimum 2 years	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
City Clerk		Contracts - Includes all contractual obligations *(Specifications / Scope of Work, Notices of Completion, etc.)*	2 years (copies)		2 years (copies)	All agreements, service agreements, and contracts are sent to the City Clerk; GC §34090.7
Lead Dept.		Contracts: **ADMINISTRATIVE FILES - NOT funded by a grant** (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion	10 years	Completion + 10 years	Department preference; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=Comp. + 5 years, Developers=Comp. + 10 years; E&O =Comp + 10 years; Published Audit Standards=4-7 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
		Contracts: See Agreements				

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Dept. that **Authors** Document or Receives the City's Original Document		Copies or duplicates of any record / Duplicate Copy	2 years (copies)		2 years (copies)	Another department or employee is responsible for the retention of the record, or the recipient is listed as a "cc" on the record. GC §34090.7
		Correspondence - **ROUTINE** (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Reading File, Working Files, etc.)	2 years		2 years	GC §34090
Dept. that **Authors** Document or Receives the City's Original Document		Correspondence - **TRANSITORY / PRELIMINARY DRAFTS,** Interagency and Intraagency Memoranda not retained in the ordinary course of business (e.g. calendars, checklists, e-mail that does not have a material impact on the conduct of business, invitations, instant messaging, logs, mailing lists, meeting room registrations, photographs, supply inventories, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, etc.)	None		None	Preliminary versions of a written document, such as a staff report or unsigned letter that is ready for revision or correction and not a final document of record. It also includes mail / e-mail that does not contain substantive information concerning City policies, decision-making, proceedings, projects, contractors, or practices; and does not relate to threatened or active litigation. As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §34090, GC §6252 6254(a)
City Clerk		Deeds, Easements, Final Orders of Condemnations (All)	2 years (copies)		2 years (copies)	Send all originals to the City Clerk; GC §34090.7
Lead Dept.		Deposit Backup / Detail for Cash Deposits	2 years		2 years	GC §34090

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City Auditor		Department Activity Reports / Performance Benchmark Reports / Performance Measurement Reports / Monthly Activity Reports	2 years (copies)		2 years (copies)	Send all originals to the City Auditor, who compiles the reports GC §34090.7
Lead Dept.		Drafts / Notes / Preliminary Drafts: Drafts that are revised (retain final version)	None		None	Preliminary versions of a written document, such as a staff report or unsigned letter that is ready for revision or correction and not a final document of record. It also includes mail / e-mail that does not contain substantive information concerning City policies, decision-making, proceedings, projects, contractors, or practices; and does not relate to threatened or active litigation. As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §34090, GC §6252 6254(a)
Dept. that **Authors** Document or Receives the City's Original Document		E-mail	Retention Based Upon the Content of the Record		Retention Based Upon the Content of the Record	E-mails that contain information relating to the conduct of the public's business are saved outside the e-mail system by printing them out and placing them in a file folder, or saving them electronically; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252
Lead Dept.		Facility Use Applications / Facility Use Permits	2 years		2 years	GC §34090

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Lead Dept.		GIS Database / Data / Layers (both City-wide and Specialized)	None		None	The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.		Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years	GC §34090
Lead Dept.	CDBG - T (PW / Engineering)	Grants / Reimbursable Claims / Subventions (**SUCCESSFUL** Reports, other records required to pass the funding agency's audit, if required) Applications (successful), program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if Required - **Minimum 5 years**	After Funding Agency Audit, if required - **Minimum 5 years**	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42(b), 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42(b) ; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133; GC §34090
Human Resources		Grievances and Informal Complaints (Employees)	2 years (copies)		2 years (copies)	Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090 et seq.
City Clerk / IDS		Insurance Certificates for Agreements and Contracts	2 years (copies)		2 years (copies)	If a certificate cannot be matched to a contract, send to City Clerk; GC §34090.7
Lead Dept.		Leave Slips & Vacation Request Form	2 years (drafts)		2 years (drafts)	Preliminary draft / transitory record; GC §§34090, 6252, 6254(a)
City Clerk		Minutes - City Council	2 years (copies)		2 years (copies)	Originals maintained by City Clerk Permanently; GC §34090.7

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City Clerk		Municipal Code (these are copies)	2 years (copies)		2 years (copies)	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.		Newspaper Clippings	None		None	Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.		Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years	Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
City Clerk		Ordinances - City Council	2 years (copies)		2 years (copies)	Originals maintained by City Clerk Permanently; GC §34090
Human Resources		Personnel Files *(When an employee transfers to a different department, the file should go to the new department)*	Upon Separation, Send to Human Resources		Upon Separation, Send to Human Resources	Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.		Personnel Files **(Supervisor's Notes)**	2 years		2 years	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.		Personnel Work Schedules	2 years		2 years	GC §34090
Lead Dept.		Petitions (submitted to Council on any subject. Examples: parking requests, traffic calming requests, etc.). NOT Elections Petitions - for Initiative, Recall or Referendum petitions, see the City Clerk schedule	1 year		1 year	Not related to elections; Law requires 1 year for petitions; GC §50115
Lead Dept.		Public Records Act Requests	2 years		2 years	GC §34090
Lead Dept.		Public Relations / Press Releases	2 years		2 years	GC §34090

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Finance / Purchasing		Purchase Orders, Procurement & Contracting Records (RFPs, Specifications, Contracts, Amendments, Successful Bids, Notice of Award, RFQs, etc.)	2 years (copies)		2 years (copies)	GC §34090.7
Lead Dept. (Who Ordered the Appraisal)		Real Estate Appraisal Reports: Property **NOT** purchased, Loans not funded, etc.	2 years		2 years	Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)		Real Estate Appraisal Reports: **Purchased** Property, Funded Loans	2 years	Minimum 3 years	Minimum 5 years	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42(b), 24 CFR 91.105(h), 24 CFR 97.42(b), 24 CFR 570.502(b); 29 CFR 97.42, GC §34090
City Clerk		Records Destruction Lists / Certificate of Records Destruction	2 years (copies)		2 years (copies)	GC §34090.7
Lead Dept.	T / 3 Announcements: T / 7	Recruitment and Testing File (**As-Needed Employees Only**) (Includes Applications for Unsuccessful Applicants, Advertisements, Job Brochures, Test Data, etc.)	3 years		3 years	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040.7(c), GC §§12946, 34090
		Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc.: Produced by **OTHER DEPARTMENTS OR OUTSIDE ORGANIZATIONS** (League of California Cities, Chamber of Commerce, etc.)	None		None	Non-Records
Lead Dept.		Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc.: Produced by **YOUR Department**	Minimum 2 years		Minimum 2 years	Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.		Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P	Administratively and Historically significant, therefore retained permanently; GC §34090

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Lead Dept.		Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years	Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
City Clerk		Resolutions - City Council	2 years (copies)		2 years (copies)	Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.		Safety: OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	5 years		5 years	Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090; LC §6429c
Lead Dept.		Speaker Cards (submitted at public meetings)	None		None	Transitory records not retained in the ordinary course of business (used to accurately produce minutes); GC §§34090 et seq., 6254(a)
Lead Dept.		Special Event Permits	Expiration + 2 years		Expiration + 2 years	GC §34090
Lead Dept.		Special Projects / Subject Files / Issue Files	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090 et seq.
Lead Dept.		Subpoenas, Pitchess Motions, etc.	2 years		2 years	GC §34090
Lead Dept.		Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts	2 years		2 years	GC §34090
		Tapes: See Boards & Commissions				
Admin. Services / Finance / Payroll		Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	4 years		4 years	City Preference for FLSA; Originals maintained by Payroll; GC §34090.7

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SANTA CLARA, CA.

Office of Record (OFR)	Old Retention / Notes (Office / Total)	Records Description	Retention / Disposition: Active (in office)	Retention / Disposition: Inactive (Records Center)	Retention / Disposition: Total Retention	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.						
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.						
Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
Lead Dept.		Training - ALL **COURSE** RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics & Safety training)	2 years	5 years	7 years	Department Preference; OSHA requires 5 years for safety records; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 34090, 53235.2(b)
Lead Dept.		Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years	GC §34090
Lead Dept.		Volunteer / Unpaid Intern / Work Study Applications & Agreements - **Successful**	Inactive / Separation + 3 years		Inactive / Separation + 3 years	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090
Lead Dept.		Volunteer / Unpaid Intern / Work Study Applications & Agreements - **Unsuccessful** or Pending Applicants	3 years		3 years	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090
Depart. Providing Service / Work		Work Orders / Service Requests **CMMS DATABASE** (Computerized Maintenance Management System) (Hansen)	Indefinite		Indefinite	Data is interrelated; GC §34090

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Depart. Providing Service / Work		Work Orders / Service Requests - **All Information Entered in CMMS Database**	None		None	Preliminary drafts (the database is the original); GC §34090
Depart. Providing Service / Work	3 mo (Building Maint.)	Work Orders / Service Requests - **NOT entered in CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	2 years		2 years	City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

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RECORDS RETENTION SCHEDULE: CITY ATTORNEY
SANTA CLARA, CA.

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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
City		Accident Reports (Significant Events)	2 years		2 years	GC §34090
Admin. Services / Finance / Accounting		Accounts Receivable	2 years (copies)		2 years (copies)	GC §34090.7
City Attorney		Administrative Hearings	Minimum Resolution + 2 years		Minimum Resolution + 2 years	Department preference; GC §34090
City Attorney		Amicus Briefs	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
City		Attorney Work Product (Electronic Files on I: Drive)	P		P	Department Preference; GC §34090
City		Chron Files	10 years		10 years	Department Preference; GC §34090
City Attorney		Claims / Damage Claims	Settle + 5 years		Settle + 5 years	Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5(b)
City		Elections	6 years		6 years	Department Preference; GC §34090
City Attorney		Eminent Domain / Condemnation Proceedings: **Final Order of Condemnation**	P		P	Department Preference (the final order of condemnation serves as the title to property); GC §34090
City Attorney		Incident Reports: Automobile Loss Notice, General Liability Notice of Occurrence	2 years		2 years	GC §34090
City	T/ P	Legal Opinions	P		P	Department Preference; GC §34090
City Attorney	Disposition + 5 years (amended 2001)	Litigation / Lawsuits (Final Settlement Agreements are maintained by the City Clerk)	Final Resolution	5 years	Minimum 5 years	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5(b)
City		Loss Run Reports (George Hill & Co, etc.)	5 years		5 years	Meets auditing standards; GC §34090
City Attorney		Municipal Code & Charter Administration, Distribution, etc.	2 years		2 years	GC § 34090
City Attorney		Municipal Code & Charter and History File (Historical supplements)	P		P	GC §34090

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City Attorney		Municipal Code Violations	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
City Attorney	T	Subject Files **Not of Significant Historical Value -** Various Subjects (review, background files, invoices, budget working papers, outside counsel)	Minimum 5 years		Minimum 5 years	Department Preference; GC §34090
City Attorney	T / P	Subject Files **Significant Historical Value:** Cemetery, NCPA, M-S-R, PG&E, RDA, SOSA, Water Pollution Control Plant (WPCP), etc.	Minimum 2 years	P	P	Department Preference; GC §34090
Lead Dept.		Templates	None		None	Preliminary drafts / blank forms; GC §34090, GC §6252

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SANTA CLARA, CA.

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CITY AUDITOR						
City Auditor		Audit Policies & Procedures	Minimum 2 years		Minimum 2 years	GC §34090
City Auditor		Annual City Auditor Report / Performance Benchmarks	5 years		5 years	Department Preference; meets municipal government auditing standards; GC §34090
City Auditor		Audits of Payroll Payment Requests	5 years		5 years	Department Preference; meets municipal government auditing standards; GC §34090
City Auditor	5Y / 5Y (2)	Check Stock Register / Log of Check Stock Checked Out	5 years		5 years	Department Preference; meets municipal government auditing standards; GC §34090
City Auditor		Department Activity Reports	5 years		5 years	Department Preference; meets municipal government auditing standards; GC §34090
City Auditor		Reimbursement Log / Allocation Tracking	2 years		2 years	GC §34090

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SANTA CLARA, CA.

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		CITY CLERK				
City Clerk	2Y / 2Y (1)	Administrative Citation Appeals & Decisions	2 years		2 years	GC §34090 et seq.
City Clerk	2Y / 2Y (15)	Affidavit of Posting Agendas, Notices of Public Hearings, Continuances, Notice of Adjournments City Council, Board & Commissions and Committees, Miscellaneous	2 years		2 years	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
City Clerk	1Y / 5Y (Optical Disk P / P) (3)	Agenda Packets / Staff Reports / Correspondence Regarding Agenda Items - **Imaged:** City Council, Redevelopment Agency, Sports & Open Space Authority, Industrial Development Authority & Public Facilities Financing Authority	P		P	Department Preference (The minutes are the permanent record); GC §34090 et seq.
City Clerk	2Y / 2Y (electronic P) (2)	Agendas & Agenda Summaries of Action City Council, Redevelopment Agency, Sports & Open Space Authority, Industrial Development Authority & Public Facilities Financing Authority	P		P	Department Preference (The minutes are the permanent record); GC §34090 et seq.

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City Clerk	* / 5Y* (significant, ongoing or historic impact, property development = P) (4) Contracts & Attachments / Construction Awarded by Bids - * / P (5) Franchises - * / P (28)	Agreements - **Not Significant - NOT IMAGED.** *Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal)* **Examples of NON-Infrastructure:** Consulting, grants, disposal, franchises, housing, leases, legal services, litigation settlements, loans, paving, painting, professional services, services, slurry seals, tree trimming, etc.	Completion	5 years	Completion + 5 years	Department preference; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=Comp. + 5 years, Developers=Comp. + 10 years; E&O =Comp + 10 years; Published Audit Standards=4-7 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

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City Clerk	Contracts & Attachments / Construction Awarded by Bids - * / P (5. 24) * / 5Y* (significant, ongoing or historic impact, property development = P) (4)	Agreements - **SIGNIFICANT - IMAGED - DDAs, JPAs, OPAs, MOUs, MOAs, Housing Regulatory Agreements, Property owned by the City or RDA, those determined as Significant by the Lead Department** *Agreement includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal)*	Completion	P	P	Department Preference; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
City Clerk	2Y / P (6)	Agreements: Litigation Releases	Final Resolution	P	P	Department Preference; GC §34090
City Clerk	5Y / 5Y	Bid Opening Lists	2 years		2 years	GC §34090
City Clerk	P / P (10)	Board, Commission & Committees: Committee Rosters / **Historical List**	P		P	Department Preference; GC §34090
City Clerk	2Y / 2Y (revision history) (10)	Board, Commission & Committees: Committee Rosters / **Maddy Act List**	2 years		2 years	GC §34090

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Finance / Financial Services & City Clerk	* / P - (11)	Bond Official Statements / Certificates of Participations (COPs)	Cancellat., Redemption or Maturity	10 years	Cancellat., Redemption or Maturity + 10 years	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.
Planning & Inspection		Building Inspection Address List	2 years (copies)		2 years (copies)	GC §34090.7
City Clerk		Budget (Final / Adopted)	2 years		P	Department Preference; GC §34090
City Clerk	P / P (16)	City Code and Charter (1 copy of each supplement)	Final Resolution	P	P	Department Preference; GC §34090
City Clerk	2 / 2 (revision history) (18)	City Council Committees: Revision History	2 years		2 years	GC §34090 et seq.
City Clerk	P / P (17)	City Council: Historical Lists	P		P	Department Preference; GC §34090
City Clerk	2Y / 2Y (revision history) (17)	City Council: Members Lists Revision History	2 years		2 years	GC §34090 et seq.
City Clerk	1Y / 5Y (21)	Claim Forms & Log City Council, Redevelopment Agency	5 years		5 years	Department Preference; GC §34090 et seq.
City Clerk		Gift List (List of Gifts to the City)	P		P	Department Preference; GC §34090 et seq.

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City Clerk	Contracts & Attachments / Construction Awarded by Bids - * / P (5. 24) * / 5Y* (significant, ongoing or historic impact, property development = P) (4)	Contracts - **Infrastructure, Capital Improvement Projects** (Awarded as a result of a Bid) *Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal)* **Examples of Infrastructure:** Architects, Buildings, bridges, covenants, development, environmental, park improvements, reservoirs, sewers, sidewalks, street & alley improvements, subdivisions, utilities, water, etc.	Completion	P	P	Department Preference; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
City Clerk		Council / RDA / SOSA Attendance Records	10 years		10 years	Department Preference; GC §34090 et seq.
City Clerk	2Y / 2Y (26)	Council Chambers, Use of	2 years		2 years	GC §34090 et seq.
City Clerk		Ethics Training - Certificates / Logs	2 years	5 years	7 years	Department Preference; GC §§34090, 53235.2(b)
City Clerk	P / P (62)	Files Management Manual	P		P	Statewide guidelines propose superseded + 2 or 5 years; GC §34090
City Clerk		FPPC Form 801 (Gift to Agency Report)	4 years		4 years	Must post on website; 2 CCR 18944.2(C)(3)(G)
City Clerk	P / P (38)	Historical Records / Publications Written by the City of Significant Historic Value Incorporation, City Seal, Awards of significant historical interest, etc.	P		P	City Clerk determines historical significance; records can address a variety of subjects and media formats; GC §34090

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City Clerk	NA / P (63)	Index for Electric Estimates, Engineering Sites, Planning Files, Human Resources Terminations and Water Jobs	Superseded		Superseded	Department Preference (preliminary draft / transitory record used to locates records, which can be destroyed after the subject record is destroyed); GC §34090 et. seq.
City Clerk	NA / P (60)	Index of Boxes in Records Center	Superseded		Superseded	Department Preference (preliminary draft / transitory record used to locates records, which can be destroyed after the subject record is destroyed); GC §34090 et. seq.
City Clerk	* / P (30)	Insurance Policies (City Owned Policies that are presented to Council. Excludes Electric Utility) - **GENERAL LIABILITY**	P		P	Department preference for liability purposes; CCP §337 et seq.; GC §34090
City Clerk	* / P (30)	Insurance Policies (City Owned Policies that are presented to Council. Excludes Electric Utility) - **PROPERTY, FIRE, THEFT, etc.**	P		P	Department preference; GC §34090
City Clerk	NA / P (corrected from 2Y, which may not have been adopted by Council) (64)	Microfilm Processing Record Log	Superseded		Superseded	Department Preference (preliminary draft / transitory record used to locates records, which can be destroyed after the subject record is destroyed); GC §34090 et. seq.
City Clerk	P / P (32)	Minutes & Bylaws All Boards, Commissions and Committees	10 years	P	P	GC §34090
City Clerk	P / P (31)	Minutes City Council, Redevelopment Agency, Sports & Open Space Authority, & Public Facilities Financing Authority	P		P	GC §34090
City Clerk	1Y / P (34)	Newspaper Clippings of Significant Historic Value	1 year	P	P	Non Records - Department preference

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City Clerk	* / P (35)	Oaths of Office - Elected Officers, Board and Commission Members	P		P	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	* / P (42)	Ordinances & Indexes City Council, Redevelopment Agency	P		P	GC §34090 et. seq.
City Clerk	* / P (20)	Real Property - Records that Affect the Title to Real Property Abandonments, Deeds, Deed Restrictions, Easements, Liens, Resale Restrictions, Vacations, etc. Includes Title Insurance	2 years	P	P	GC §34090
City Clerk	5Y / P (40)	Recorded Documents: Deeds, Easements, Rights of Ways, Notice of Completion, etc.	5 years	P	P	GC §34090 et. seq.
City Clerk	1Y / 1Y (43)	Recordings / Tapes of City Council Meetings - **AUDIO Recordings / Audio Tapes or Audio DVDs** City Council, Redevelopment Agency, Sports & Open Space Authority, & Public Facilities Financing Authority	2 years		2 years	Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	1Y / 1Y (44)	Recordings / Tapes of City Council Meetings - **VIDEO Recordings / Video Tapes or Video DVDs** City Council, Redevelopment Agency, Sports & Open Space Authority, & Public Facilities Financing Authority	2 years	P	P	Department preference; GC §34090.7
City Clerk	P / P (62)	Records Destruction Lists / Certificates of Records Destruction	P		P	Department Preference; GC §34090 et. seq.

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City Clerk		Records Retention Schedules (if not always filed with the Resolution of Adoption)	P		P	GC §34090 et. seq.
City Clerk	* / P (42)	Resolutions & Indexes City Council, Redevelopment Agency, Sports & Open Space Authority, Industrial Development Authority & Public Facilities Financing Authority	P		P	GC §34090 et. seq.
City Clerk		Vehicle Titles ("Pink Slips")	Sale or Disposal		Sale or Disposal	Given to Auction House / New Owner; GC §34090

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ELECTIONS - CONSOLIDATED						
City Clerk	8Y / P (53)	Campaign Filings (FPPC 400 Series Forms & Local Campaign Forms): **SUCCESSFUL CANDIDATES** (Elected Officials)	5 years	P	P	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	5Y / 5Y (54)	Campaign Filings (FPPC 400 Series Forms & Local Campaign Forms): **UNSUCCESSFUL CANDIDATES**	5 years		5 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	4Y / 4Y (55)	Campaign Filings (FPPC 400 Series Forms & Local Campaign Forms): **THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK** (copies - Council Members running for State or County offices, etc.)	5 years		5 years	Department preference; Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	7Y / 7Y (56)	Campaign Filings (FPPC 400 Series Forms & Local Campaign Forms): **OTHER COMMITTEES** (PACS - not candidate-controlled)	7 years		7 years	Paper must be retained for at least 2 years; GC §81009(c)(g)
City Clerk	6Y / 8Y (48)	Candidate File: Nomination Papers, Candidate Statements, Acceptance of Voluntary Expenditure Limit, Oath of Office, etc. - **SUCCESSFUL CANDIDATES**	8 years		8 years	Department Preference; Nomination Papers: Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100 Oaths of Office: Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§34090, 36507; PC §§801.5, 803(c); 29 USC 1113
City Clerk	6Y / 8Y (48)	Candidate File: Nomination Papers, Candidate Statements, Acceptance of Voluntary Expenditure Limit, etc. - **UNSUCCESSFUL CANDIDATES**	Election + 4 years		Election + 4 years	Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100

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Adopted:

RECORDS RETENTION SCHEDULE: CITY CLERK
SANTA CLARA, CA.

Office of Record (OFR)	Old Retention / Notes (Office / Total)	Records Description	Retention / Disposition: Active (in office)	Retention / Disposition: Inactive (Records Center)	Retention / Disposition: Total Retention	Comments / Reference
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City Clerk	2Y / 7Y, 6Y / P (46, 47)	Elections - **GENERAL, WORKING or ADMINISTRATION** Files Correspondence, Election Calendars, Precinct Maps, Proof of Publications, County Election Services, etc.	2 years		2 years	GC §34090
City Clerk	6Y / P (46)	Elections - **HISTORICAL** Sample ballot	6 years	P	P	Retained for Historical Value, GC §34090
City Clerk	8M / 8M (50, 51)	Petitions (Initiative, Recall or Referendum)	8 months		8 months	Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200, 17400
City Clerk	2Y / 7Y (58)	Statement of Economic Interest Filings (FPPC Forms - 700 Series): **DESIGNATED EMPLOYEES** (specified in the City's Conflict of Interest code. Includes advisory bodies except for the Planning Commission and consultants)	2 years	5 years	7 years	City maintains original statements; GC §81009(e) & (g)
City Clerk	2Y / 7Y (49, 57)	Statement of Economic Interest Filings (FPPC Forms - 700 Series): **PUBLIC OFFICIALS** (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	4 years	3 years	7 years	Department Preference; City maintains copies only; original statements are filed with FPPC; GC §81009(f) & (g)
CITY CLERK / ELECTIONS - STAND-ALONE (in the event the County does not conduct a Consolidated Election)						
City Clerk		Absentee Applications, Roster of Absentee Applications		6 mo.	6 mo.	EC §17505
City Clerk		Absentee Identification Envelopes		6 mo.	6 mo.	EC §17302
City Clerk		Annexation Petitions, Protests and Withdrawals		1 year	1 year	Law requires 1 year for petitions; GC §50115
City Clerk		Assessment District Ballots & Envelopes - Prop. 218 proceedings		6 mo.	6 mo.	Department preference to be consistent with other types of ballots; Statewide guidelines propose permanent; EC §§ 17302, 17306; CA Constitution Art. XIII

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City Clerk		Ballots - After Election		6 mo.	6 mo.	EC §17302
City Clerk		Ballots - After Recount		6 mo.	6 mo.	EC §17306
City Clerk		Challenged & Assisted Voters List		6 mo.	6 mo.	If uncontested, EC §17304
City Clerk		Inspector Receipts for Ballots		6 mo.	6 mo.	EC 17302, 17306
City Clerk		Precinct Officer Appointments		6 mo.	6 mo.	EC §17503
City Clerk		Roster of Voters		5 years	5 years	EC §17300
City Clerk		Tally Sheets		6 mo.	6 mo.	EC §17304
City Clerk		Voter Index Copies used as the Voting Record at Polling Places		6 mo.	6 mo.	EC §17304
City Clerk		Voter Index Original		5 years	5 years	EC §17001

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SANTA CLARA, CA.

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CITY MANAGER						
City Manager	T /	Associations / Outside Organizations (Chamber of Commerce, ICMA, League of California Cities, etc.)	None		None	Non-records
Finance / City Clerk		Budgets	2 years (copies)		2 years (copies)	GC §34090.7
City Manager		City Council Photographs	P		P	Department Preference; GC §34090 et. seq.
City Manager		Cable TV - Complaints regarding Cable Services	2 years		2 years	GC §34090 et seq.
City Manager		Cable TV - Video Recordings - Public Service Announcements, Special Events, Non-City Business, Community Programming.	None		None	Non-records; GC §34090 et seq.
City Manager		Cable TV - Video Recordings / Tapes of Board and Commission meetings - **City Council Meetings**	2 years		2 years	Department preference; Video tapes are required for only 90 days; GC §34090.7
City Manager	T / Chronological Files 2 / 10 Departmental Corres. 2 / 5 Booz, Allen & Hamilton - T / 10	Chron Files / Correspondence	Minimum 2 years		Minimum 2 years	GC §34090
City Manager	2 / 5	City Manager Assignments	5 years		5 years	Department preference; GC §34090
City Manager	P /	City Manager Directives / Policy & Procedure Handbook	Minimum 2 years		Minimum 2 years	Department preference; GC §34090
City Manager		City Manager Reports to Council	2 years		2 years	GC §34090
City Manager		Closed Session Binders	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
City Manager		Committee Files	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
City Manager		Complaints / Concerns / CMAs / Non-CMAs	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090

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City Manager		Council Files	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
City Manager		Cultural Advisory Commission - **Agendas, Agenda Packets, Events** All Fired Up Sculpture Show, Art & Sculpture Show, Street Dance, Concerts in the Park, Art in the Air, Santa Clara Chorale, Santa Clara Ballet, Mission City Opera, Santa Clara Players, keep Santa Clara Clean, etc.	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
City Clerk		Cultural Advisory Commission - **Minutes**	2 years (copies) (Forward Originals to City Clerk)		2 years (copies) (Forward Originals to City Clerk)	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090
City Manager	2 / 5 2 / 4	Department Files / Department Head Meeting Files	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
City Manager		Employee Relations Oversight Files	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
City Manager		Employee Suggestion Files	2 years		2 years	GC §34090
City Manager		Ethics Training	2 years		2 years	City Clerk maintains Training Certificates; GC §34090
City Manager		Events Take our Children to Work Day, Public Safety providers Week, Public Employees Recognition Week, Service Award Luncheon, Volunteer Recognition Combined Giving Campaign, Outgoing Council Event, Holiday Decorations, Those Who Inspire Award, Neil Henry Volunteer Award, etc.	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
City Manager		Filming Permits	2 years		2 years	GC §34090
City Manager		Grand Jury Reports Pertaining to City Operations	Minimum 5 years		Minimum 5 years	Department Preference (consistent with Grand Jury requirements); GC §34090

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City Manager		International Exchange Commission / Sister Cities	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
City Manager		Legislative Correspondence Information, Positions, League Conference Resolutions	2 years		2 years	GC §34090
City Manager		Local Emergency Services Oversight Files	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
City Manager		Oaths of Office Ceremonies	2 years		2 years	GC §34090
City Manager		Property	Minimum 2 years		Minimum 2 years	Transfer all final deeds, title insurance, etc. to the City Clerk; GC §34090
City Manager		Redevelopment Agency Project Oversight Files Includes Downtown Revitalization Project	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
City Manager / Lead Dept.	T / , T / 7, T / 5, T / 10, P	Special Projects, Research, Programs, Subject & Issues (Issues and/or projects will vary over time) Airport, Annexations, Arena, APPA, Bayshore North, Bowers Avenue, El Camino Re-Route, Federal Power, 49ers, Hotels, Urban Renewal, etc.)	Minimum 2 years		Minimum 2 years	GC §34090
City Manager	T / 10, T / P	State, County, Other Cities (San Jose, etc.), San Jose - Santa Clara Water Pollution Control Plant, School District, etc.	None		None	Non-records
City Manager		Training and Safety Oversight Files	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090

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COMMUNITY RELATIONS						
City Manager / Commun. Relations		City Store	Minimum 2 years		Minimum 2 years	GC §34090
City Manager / Lead Dept.		Correspondence	Minimum 2 years		Minimum 2 years	GC §34090

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Lead Dept.		Media / Public Relations / Press Releases	Minimum 2 years		Minimum 2 years	GC §34090
City Manager / Commun. Relations		Photographs of Significant Historical Value (Council Members, City Staff, etc.)	P		P	Department preference; GC §34090
City Manager / Lead Dept.		Projects, Programs, Subject & Issues (Issues and/or projects will vary over time) Includes Newsletters	Minimum 2 years		Minimum 2 years	GC §34090
Lead Dept.		Publications	Minimum 2 years		Minimum 2 years	Transfer historical publications to the City Clerk; GC §34090
City Manager / Commun. Relations		Sister City Program	Minimum 2 years		Minimum 2 years	GC §34090
City Manager / Commun. Relations		Speeches	None		None	Notes, drafts, or preliminary documents; GC §34090 et seq.

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ECONOMIC DEVELOPMENT						
City Manager / Econ. Develop.		Business Retention / Business Recognition	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
City Manager / Econ. Develop.		Economic Development Projects / Programs	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
City Clerk		Property Management Files: **Deeds, Title Insurance, Easements, etc.**	2 years (copies)		2 years (copies)	GC §34090.7
City Manager / Econ. Develop.		Property Management Files: **Leases, Tenants, etc.** (Original contracts to City Clerk)	Completion + 5 years		Completion + 5 years	Department Preference; Statute of Limitations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090
City Manager / Econ. Develop.		Prospects: Economic Development Projects / Correspondence	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090

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SANTA CLARA, CA.

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ADMINISTRATIVE SERVICES & FIBER ENTERPRISE						
Electric Utility / Admin. Services & Fiber Enter.	1 /	Bill Inserts / Mission City Scenes, etc.	2 years		2 years	GC §34090
Electric Utility / Admin. Services & Fiber Enter.	T /	California Energy Commission (CEC) Licenses and Regulatory Correspondence	P		P	Department Preference; GC §34090
Electric Utility / Admin. Services & Fiber Enter.	3 /	California Energy Commission (CEC) Reports	7 years		7 years	Department Preference; GC §34090
Electric Utility / Admin. Services & Fiber Enter.		Capital Improvement Projects (CIP) / Jobs: **Administration File** Project Administration, Certified Payrolls, Construction Management Logs, Daily Inspection Diary, Project Schedules, Progress meetings, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090

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Electric Utility / Admin. Services & Fiber Enter.		Capital Improvement Projects (CIP) / Jobs: Permanent File Plans, Record Drawings / "As Builts", Specifications, Bids/RFPs, Successful Proposal, Change Orders, Inspections, Materials Testing Reports, Grading Permits, Hazardous Materials Reports, Notice of Completion, O&M Manuals, Photos, Real Estate Appraisals, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Electric Utility / Admin. Services & Fiber Enter.	5 /	Chronological File	2 years		2 years	GC §34090
Electric Utility / Admin. Services & Fiber Enter.		Correspondence with Regulatory Agencies	Minimum 10 years		Minimum 10 years	Department Preference; GC §34090
Street & Automotive Services		Daily Vehicle & Equipment Safety Checks / Vehicle Inspections / Daily Equipment Checks	Send to Automotive Services		Send to Automotive Services	GC §34090 et seq.
Electric Utility / Admin. Services & Fiber Enter.		Drawings / Record Drawings / "As Builts"	P		P	Department Preference; GC §34090
Electric Utility / Admin. Services & Fiber Enter.	T / P	Estimates - Preliminary, In Process, Completed	Upon Completion	P	P	Department Preference; GC §34090

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Electric Utility / Admin. Services & Fiber Enter.		Facility Histories / Infrastructure (Black Butte, Stoney Gorge, Highline, Grizzly, etc.)	P		P	Department Preference; GC §34090
Electric Utility / Admin. Services & Fiber Enter.		FERC (Federal Energy Regulatory Commission) **Inspections**	10 years	Life of Facility + 10 years	Life of Facility + 10 years	Department Preference; GC §34090
Electric Utility / Admin. Services & Fiber Enter.		FERC (Federal Energy Regulatory Commission) **Licenses and Regulatory Correspondence**	P		P	Department Preference; GC §34090
Electric Utility / Admin. Services & Fiber Enter.	T /	Maps: Block, Tract	Superseded		Superseded	Non-records
Electric Utility / Admin. Services & Fiber Enter.	T /	Maps: System (Windmills, etc.)	P		P	Department Preference; GC §34090
Human Resources / Risk Manag.	T /	OSHA Insurance Certificates, Inspections & Citations, Log 200	2 years (copies)		2 years (copies)	GC §34090.7

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Electric Utility / Admin. Services & Fiber Enter.		Preliminary Studies / Project Assessments (Not Acquired / Not Constructed)	P		P	Department Preference; GC §34090
City Clerk	T /	Rates	2 years (copies)		2 years (copies)	GC §34090.7
Electric Utility / Admin. Services & Fiber Enter.		Research of Significant Historical Value	P		P	Department Preference; GC §34090
Electric Utility / Admin. Services & Fiber Enter.	T /	Research: Co-Generation, Geothermal, etc.	None		None	Preliminary drafts not retained in the ordinary course of business; GC §34090
City Clerk	T /	Right of Ways / Easements	P		P	Department Preference; GC §34090.7
Public Works / Engineering	T /	Street Lights / Traffic Signals	2 years (copies)		2 years (copies)	GC §34090.7
Electric Utility / Admin. Services & Fiber Enter.	T /	Underground Utilities Maintenance	P		P	Department Preference; GC §34090
Finance	3 /	Weed Abatement Charges	2 years (copies)		2 years (copies)	GC §34090.7

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CUSTOMER SERVICE & MARKETING						
Finance / Accounting	5 /	Accounts Receivable Administration (Memoranda regarding Fiber, Pole Contacts, etc.)	2 years (copies)		2 years (copies)	GC §34090.7
Electric Utility / Customer Services & Marketing		Education Programs / Marketing Programs (booths at Art & Wine, Advanced Metering Program, etc.)	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
Electric Utility / Customer Services & Marketing		Home Energy Audits	2 years		2 years	GC §34090
Electric Utility / Customer Services & Marketing		Large Customer Meetings, Public Relations	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
Electric Utility / Customer Services & Marketing		Public Benefit Programs	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
Lead Dept.		Public Relations / Press Releases	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
Electric Utility / Customer Services & Marketing		Rebate Programs	5 years		5 years	Department Preference (meets municipal government auditing standards); GC §34090

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ENERGY DISTRIBUTION						
Electric Utility / Energy Distribution		Complaint Tags / Service Tags	2 years		2 years	GC §34090
Street & Automotive Services		Daily Vehicle & Equipment Safety Checks / Vehicle Inspections / Daily Equipment Checks	Send to Automotive Services		Send to Automotive Services	GC §34090 et seq.
Lead Dept.		DOT Timecards (Department of Transportation)	10 years		10 years	Department preference (DOT request); GC §34090 et seq.
Electric Utility / Energy Distribution		Driver's License Tracking Database	Indefinite		Indefinite	Data is interrelated; GC §34090
Electric Utility / Energy Distribution		Emergency On-Call / Sign-up List, Tracking	2 years		2 years	GC §34090
Electric Utility / Energy Distribution		Emergency Plans	Superseded + 2 years		Superseded + 2 years	Department Preference; GC §34090
Electric Utility / Energy Distribution		Estimates - Preliminary, In Process, Completed (Redlines)	After Entry into GIS		After Entry into GIS	Preliminary documents; GC §34090
Electric Utility / Energy Distribution		Insurance Policies (Electric Utility Only) **- GENERAL LIABILITY**	P		P	Department preference for liability purposes; CCP §337 et seq.; GC §34090

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Adopted:

RECORDS RETENTION SCHEDULE: ELECTRIC UTILITY
SANTA CLARA, CA.

Office of Record (OFR)	Old Retention / Notes (Office / Total)	Records Description	Retention / Disposition: Active (in office)	Retention / Disposition: Inactive (Records Center)	Retention / Disposition: Total Retention	Comments / Reference
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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
Electric Utility / Energy Distribution		Insurance Policies (Electric Utility Only) - **PROPERTY, FIRE, THEFT, etc.**	Expiration + 2 years		Expiration + 2 years	Department preference; GC §34090
Electric Utility / Energy Distribution		Labor Management Minutes	2 years		2 years	GC §34090
Electric Utility / Energy Distribution		Manifest (EPA Standard)	3 years		3 years	Department preference; GC §34090
Electric Utility / Energy Distribution	T /	Meter Databases: Data pulse, Remote Locations, Tampering, Time of Day, etc.	Indefinite		Indefinite	Data is interrelated; GC §34090
Electric Utility / Energy Distribution		Oil Analysis Results (Transformers have PCBs)	5 years		5 years	Department Preference; PCB records are 3 - 5 years; Used Oil is 3 years; 40 CFR 761.180; 22 CCR 66266.130(c)(5), H&S §25250.18(b)(3), 25250.19(a)(2)(B) et seq.; GC §34090
Electric Utility / Energy Distribution	2 /	Power Outage Report Database	Indefinite		Indefinite	Data is interrelated; GC §34090
Electric Utility / Energy Distribution	2 /	Power Outage Reports	2 years (copies)		2 years (copies)	GC §34090.7
Electric Utility / Energy Distribution	"Supervisory Control Equipment" - T /	SCADA Database (Supervisory Control and Data Acquisition) - Electric	Indefinite		Indefinite	Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7

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Electric Utility / Energy Distribution		Street Light Repairs	10 years		10 years	Department preference; GC §34090
Electric Utility / Energy Distribution	5 /, P/, T/	Substations, Receiving Stations, Switching Stations: **Daily Operation Logs & Reports (Control)**	5 years		5 years	Department Preference; GC §34090
Electric Utility / Energy Distribution		Substations, Receiving Stations, Switching Stations: **Equipment Drawings and Maintenance Records**	Life of Equipment		Life of Equipment	Department Preference; GC §34090
Electric Utility / Energy Distribution		Substations, Receiving Stations, Switching Stations: **Test Reports, Station Log and Inspection Sheets**	5 years		5 years	Department Preference; GC §34090
Electric Utility / Energy Distribution		Switching Orders	5 years		5 years	Department Preference; GC §34090
Electric Utility / Energy Distribution		Traffic Signal Log Book	P		P	Department Preference; GC §34090
Electric Utility / Energy Distribution		Traffic Signal Repairs	5 years		5 years	Department Preference; GC §34090
Electric Utility / Energy Distribution		Tree Trimming	5 years		5 years	Department Preference; GC §34090

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Electric Utility / Energy Distribution		Underground & Overhead: Inspections Maps UG & OH	P		P	Department Preference; GC §34090
Electric Utility / Energy Distribution		Underground & Overhead: Repair / Maintenance Tags (Database) UG & OH	P		P	Department Preference; GC §34090
Electric Utility / Energy Distribution		Underground Service Alerts (USA) Locates: Utility Cuts, etc.	5 years		5 years	Department Preference (the warrantee period for work done is 5 years); GC §34090
Electric Utility / Energy Distribution		Utility Standards	Superseded + 2 years		Superseded + 2 years	Department Preference; GC §34090
Depart. Providing Service / Work		Work Orders / Service Requests **CMMS DATABASE** (Computerized Maintenance Management System)	Indefinite		Indefinite	Data is interrelated; GC §34090
Depart. Providing Service / Work		Work Orders / Service Requests - **All Information Entered in CMMS Database**	None		None	Preliminary drafts (the database is the original); GC §34090
Depart. Providing Service / Work	5 /	Work Orders / Service Requests - **NOT entered in CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years	City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

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HYDRO ENGINEERING PLANTS and SUBSTATIONS (DVR / Pico, Grizzly, etc.)						
Electric Utility / Hydro Eng. Plants		Capital Improvement Projects (CIP) / Jobs: **Administration File** Project Administration, Certified Payrolls, Construction Management Logs, Daily Inspection Diary, Project Schedules, Progress meetings, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Electric Utility / Hydro Eng. Plants		Capital Improvement Projects (CIP) / Jobs: Permanent File Plans, Record Drawings / "As Builts", Specifications, Bids/RFPs, Successful Proposal, Change Orders (Work Authorizations), Inspections, Materials Testing Reports, Grading Permits, Hazardous Materials Reports, Notice of Completion, O&M Manuals, Photos, Real Estate Appraisals, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Electric Utility / Hydro Eng. Plants		CEMS Data (Continuous Emissions Monitoring System)	Life of the Plant		Life of the Plant	Department preference; GC §34090 et seq.
Lead Dept.		Confined Space Entries & Logs (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	3 years		3 years	Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
Electric Utility / Hydro Eng. Plants		Contract Employee Training Files	Separation + 5 years		Separation + 5 years	Department preference; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

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Electric Utility / Hydro Eng. Plants		Daily Vehicle & Equipment Safety Checks / Vehicle Inspections / Daily Equipment Checks (Forklifts, etc.)	2 years		2 years	GC §34090 et seq.
Electric Utility / Hydro Eng. Plants		Equipment Certifications, Inspections, Testing, Base Readings, etc.	Life of Equipment		Life of Equipment	Department preference; GC §34090 et seq.
Electric Utility / Hydro Eng. Plants		Gas Pipelines, Maintenance, X-rays	P		P	Department Preference; GC §34090
Electric Utility / Hydro Eng. Plants		Logs: Visitor Log, Operator Log, Hydro / Substation Logs, Shift Turnovers, etc.	2 years		2 years	GC §34090 et seq.
Electric Utility / Hydro Eng. Plants		NPDES Monitoring Reports	3 years		3 years	NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Electric Utility / Hydro Eng. Plants		Permits - Various (Pressure Vessels, etc.)	Expiration + 2 years		Expiration + 2 years	Department preference; GC §34090 et seq.
Electric Utility / Hydro Eng. Plants		Plans & Drawings / Records Drawings / "As Builts"	Completion + 5 years	P	P	Drafts should be destroyed; GC §34090, 34090
Electric Utility / Hydro Eng. Plants		Projects & Facilities: **INFRASTRUCTURE** Final Specifications and Plans (Power Plants, Generators, Property Improvements, etc.)	Completion + 2 years	P	P	Statewide guidelines propose 7 years; 2 years for blueprints & specifications; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337, 337.1(a), 337.15, GC §34090

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Electric Utility / Hydro Eng. Plants		Regulatory Agency Correspondence	Life of the Plant		Life of the Plant	Department Preference; GC §34090
Electric Utility / Hydro Eng. Plants		Round Sheets (Fire Extinguishers)	5 years		5 years	Department Preference; GC §34090
Electric Utility / Hydro Eng. Plants		Self-contained Breathing Apparatus (SCBA)	Expiration of Certificate (minimum 2 years)		Expiration of Certificate (minimum 2 years)	Certificates are issued for 3-5 years; GC §34090 et. seq.
Electric Utility / Hydro Eng. Plants		Underground Service Alerts (USA) Locates: Utility Cuts, etc.	5 years		5 years	Department Preference (the warrantee period for work done is 5 years); GC §34090

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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
MAINTENANCE & OPERATIONS (OVERHEAD TRANSMISSION AND DISTRIBUTION)						
Street & Automotive Services		Daily Vehicle & Equipment Safety Checks / DMV Reports / Daily Work Reports / Vehicle Inspections / Daily Equipment Checks	Send to Automotive Services		Send to Automotive Services	GC §34090 et seq.
Lead Dept.		DOT Timecards (Department of Transportation)	10 years		10 years	Department preference (DOT request); GC §34090 et seq.
Electric Utility / Maint &		Equipment Maintenance History	Life of Equipment		Life of Equipment	Department Preference; GC §34090
Electric Utility / Maint &		Equipment Manuals	Life of Equipment		Life of Equipment	Department Preference; GC §34090
Fire, Electric Utility / Maint &		Maintenance History Records (Power Plants, Generators, Transformers, etc.)	P		P	Department Preference; GC §34090
Depart. Providing Service / Work		Work Orders / Service Requests **CMMS DATABASE** (Computerized Maintenance Management System)	Indefinite		Indefinite	Data is interrelated; GC §34090
Depart. Providing Service / Work		Work Orders / Service Requests **- All Information Entered in CMMS Database**	None		None	Preliminary drafts (the database is the original); GC §34090
Depart. Providing Service / Work	5 /	Work Orders / Service Requests **- NOT entered in CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years	City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

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RESOURCES						
Electric Utility / Resources		Capital Improvement Projects (CIP) / Jobs: **Administration File** Project Administration, Certified Payrolls, Construction Management Logs, Daily Inspection Diary, Project Schedules, Progress meetings, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Electric Utility / Resources		Capital Improvement Projects (CIP) / Jobs: Permanent File Plans, Record Drawings / "As Builts", Specifications, Bids/RFPs, Successful Proposal, Change Orders, Inspections, Materials Testing Reports, Grading Permits, Hazardous Materials Reports, Notice of Completion, O&M Manuals, Photos, Real Estate Appraisals, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Electric Utility / Resources		Claims / Litigation (Specialized for Electric Utility FERC, etc)	Resolution + 5 years		Resolution + 5 years	Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
Electric Utility / Resources		Counterparty Status Report	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
Electric Utility / Resources		Month End Risk Position and VaR Reports	2 years		2 years	GC §34090

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Electric Utility / Resources		Power Trading / Power Scheduling (Check Out Worksheets)	Completion + 3 years	2 years	Completion + 5 years	Department Preference (auditing standards are 5 years); GC §34090
Electric Utility / Resources		Power Trading / Power Scheduling (Confirmations, Invoices)	Minimum 3 years	5 years	Minimum 8 years	Department Preference (auditing standards are 5 years); GC §34090
Electric Utility / Resources		Power Trading / Power Scheduling (Generation Worksheets)	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
Electric Utility / Resources		Power Trading / Power Scheduling (Pathing Sheets)	3 years	2 years	5 years	Department Preference (auditing standards are 5 years); GC §34090
Electric Utility / Resources		Power Trading / Power Scheduling (Voice Recordings)	5 years		5 years	Department Preference (auditing standards are 5 years); GC §34090
Electric Utility / Resources		Properties - Records of Significant Historical Value (Altamont, Benicia, Loyalton)	P		P	Department Preference; GC §34090
Electric Utility / Resources		Regulatory Agency Correspondence	Minimum 5 years		Minimum 5 years	Department Preference; GC §34090
Electric Utility / Resources		Regulatory Filings (FERC, CEC, NERC, etc.)	7 years		7 years	Department Preference; GC §34090
Electric Utility / Resources		Risk Management Meeting Minutes / Risk Oversight Committee Meeting Minutes	5 years		5 years	Department Preference; GC §34090
Electric Utility / Resources		Systems Support: Fiber optics / Communications / Leases	P		P	Department Preference; GC §34090

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Depart. Providing Service / Work		Work Orders / Service Requests **CMMS DATABASE** (Computerized Maintenance Management System)	Indefinite		Indefinite	Data is interrelated; GC §34090
Depart. Providing Service / Work		Work Orders / Service Requests - **All Information Entered in CMMS Database**	None		None	Preliminary drafts (the database is the original); GC §34090
Depart. Providing Service / Work		Work Orders / Service Requests - **NOT entered in CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years	City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

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RECORDS RETENTION SCHEDULE: FINANCE
SANTA CLARA, CA.

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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
FINANCE / ADMINISTRATIVE SERVICES						
Finance / Admin. Services		Compliance Reports (Arbitrage Audits, etc.)	5 years	P	P	Department Preference; GC §34090
Finance / Admin. Services		Insurance Policies for Electric Utility Plants (Alliant)	5 years	P	P	Department preference for liability purposes; CCP §337 et seq.; GC §34090
Finance / Admin. Services		Conversion of FMIS Data (Legacy Financial Application)	5 years	P	P	Department Preference; GC §34090

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FINANCE / ACCOUNTING SERVICES						
Finance / Accounting Services		1099's Issued / W-9s	2 years	5 years	7 years	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530, GC §34090
Finance / Accounting Services		Accounts Payable / Invoices and Backup "Pinks" (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	2 years	5 years	7 years	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Accounting Services		Accounts Receivable: Rent / Property Management, Damage to Public Property, Invoices to Outside Entities, Transient Occupancy Tax (TOT), etc.	3 years	4 years	7 years	Department Preference; (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Financial Services	2+A	Audit Reports / CAFR - Comprehensive Annual Financial Reports WORKING PAPERS	3 years	7 years	10 years	Department Preference to meet municipal government audit standards; GC §34090
Finance / Financial Services	10+A / P	Audit Reports / CAFR - Comprehensive Annual Financial Reports and related Audit Opinions	5 years	P	P	Department Preference; GC §34090
Finance / Financial Services		Audit Reports / Single Audits / Transportation Audits / PERS Audit, et.	5 years	P	P	Department Preference (meets municipal government auditing standards); GC §34090
Finance / Accounting Services		Bank and Trustee Statements, Outstanding Check Lists, Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports	2 years	3 years	5 years	Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1
Finance / Accounting Services	1+A / 7	Checks / Warrants (Cashed)	2 years	3 years	5 years	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337
Finance / Accounting Services		Escheat (Unclaimed money / uncashed checks)	2 years	3 years	5 years	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; Meets auditing requirements; CCP §§340(4), 1519; GC §34090

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Finance / Accounting Services		Financial Systems **Databases**	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Data Fields / Records are interrelated; GC §34090
Finance / Accounting Services	1+A	Fixed Assets - Annual Listing (Source Documents)	7 years		7 years	Includes permanent assets (for compliance with GASB 34); GC §34090
Finance / Accounting Services	5+A / P	General Ledger: Final year-end AND Chart of Accounts / Organization Structure (Print out when Rollover is Done)	5 years		5 years	Published articles show 3 -10 years; GC §34090
Finance / Accounting Services		Ground Lease Tracking	Completion + 5 years		Completion + 2 years	Department preference; GC §34090
Finance / Accounting Services	1+A / P 1+A / 7	Journal Entries / Journal Vouchers / Budget Transfers Includes Supporting Documentation	2 years	P	P	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / Accounting Services		Metaviewer Reports	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Department preference; statewide guidelines propose 2 years; GC §34090
Finance / Accounting Services	1+A / 5 1+A / 7 (Weekly Billing Rendered Report)	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Proof & Merge Reports, Labor Distribution, etc. (**MONTHLY OR PERIODIC**) Does NOT include year-end General Ledger, or those in the Metaviewer database.	None		None	Transitory records not retained in the ordinary course of business Financial system qualifies as a trusted system and can re-create reports accurately; statewide guidelines propose 2 years; GC §34090
Finance / Accounting Services	3+A	Reports: Annual State or Federal: State Controller's Report, Street Report, etc.	5 years		5 years	Department Preference; Meets auditing standards; GC §34090

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RECORDS RETENTION SCHEDULE: FINANCE
SANTA CLARA, CA.

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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
FINANCE / ACCOUNTING SERVICES / PAYROLL						
Finance / Accounting Services / Payroll	1+A / 7	Checks / Warrants - Cancelled - Payroll Only	2 years	3 years	5 years	Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1
Finance / Accounting Services / Payroll		DE-6 & 941 Forms - Quarterly Payroll Tax Returns / OASDI	2 years	5 years	7 years	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Finance / Accounting Services / Payroll		Deduction Files (Deferred Compensation, PERS, etc.	None		None	Department Preference; Preliminary documents used to facilitate Payroll deductions; GC §34090 et seq.
Finance / Accounting Services / Payroll		Deferred Compensation (City Statements)	2 years	3 years	5 years	Produced by Deferred Comp. Provider; consistent with proposed statewide guidelines; published articles for bank statements show 4 -7 years; GC §304090, 26 CFR 16001.1
Finance / Accounting Services / Payroll	Separation + 2, then to Records & Benefits	Payroll Employee File	Separation + 2 years	3 years	Separation + 5 years	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 - 10 years; 26 CFR 31.6001-1, R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
Finance / Accounting Services / Payroll	2+A /	Payroll Employee File	2 years	3 years	5 years	Department preference; PERS Buy-backs are reconstructed through Human Resources; Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 -10 years; 26 CFR 31.6001-1, R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
Finance / Accounting Services / Payroll		PERS Statements	2 years	3 years	5 years	Department Preference; GC §34090

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Finance / Accounting Services / Payroll	1+A / P	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	2 years	8 years	10 years	Department preference to facilitate grant audits or claim reimbursements; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 -10 years; 26 CFR 31.6001-1, R&T §19530; LC § 1174(d); GC §34090
Finance / Accounting Services / Payroll		W-2's	2 years	P	P	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090

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FINANCE / FINANCIAL SERVICES						
Finance / Financial Services & City Clerk	T / 5 after last payment	Bond Official Statements / Certificates of Participations (COPs) See Bank Statements for statement retention.	Cancellat., Redemption or Maturity	10 years	Cancellat., Redemption or Maturity + 10 years	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.
City Clerk	10+A / P	Budgets - Adopted / Final	2 years (copies)		2 years (copies)	Copies; GC §34090.7
City Clerk		Treasurer's Reports / Quarterly Budget Reports (to Council)	2 years (copies)		2 years (copies)	Copies; GC §34090.7
Finance / Financial Services	T	Budgets - Preliminary, Backup Documents	5 years		5 years	Department Preference; GC §34090
Finance / Financial Services		Investments / Arbitrage / Bonds (Receipts / Advisor Reports and Statements / Trade Tickets / LAIF (Local Agency Investment Fund))	Maturity	5 years	Maturity + 5 years	Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance / Financial Services	District Closed, final Payment of Bond Principal & Interest + 5 years	Special Assessments: Engineers Report & Correspondence, Audit Records, Treasurer Records	2 years	3 years	5 years	Department Preference; (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Financial Services		Statement of Indebtedness / Annual Report to State / State Controllers Report	10 years		10 years	Department preference; GC §34090

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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
FINANCE / MUNICIPAL SERVICES / CASHIERING						
Finance / Municipal Services / Cashiering		Accounts Receivable / Refunds & Credits: Web Credit Card Payment Transfers, A/R Description Listing, Bank Group Setup, Payment Methods Setup, etc.	2 years	3 years	5 years	Department Preference to meet municipal government auditing standards and IRS guidelines for records supporting employee and federal taxes (4 yrs after tax is due or paid); 26 CFR 31.6001-1; GC §34090
Finance / Municipal Services / Cashiering		Armored Truck Manifests / Log Books	2 years		2 years	GC §34090
Finance / Municipal Services / Cashiering		Cashiering Management: Applications for Credit Cards, Applications of CC Change, PAP Applications or changes, PC Charges, Balance, Stubs with Change Requests, Transit-log / Report / Sales CRC Worksheet, HB Electronic Hardcopy, VR/WEB POS Sales Reports / Excel Worksheets Auto Credit Card Receipts, San Jose Water File, Wire Transfers, End of Day Balance Report, Refunds and Credit, Armored Truck Log Books	2 years	3 years	5 years	Department Preference to meet municipal government auditing standards and IRS guidelines for records supporting employee and federal taxes (4 yrs after tax is due or paid); 26 CFR 31.6001-1; GC §34090
Finance / Municipal Services / Cashiering		Payment Stubs / Water Receipts / Utility Receipts (when payment is submitted)	After Audit is Complete		After Audit is Complete	Preliminary Documents; GC §34090 et seq.

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FINANCE / MUNICIPAL SERVICES / TAX & LICENSE						
Finance / Municipal Services / Tax & License	* / n/a (12)	Bonds - Fortunetelling / Soliciting	Upon Cancellation or Non-Renewal, Send to Finance		Upon Cancellation or Non-Renewal, Send to Finance	Department Preference; GC §43900 et seq.
Finance / Municipal Services / Tax & License	T / 4	Business License Applications, Registrations and Renewals, Affidavit of Business License	2 years	3 years	5 years	Meets auditing standards; GC §34090 et seq.
Finance / Municipal Services / Tax & License		Business License Case Files / Revenue Investigations	Resolution + 5 years		Resolution + 5 years	Meets auditing standards; GC §34090 et seq.
Finance / Municipal Services / Tax & License		Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Proof & Merge Reports, etc. (**MONTHLY OR PERIODIC**)	None		None	Transitory records not retained in the ordinary course of business Financial system qualifies as a trusted system and can re-create reports accurately; statewide guidelines propose 2 years; GC §34090

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FINANCE / MUNICIPAL SERVICES / UTILITY BILLING						
Finance / Municipal Services / Utility Billing		Accounts Receivable - Utility Accounts Receivable: A/R Aging, Account Deposits, Archived G/L Postings, Trial Balance, Credit Balance Detail Report, Credit Balance Summary, G/L Posting Accounts, Trial Balance by Detail, A/R Aging	None		None	Transitory records not retained in the ordinary course of business Financial system qualifies as a trusted system and can re-create reports accurately; statewide guidelines propose 2 years; GC §34090
Finance / Municipal Services / Utility Billing		Accounts Receivable / Refunds & Credits: Web Credit Card Payment Transfers, A/R Description Listing, Bank Group Setup, Payment Methods Setup, etc.	2 years	3 years	5 years	Department Preference to meet municipal government auditing standards and IRS guidelines for records supporting employee and federal taxes (4 yrs after tax is due or paid); 26 CFR 31.6001-1; GC §34090
Finance / Municipal Services / Utility Billing		Bankruptcies	7 years		7 years	Department Preference to meet municipal government auditing standards; GC §34090
Finance / Municipal Services / Utility Billing		Cashiering Management: Applications for Credit Cards, Applications of CC Change, PAP Applications or changes, PC Charges, Balance, Stubs with Change Requests, Transit-log / Report / Sales CRC Worksheet, HB Electronic Hardcopy, VR/WEB POS Sales Reports / Excel Worksheets Auto Credit Card Receipts, San Jose Water File, Wire Transfers, Ed of Day Balance Report, Refunds and Credit, Armored Truck Log Books	2 years	3 years	5 years	Department Preference to meet municipal government auditing standards and IRS guidelines for records supporting employee and federal taxes (4 yrs after tax is due or paid); 26 CFR 31.6001-1; GC §34090
Finance / Municipal Services / Utility Billing		Collection Agency Assignments / List of Unpaid Accounts Debt Collection Listing, Debt Collector Payments	7 years		7 years	Department Preference; Negative credit information remains on credit reports for 7 - 10 years; Meets auditing standards; City does not Lien property (Liens are good for 10 years from recording date, and may be extended by re-recording lien); WC 36729; GC §34090

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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
Finance / Municipal Services / Utility Billing		Credit Control / Collections Credit Control Arrears Listings, Credit Control Exemptions, Debt Collection Listing, Debt Collector Payments	5 years		5 years	Department preference (meets auditing standards); GC §34090
Finance / Municipal Services / Utility Billing		CSA Agreements	Completion + 2 years		Completion + 2 years	Department preference; GC §34090
Finance / Municipal Services / Utility Billing		Medical Rate Assistance Applications	5 years		5 years	Department preference (meets auditing standards); GC §34090
Finance / Municipal Services / Utility Billing		Metaviewer Reports - Utility Billing Only	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Department preference; statewide guidelines propose 2 years; GC §34090
Finance / Municipal Services / Utility Billing		Meter Reading Meter Reading Verification, MVRS Code / Messages Report, Cycle/Rout/Walk Verify Lists, Demand History Report, Electric Meter Adjustment Listing, Electric Meter Listing, Electric Reading History	5 years		5 years	Department preference (meets auditing standards); GC §34090
Finance / Municipal Services / Utility Billing		Municipal Services **Database** (Itron)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Data Fields / Records are interrelated; GC §34090
Water		Portable Water Permits	None		None	Copies; GC §34090.7

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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
City Clerk		Rates Electric Rates Listing, Fault Rates Listing, Sewage Exempt & Discount List, Sewage Rates, Water Rates Listing	None		None	Copies; GC §34090.7
Finance / Municipal Services / Utility Billing		Refuse Agreements On Call Bin Contracts, Long Term and Temp Bind Contracts, Temporary Cart Change Authorization Forms	Completion + 2 years		Completion + 2 years	Department preference; GC §34090
Finance / Municipal Services / Utility Billing		Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Proof & Merge Reports, etc. (**MONTHLY OR PERIODIC**) Does NOT include those in the Metaviewer database.	None		None	Transitory records not retained in the ordinary course of business Financial system qualifies as a trusted system and can re-create reports accurately; statewide guidelines propose 2 years; GC §34090
Depart. Providing Service / Work		Service Orders	None		None	Copies; GC §34090.7

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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
FINANCE / PURCHASING						
Finance / Purchasing	2 /	Purchase Orders / Requisitions / Successful Bids	3 years	2 years	5 years	Department Preference (Professional Services always have a contract, therefore Errors & Omissions are not applicable); Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Finance / Purchasing		Purchasing - Bidder / Vendor List (Companies that want to receive RFPs / RFQs)	Minimum 2 years		Minimum 2 years	Transitory Record used to mail out requests; GC §34090 et seq.

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RECORDS RETENTION SCHEDULE - FIRE
SANTA CLARA, CA.

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Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).						
ADMINISTRATIVE SERVICES						
Fire / Admin.		Annual Reports / Fire Incident Statistics	P		P	Retained for historical and administrative value; GC §34090
Building	P /	Building Data for Each Fire Station	P		P	Copies - Department preference; GC §34090.7
Fire / Admin.		Emergency Plans / Disaster Preparedness Manuals, etc.	When Superseded - **Minimum 2 years**		When Superseded **Minimum 2 years**	Department Preference; GC §34090 et seq.
Fire / Admin.		FEMA Reimbursements	10 years		10 years	Department preference to allow for FEMA audits (up to 6 years & 3 months from the date of the final inspection report); Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; (Also See Grants on City-wide); GC §34090 et seq.
Fire / Admin.	P /	Fire Chief Directives	P		P	Department preference; GC §34090
Fire / Admin.	P /	ISO Insurance Ratings (Insurance Services Office)	15 years		15 years	Department Preference (rated every 10 years); GC §34090
Fire / Lead Division		Monthly Reports	2 years		2 years	GC §34090 et seq.
City Auditor		Monthly Run Reports / Department Activity Reports	2 years (copies)		2 years (copies)	Preliminary draft / copy; GC §34090 et seq.
City Clerk		Mutual Aid Agreements, Joint Power Authorities	When Superseded		When Superseded	Originals Maintained by City Clerk Permanently; GC §34090.7
Fire / Lead Division		Vacation / Leave Slips	1 year		1 year	Preliminary Drafts; GC §34090 et seq.

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FIRE PREVENTION						
Fire / Fire Prevention	Building Final / Life of Structure	Alarm Plans and Sprinkler Plans (large format drawings)	P		P	Department preference; GC §34090 et seq.
Fire / Fire Prevention & Operations / Suppression (Stations)	20, 15, or until Underwriter's survey	Annual Fire Life & Safety Inspections: **Notice of Violations / Citations**	P	P	P	Department Preference; California Fire Code requires 3 years; Allows the removal and purging of these records in the event the address file is too large; CFC §104.3.2, §104.3.4, GC §34090
Fire / Fire Prevention & Operations / Suppression (Stations)	20, 15, or until Underwriter's survey	Annual Fire Life & Safety Inspections: **Business Inspections**	3 years		3 years	California Fire Code requires 3 years; Allows the removal and purging of these records in the event the address file is too large; CFC §104.3.2, §104.3.4, GC §34090
Fire / Fire Prevention	P /	Fire Code Permits / Special Event Permits (assembly permits, candle permits, fireworks permits tent permits, fire hydrant use, open flame, etc.)	Expiration + 2 years		Expiration + 2 years	GC §34090 et seq.
Fire / Fire Prevention	"Company Run Reports", "Incident Reports" 1 / 10	Fire Incident Reports - **Capital Crimes (Arson, etc)**	P		P	Department Preference (no statute of limitations on these incidents/crimes); California Fire Code requires 3 years; CFC §104.3.2, §104.3.4, GC §34090
Fire / Fire Prevention	"Company Run Reports", "Incident Reports" 1 / 10	Fire Incident Reports - **Other than Capital Crimes**	Life of Building - **Minimum 3 years**		Life of Building - **Minimum 3 years**	California Fire Code requires 3 years; CFC §104.3.2, §104.3.4, GC §34090
Fire / Fire Prevention		Fire Lane Program	P		P	Department preference; GC §34090 et seq.
Fire / Fire Prevention		Fire Marshal Approvals	Completion + 2 years		Completion + 2 years	Department preference; GC §34090 et seq.
Fire / Admin.		Fire Prevention Database (HdL)	Indefinite		Indefinite	Data is interrelated; GC §34090 et seq.

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Fire / Fire Prevention		Inspection **Database**	Indefinite		Indefinite	Data Fields / Records are interrelated; GC §34090
Fire / Fire Prevention		Investigation Reports - **Capital Crimes & Suspected Capital Crimes (Arson, etc)**	P		P	Department Preference (no statute of limitations on these incidents/crimes); California Fire Code requires 3 years; CFC §104.3.2, §104.3.4, GC §34090
Fire / Fire Prevention		Investigation Reports - **Criminal & Citations (Administrative, Infraction, or Misdemeanor), Service Requests**	5 years		5 years	Department Preference; California Fire Code requires 3 years; CFC §104.3.2, §104.3.4, GC §34090
Fire / Fire Prevention		Investigation Reports - **Industrial Accidents** (in Private Businesses)	5 years		5 years	Department Preference; California Fire Code requires 3 years; CFC §104.3.2, §104.3.4, GC §34090
Fire / Fire Prevention		Knox Box Program	None		None	Preliminary Drafts or Copies (Knox Box has the originals); GC §34090 et seq.
Fire / Fire Prevention		Programs and Projects (e.g. Fire Service Day, EMS, etc.)	Minimum 2 years		Minimum 2 years	Department Preference; GC § 34090 et seq.
Fire / Fire Prevention		Public Information / Education (when produced internally)	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090
Fire / Fire Prevention		Underground Storage Tank Permits & Annual Inspections & Permits	5 years	P	P	Department Preference; GC §34090 et seq.
Lead Dept.		Vehicle Log / Daily Safety Checks / Daily Work Reports / Vehicle Inspections / Daily Equipment Checks	2 years		2 years	GC §34090
Fire / Fire Prevention OR Electric	2 /	Weed Abatement / Complaints	5 years		5 years	Department preference; GC §34090

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HAZARDOUS MATERIALS						
Fire / Hazardous Materials		Administrative Enforcement Orders & Citations	5 years		5 years	Department Preference; GC §34090 et seq.
Fire / Hazardous Materials		Cal-Arp Risk Plans	5 years	P	P	Department Preference; GC §34090 et seq.
Fire / Hazardous Materials		Correspondence with Regulatory Agencies	25 years		25 years	Department Preference; GC §34090
Fire / Hazardous Materials		CUPA Audits	10 years	P	P	Department Preference; GC §34090 et seq.
Fire / Hazardous Materials		CUPA Self-Audit, State Summary Report (CUPA - Certified Unified Program Agencies)	10 years		10 years	Department Preference (5 years is required); GC §§34090, 60201 et seq.; 27 CCR 15188(a), 15280(a)(2)
Fire / Hazardous Materials		Financial Assurance Records	5 years	P	P	Department Preference (5 years meets municipal government auditing standards); GC §34090
Fire / Hazardous Materials		Groundwater Remediation / Quarterly Groundwater Reports	Remediation Complete + 2 years		Remediation Complete + 2 years	Department Preference; GC §34090 et seq.
Fire / Hazardous Materials		Hazardous Material Business Plans (HMBPs and SPCC)	5 years	P	P	Department Preference; GC §34090 et seq.
Fire / Hazardous Materials		Hazardous Waste Inspections	9 years	P	P	Department Preference; GC §34090 et seq.
Fire / Hazardous Materials		Quarterly State Surcharge Records (SB14)	10 years		10 years	Department Preference (5 years meets municipal government auditing standards); GC §34090

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Adopted:

RECORDS RETENTION SCHEDULE - FIRE
SANTA CLARA, CA.

Office of Record (OFR)	Old Retention / Notes (Office / Total)	Records Description	Retention / Disposition			Comments / Reference
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Fire / Hazardous Materials		Tiered Permitting / Permitted Industrial User Files - ALL Classes and Types of Businesses	Close of Business + 5 years	P	P	Department preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 40 CFR 792.195

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OPERATIONS / EMERGENCY MEDICAL SERVICES						
Fire / EMS		Controlled Substance Logs, Inventories / Ambulance Inventory Logs Daily Narcotic Check Offs, Narcotic Usage Cards, Daily Check Off Cards, FDA Cards for Medicines Wasted	3 years		3 years	Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04
Lead Dept.		Daily Safety Checks / Daily Work Reports / Vehicle Inspections / Daily Equipment Checks	2 years		2 years	GC §34090
Lead Dept.		Defibrillator Equipment Checks and Maintenance	Life of the Equipment		Life of the Equipment	Department preference; GC §34090
Fire / Operations / EMS		EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years		3 years	Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, UFC §104.3.2, §104.3.4, GC §34090
Fire / Operations / EMS		HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Superseded + 6 years	24 CFR 164.530(j)
Fire / Operations / EMS		Monthly Statistical Report / Run Statistics	Life of the Contract		Life of the Contract	Required by the Contract with ALS; GC §34090 et seq.
Fire / Operations / EMS		Prehospital Care Reports / PCRs / Paramedic Release Forms (EMS transportation): **ALL** (medical and non-medical.) Includes Paramedic Release Forms, AMAs / Refusal of Service, First Responder Worksheets, PCR QI / QA Peer Review Forms, EKG Strips, etc.	3 years	17 years	20 years	Department Preference; 10 years is recommended by AHIMA for "healthcare providers"; California Healthcare Association recommends Acute Care Facilities retain adult records for ten years following discharge; Juvenile records are required until patient becomes 18 years old; law requires 7 years for clinics, health facilities, hospitals, adult day health care centers, and in-home skilled nursing services, and is actually based upon "if the licensee ceases operations"; Statute of Limitations for health providers is 3 years; Federal law requires 3 years, statewide guidelines propose 3 years; HIPAA provides privacy regulations for patient's health records; 13 CFR 1100.7, CCP §340.5, GC §34090; H&S §123145

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Fire / Operations / EMS		STAR-CAR Transports (Supplemental Transport Ambulance Resource)	3 years	17 years	20 years	Department Preference; 10 years is recommended by AHIMA for "healthcare providers"; California Healthcare Association recommends Acute Care Facilities retain adult records for ten years following discharge; Juvenile records are required until patient becomes 18 years old; law requires 7 years for clinics, health facilities, hospitals, adult day health care centers, and in-home skilled nursing services, and is actually based upon "if the licensee ceases operations"; Statute of Limitations for health providers is 3 years; Federal law requires 3 years, statewide guidelines propose 3 years; HIPAA provides privacy regulations for patient's health records; 13 CFR 1100.7, CCP §340.5, GC §34090; H&S §123145

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OPERATIONS / SUPPRESSION (STATIONS)						
Fire / Fire Prevention & Operations / Suppression (Stations)	20, 15, or until Underwriter's survey	Annual Fire Life & Safety Inspections: **Notice of Violations / Citations**	P	P	P	Department Preference; California Fire Code requires 3 years; Allows the removal and purging of these records in the event the address file is too large; CFC §104.3.2, §104.3.4, GC §34090
Fire / Fire Prevention & Operations / Suppression (Stations)	20, 15, or until Underwriter's survey	Annual Fire Life & Safety Inspections: **Business Inspections**	3 years		3 years	California Fire Code requires 3 years; Allows the removal and purging of these records in the event the address file is too large; CFC §104.3.2, §104.3.4, GC §34090
Fire / Operations / Suppression	"Hose Records" - Life of Hose Monthly Apparatus Reports - Life of Equipment	Apparatus & Equipment Records & Testing	Disposal + 2 years		Disposal + 2 years	Department Preference; Statute of Limitations for Health Providers is 3 years; OSHA requires 1 year; State requires 2 years; Statewide guidelines propose 2 years; 8 Cal Code Reg. §3203(b)(1), CCP §340.5, GC §34090
Fire / Operations / Suppression		Daily Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years	GC §34090
Fire / Operations / Suppression		DMV Pull Notices (Fire Employees Only)	When Superseded		When Superseded	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Fire / Operations / Suppression	"Company Running Cards & Maps" P /	Fire Incident RMS Database (Includes Incidents and Inspections)	Indefinite		Indefinite	Data is interrelated; GC §34090 et seq.
Fire / Operations / Suppression		Pre-plan Sheets	When Superseded		When Superseded	Preliminary drafts; GC §34090 et seq.

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Fire / Operations / Suppression	P /	Station Log Books / Company Logs (Incidents - kept at Fire Stations)	2 years	P	P	Retained for historical and administrative value; GC §34090

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RECORDS RETENTION SCHEDULE - FIRE
SANTA CLARA, CA.

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OPERATIONS / TRAINING						
Fire / Operations / Training		Citizen's Emergency Response Training / Neighborhood Training	5 years		5 years	Department Preference; GC §34090
Fire / Operations / Training		Course Records, Roster, etc.	2 years		2 years	GC §34090
Fire / Operations / Training		Fire Station Requests (Tours, Visits, etc.)	P		P	Department preference; GC §34090
Fire / Operations / Training		Monthly Activity Reports (Training Data)	2 years	5 years	7 years	Department Preference; California Labor Department maintains their records for 7 years; OSHA requires 5 years for safety records; State law requires 2 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(ii), 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429(c), GC §§12946, 34090, 53235.2(b)
Fire / Operations / Training		Safety Team Minutes	Separation + 30 years		Separation + 30 years	Department Preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC §§12946, 34090
Fire / Operations / Training		SCBA (Self-Contained Breathing Apparatus) & Respiratory Fit Tests for Breathing Apparatus				

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RECORDS RETENTION SCHEDULE - FIRE
SANTA CLARA, CA.

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Fire / Operations / Training		Training - ALL **COURSE** RECORDS (Attendance Rosters, Outlines and Materials; includes Safety training)	2 years	5 years	7 years	Department Preference; California Labor Department maintains their records for 7 years; OSHA requires 5 years for safety records; State law requires 2 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(ii), 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429(c), GC §§12946, 34090, 53235.2(b)
Fire / Operations / Training	Term of Employment	Training - ALL **EMPLOYEE FILES**	Separation + 2 years	5 years	Separation + 7 years	Department Preference; California Labor Department maintains their records for 7 years; OSHA requires 5 years for safety records; State law requires 2 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(ii), 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429(c), GC §§12946, 34090, 53235.2(b)
Fire / Operations / Training		Training Database (Employees and Volunteers)	Indefinite		Indefinite	Data is interrelated; GC §34090 et seq.

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OPERATIONS / VOLUNTEER RESERVE						
Lead Dept.	Volunteers By-laws: P	Volunteer / Unpaid Intern Applications & Agreements - **Successful**	Inactive / Separation + 3 years		Inactive / Separation + 3 years	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Lead Dept.		Volunteer / Unpaid Intern Applications & Agreements - **Unsuccessful** or Pending Applicants	3 years		3 years	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

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RECORDS RETENTION SCHEDULE: HUMAN RESOURCES
SANTA CLARA, CA.

Office of Record (OFR)	Old Retention / Notes (Office / Total)	Records Description	Retention / Disposition: Active (in office)	Retention / Disposition: Inactive (Records Center)	Retention / Disposition: Total Retention	Comments / Reference
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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
HUMAN RESOURCES						
Human Resources		**Background Packets - Employees** (hired)	3 years	P	P	Department preference (the personnel files are maintained Permanently); EEOC / FLSA / ADEA (Age) requires 1-3 years for selection records; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040(7.(c)), GC §§12946, 34090
Human Resources		**Background Packets - Unsuccessful Candidates** (not hired)	3 years		3 years	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years for selection records; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040(7.(c)), GC §§12946, 34090
Human Resources		Benefit Brochures & Forms Brochures for: CalPERS Retirement Benefit, CalPERS Health Insurance, Delta Dental, Life Insurance, Employee Assistance Program, Deferred Compensation, Flexible Spending Account, State Disability Insurance & Paid Family Leave.	None		None	Non-records
Human Resources	Fringe Benefits: T /	Benefit Plan Documents (Dental, Life, Long Term Disability, Flexible Spending Accounts, etc)	Duration of the Contract + 5 years		Duration of the Contract + 5 years	EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 3409
Human Resources		Board of Review Agendas, Packets & Minutes	P		P	Department preference; GC §34090
Human Resources		City Dental Booklet	5 years	P	P	Meets auditing standards; GC §34090
Human Resources		City Dental Plan Agenda & Packets	2 years		2 years	GC §34090
Human Resources		City Dental Plan Claim Forms	5 years		5 years	Meets auditing standards; GC §34090
Human Resources		City Dental Plan Employee Memos	2 years		2 years	GC §34090

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Human Resources		City Dental Plan Meeting Minutes	P		P	Department preference; GC §34090
Human Resources		Civil Service Commission Agenda Packets & Minutes	P		P	Department preference; GC §34090
Human Resources	P /	Civil Service Rules & Regulations	P		P	Department preference; GC §34090
Human Resources		Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 5 years		Minimum 5 years	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 34090
Human Resources	T / 5	Compensation Surveys & Studies Not Related to Labor Relations (conducted on behalf of the City)	2 years		2 years	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 34090
Human Resources		Department of Fair Employment & Housing (DFEH or EEOC) Claims	Final Disposition + 3 years		Final Disposition + 3 years	All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 7287.0; GC §§12946, 34090
Human Resources		DMV Pull Notices / Printouts (Excludes Fire & Police - Pre-employment & Pull Notice Only)	When Superseded		When Superseded	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Human Resources		DOT Drug & Alcohol Program / Test Results & Supporting Test Documentation (All - Positives and Negatives)	2 years	3 years	5 years	D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.
Human Resources		EEO-4 Reports and records required to generate EEO-4 report (Self-Identification Form, etc.)	3 years		3 years	29 CFR 1602.30

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Human Resources	T / 5	Employee Suggestion Program Excel log, original suggestion form, copy of memo to referred Department(s), and Memo to City Manager's Office.	5 years		5 years	Department preference; GC §34090
Human Resources		Grievances and Informal Complaints (all)	Separation + 3 years		Separation + 3 years	Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090
Human Resources		Hepatitis B Vaccinations	3 years		3 years	Department preference (required of selected employees every 2 years; GC §34090
Human Resources		Human Resources Database (PeopleSoft)	Indefinite		Indefinite	Data Fields / Records are interrelated; GC §34090
Human Resources		I-9's	Employee Separation + 3 years		Employee Separation + 3 years	Non-citizens must re-certify periodically; RICA recommends 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 29 CFR 1627.3(b)(i), GC §§12946, 34090
Human Resources	T /	Identification Badge Database	Indefinite		Indefinite	Data Fields / Records are interrelated; GC §34090
Human Resources	P /	Job Specifications / Job Analysis / Classification Specifications	P		P	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Human Resources	P / (Employee Relations)	Labor Relations Files, All Related Compensation Data (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	P		P	Department Preference; GC §34090

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Human Resources		Labor Relations: **Benefit Administration** (Includes contract amendment, actuarial reports, service credit reports, annual employee listing, correspondence, etc.)	P		P	Department Preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Human Resources	Fringe Benefits: T /	Labor Relations: **Benefit Plan Documents** (CalPERS, etc.)	P		P	Department preference; EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 3409
Human Resources		LiveScan Responses or Logs (CORI Responses) for **Employees**	Separation + 5 years		Separation + 5 years	Department Preference to cover the possible length of employment of any employee or volunteer (DOJ allows retention for legitimate business needs); must be maintained in a secure and confidential file; DOJ Information Bulletin No. 02-17-BCII; § 34090 et seq.
Human Resources		LiveScan Responses or Logs (CORI Responses) for **Unsuccessful Candidates**	None		None	Department Preference (preliminary records not retained in the ordinary course of business; § 34090 et seq.
Human Resources		Monthly Reports / **As-Needed Increment Raises, AFSCME (Memoranda)**	2 years		2 years	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 34090
Human Resources		Monthly Reports / **Post-PeopleSoft** Implementation Monthly Change of Status Report, Vacancy Report, Employee Activity Report, AFSCME Memo, and Interdepartmental Changes Memo	None		None	Preliminary drafts / transitory records (the database is the original); GC §34090, GC §6252
Human Resources		Non-Qualified Leave Audit Bi-weekly report ran in PeopleSoft with handwritten notes regarding how much sick and vacation accruals to deduct from employees who do not meet the requirement to earn their accrual(s).	2 years		2 years	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 34090

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Human Resources		Outside Employment (Logs, Correspondence, Reports)	Minimum 2 years		Minimum 2 years	Department preference; GC §34090
Human Resources	T / P Electric Apprenticeship Training: T / 6	Personnel Files - **Benefits** File	Separation + 2 years	P	P	Department preference; GC §§12946, 34090
Human Resources	T / P Electric Apprenticeship Training: T / 6	Personnel Files - **Employees**	Separation + 2 years	P	P	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Human Resources	T / P Electric Apprenticeship Training: T / 6	Personnel Files - **Medical** File	Separation + 2 years	P	P	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Human Resources	T / 3 Announcements: T / 7	Recruitment and Testing File (Except As-Needed Employees) (Includes Advertisements, Job Brochures, Test Data, Applications, Testing Analysis & statistical Metric, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Eligible Lists, Correspondence, etc.)	3 years		3 years	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR §1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040(7.(c)), GC §§12946, 34090
Human Resources		Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.) Excludes classification and reorganization studies	Minimum 2 years		Minimum 2 years	Department preference; GC §34090

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Adopted:

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES
SANTA CLARA, CA.

Office of Record (OFR)	Old Retention / Notes (Office / Total)	Records Description	Retention / Disposition: Active (in office)	Retention / Disposition: Inactive (Records Center)	Retention / Disposition: Total Retention	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards						
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.						
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
Human Resources		Time & Labor Adjustment Record Excel Workbook and paper logs that list all timesheet adjustments made by Human Resources per pay period during the auditing process.	5 years		5 years	Meets auditing standards; GC §34090
Human Resources		Training Database	Indefinite		Indefinite	Data is interrelated; GC §34090
Human Resources		Unemployment Insurance Claims and Appeals DE 1101 Claim Forms, DE 4601 forms, Notices of Determination / Ruling, CUIAB Appeals, CUIAB Decision, petitions, Correspondence, etc.	Final Disposition + 5 years		Final Disposition + 5 years	Department preference (meets municipal government auditing standards); GC §§12946, 34090
Human Resources		Verifications of Employment / Logs	None		None	Transitory records not retained in the ordinary course of business (does not materially impact the public's business) GC §34090 et seq.

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SANTA CLARA, CA.

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RISK MANAGEMENT						
Human Resources / Risk Manag.		Injury Log	10 years		10 years	Department Preference; Preliminary draft not retained in the ordinary course of business; GC §34090
Human Resources / Risk Manag.		MSDS (Material Data Safety Sheet) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		30 years	Previous MSDS may be obtained from a service; **MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years**; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), GC §34090
Human Resources / Risk Manag.		OSHA Insurance Certificates, Inspections & Citations, Log 200, 300, 300A, 301, etc.	7 years		7 years	Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §34090 et seq.; LC §6429c
Human Resources / Risk Manag.		Settlement Log	20 years		20 years	Department Preference; Preliminary draft not retained in the ordinary course of business; GC §34090
Human Resources / Risk Manag.		Temporary Disability Hours (TDH) and Modified Duty Logs	10 years		10 years	Department Preference; Preliminary draft not retained in the ordinary course of business; GC §34090
Human Resources / Risk Manag.		Temporary Disability Hours (TDH) Worksheets	None		None	Preliminary draft not retained in the ordinary course of business; GC §34090
Human Resources / Risk Manag.		Workers Compensation Claim Runs / Experience Reports	5 years		5 years	Department preference (meets auditing standards and allocation formulas); GC §34090

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RECORDS RETENTION SCHEDULE: HUMAN RESOURCES
SANTA CLARA, CA.

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Human Resources / Risk Manag.		Workers Compensation Equipment Purchase Log	15 years		15 years	Department preference (meets auditing standards and allocation formulas); GC §34090
Human Resources / Risk Manag.	T /	Workers Compensation Files	Separation + 5 years	25 years	Separation + 30 years	Department preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; the Workers Compensation Appeals Board may destroy their records after 5 years; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 10755, 10758, 15400.2; 29 CFR 1910.1020(d); GC §§12946, 34090

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RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY
SANTA CLARA, CA.

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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
Information Technology		Backup Tapes - **DAILY** (Monday - Thursday)	4 weeks		4 weeks	Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed None; tapes are in autochangers and are overwritten; GC §34090 et seq.
Information Technology		Backup Tapes - **WEEKLY** (Friday)		4 weeks	4 weeks	Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed None; retention based on administrative value; recycle tapes; GC §34090 et seq.
Information Technology		Inventory, Information Systems (Drafts not accessible to the public)	Until Superseded		None	Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology		Network Configuration Maps & Plans (Drafts not accessible to the public)	Until Superseded		None	Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology		Project Management (Project Workbook, Implementation Plans, etc)	Minimum 2 years		Minimum 2 years	Department preference; GC §34090 et seq.
Information Technology		Telephone Bill Detail Backup	5 years		5 years	Department preference (meets municipal government auditing standards); GC §34090 et seq.

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Adopted:

RECORDS RETENTION SCHEDULE: LIBRARY
SANTA CLARA, CA.

Office of Record (OFR)	Old Retention / Notes (Office / Total)	Records Description	Retention / Disposition: Active (in office)	Retention / Disposition: Inactive (Off-site, OD or Mfr)	Retention / Disposition: Total Retention	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards						
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Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).						
Library		Board of Library Trustees **AGENDAS, AGENDA PACKETS**	Minimum 2 years		Minimum 2 years	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Library		Board of Library Trustees **MINUTES & BYLAWS**	2 years (copies) (Forward Originals to City Clerk)		2 years (copies) (Forward Originals to City Clerk)	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090
Library		Collection Agency Assignments, Lists & Statements	7 years		7 years	Department preference to meet auditing periods and to keep for the same period of time negative information remains on credit ratings; GC §34090
Lead Dept.		Deposit Backup / Detail for Cash Deposits	2 years		2 years	GC §34090
Library		Facility Rental Applications (Room Reservations, etc. - also see Insurance on City-wide)	2 years		2 years	GC §34090
Library		Grants - Library **(Successful)**	Final Expenditure + 5 years		Final Expenditure + 5 years	Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090
Library		Grants - Library **(Unsuccessful)**	2 years		2 years	GC §34090
Library		Handouts: Adult and Children's Programs	2 years		2 years	GC §34090
Library		Interlibrary Loan Requests / ILL Requests	2 years		2 years	GC §34090
Planning & Inspection / Building	P	Library Building Plans / Specifications	P		P	Department preference; GC §34090
Library		Library Management System / Database **COLLECTION**	Removed from Collection		Removed from Collection	Department preference; Data Fields / Records are interrelated; GC §34090
Library		Library Management System / Database **OTHER THAN PATRON or COLLECTION**	None		None	Department preference; Data Fields / Records are interrelated; GC §34090
Library		Library Management System / Database **PATRONS**	Expired with No Debt + 2 years		Expired with No Debt + 2 years	Department preference; Data Fields / Records are interrelated; GC §34090
Library		LMT (Library Management Team) Minutes	2 years		2 years	GC §34090

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Library		Patron Applications for Library Cards	None		None	Department Preference; Preliminary Drafts / Transitory records not retained in the ordinary course of business; GC §34090
Library		Performance Agreements (no consideration)	2 years		2 years	GC §34090
Library		Problem Patrons / Incident Reports	Minimum Inactive + 2 years		Minimum Inactive + 2 years	Department preference; GC §34090
Library		Program Sign Ups (e.g. Children's Programs, Summer Reading)	None		None	Preliminary / Transitory documents not retained in the ordinary course of business; GC §34090
Library		Receipts for Lost Books, etc.	2 years	3 years	5 years	Meets municipal government auditing standards; GC §34090
Library		Records of Significant Historical Value	P		P	Department preference; GC §34090
Library		Release Forms / Exhibit Waivers / Photo Releases (Artists / Exhibitor's)	2 years		2 years	GC §34090
Library	P	Reports: Annual Report - Library	P		P	Department preference; GC §34090
Library		Reports: Library Statistics / Circulation Reports	None		None	Copies / Preliminary Drafts; GC §34090.7
Library		Reports: Other than Annual Report - Library	None		None	Transitory records not retained in the ordinary course of business; Library system qualifies as a trusted system and can re-create reports accurately; GC §34090
Library		Sign-In / Sign Out or Log-in / Log-out Includes Internet Access Logs Summer Reading, etc.	None		None	Department Preference; Preliminary Drafts / Transitory records not retained in the ordinary course of business; GC §34090
Library		State Library Report	5 years		5 years	Department preference; GC §34090
Library		TBR (Transaction Based Reimbursement) & ILL (Interlibrary Loans) Statistics	4 years		4 years	Department preference to track reimbursement; GC §34090
Library		Tutors and Learners Individual Case Files	Inactive + 5 years		Inactive + 5 years	Department preference; GC §34090
Library		Video Recordings of Library Activity	1 year		1 year	Does not record regular and ongoing operations; GC §34090.6(a)(d)

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Adopted:

RECORDS RETENTION SCHEDULE: MAYOR & CITY COUNCIL
SANTA CLARA, CA.

Office of Record (OFR)	Old Retention / Notes (Office / Total)	Records Description	Retention / Disposition: Active (in office)	Retention / Disposition: Inactive (Records Center)	Retention / Disposition: Total Retention	Comments / Reference
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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
City Council & Mayor	P / P (2)	Awards / Mementos Received by the City (Lists)	4 years	P	P	Department preference; GC §34090
City Council & Mayor		Proclamation List	4 years	P	P	Department preference; GC §34090
City Council & Mayor	4 / 4 (4)	City Council and Mayor Correspondence and Complaints (Internal and External, including legislation)	Minimum 2 years		Minimum 2 years	Department preference; GC §34090
City Clerk	2 / 2 (3)	Newspaper Clippings - City Related	3 months (copies)		3 months (copies)	Copies of Non-records
City Council & Mayor	4 / 4 (4)	Proclamations, Certificates, Letters of Appreciation / Recognition	Minimum 4 years		Minimum 4 years	Department preference; GC §34090
City Council & Mayor	4 / 4 (4), P / P (6), 8 / 8 (5)	Project Files - **Santa Clara Projects, Issues, or Events** 49ers, Earthquakes, Giants Ball Park, Great America Theme Park, Golf & Tennis Club, Golf Course, Swim Center, Triton Museum of Art, Cable Car Classic, Clean Up Campaign, Parades, etc.	Project Completion + 2 years		Minimum 2 years	Department preference; GC §34090
City Council & Mayor	4 / 4 (4)	Subject Files - **City Departments & Agencies** Departments, Redevelopment Agency, Sports & Open Space Authority, etc.	2 years (copies)		2 years (copies)	GC §34090.7
City Council & Mayor	4 / 4 (4), P / P (6)	Subject Files - **Outside Associations,** Organizations, Committees, Districts, Social Organizations, etc. League of California Cities, Pay Equity, State, Federal, County Records and Information, Miss Santa Clara Pageant, Aquamaids, VanGuards, Sister Cities, etc.	None		None	Non-records

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RECORDS RETENTION SCHEDULE: MAYOR & CITY COUNCIL
SANTA CLARA, CA.

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City Council & Mayor	P / P (6)	Subject Files - **Significant Historical Value** Inman House & Harris Lass House, Warburton Trust Fund, etc.	P		P	Department preference; GC §34090

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RECORDS RETENTION SCHEDULE: PARKS & RECREATION
SANTA CLARA, CA.

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ADMINISTRATION						
Parks & Recreation / Admin.		Park History File (Building Dedications, etc.)	P		P	Department preference; GC §34090
Parks & Recreation / Admin.		Capital Improvement Projects (CIP) / Jobs: **Administration File** Project Administration, Certified Payrolls, Construction Management Logs, Daily Inspection Diary, Project Schedules, Progress meetings, Real Estate Appraisals, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Parks & Recreation / Admin.		Capital Improvement Projects (CIP) / Jobs: **Permanent File** Plans, Record Drawings / "As Builts", Specifications, Bids/RFPs, Successful Proposal, Change Orders, Inspections, Materials Testing Reports, Grading Permits, Hazardous Materials Reports, Notice of Completion,)&M Manuals, Photos, Real Estate Appraisals, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Parks & Recreation / Admin.		Agreements: **Maintenance Agreements (Creeks, Trails, etc.)**	Completion	5 years	Completion + 5 years	Department preference; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=Comp. + 5 years, Developers=Comp. + 10 years; E&O =Comp + 10 years; Published Audit Standards=4-7 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090

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CEMETERY						
Parks & Recreation / Cemetery	P T / P (City Attorney)	City Cemetery Internment Records **(Ownership / Plot location / relocation, date of receipt and internment,** etc.)	P		P	No specific time period mentioned in law; HS §§8330, 8331
Parks & Recreation / Cemetery	P	Deed Books (Cemetery Deeds)	P		P	GC §34090
Parks & Recreation / Cemetery	P	Endowment Care Agreements	P		P	Department preference; CCP §337 et seq., GC §34090
Parks & Recreation / Cemetery		Indexes: Burial Index / Cremation Index, etc.	P		P	Department preference; GC §34090
Parks & Recreation / Cemetery	P	Lot Books (Cemetery)	P		P	GC §34090
Parks & Recreation / Cemetery	P	Plot Books	P		P	GC §34090
Parks & Recreation / Cemetery	P	Repurchase of Graves	P		P	Department preference; CCP §337 et seq., GC §34090
City Clerk	P	Schedule of Fees	2 years (copies)		2 years (copies)	GC §34090.7
Parks & Recreation / Cemetery	P		P		P	Department preference; CCP §337 et seq., GC §34090
Finance	P	Statement of Sale	P		P	Department preference; GC §34090.7
Parks & Recreation / Cemetery		Worksheets (Detail of Arrangements)	10 years		10 years	Department preference; GC §34090

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PARKS & PLAYGROUND / PARKS SERVICES						
Parks & Rec / Parks & Playground / Parks Services		Equipment Materials & Instructions	Life of Equipment		Life of Equipment	GC §34090 et seq.
Parks & Rec / Parks & Playground / Parks Services		Key Management / Tracking Log	Indefinite		Indefinite	Department Preference (data is interrelated); GC §34090
Parks & Rec / Parks & Playground / Parks Services		Paints & Finishes, Janitorial Supplies, etc. Also see MSDS on City-wide	2 years		2 years	GC §34090
Parks & Rec / Parks & Playground / Parks Services		Park Sites / Historical Files	P		P	Department preference; GC §34090
Parks & Rec / Parks & Playground / Parks Services		Pesticide Applications Also see MSDS on City-wide	2 years		2 years	Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623, 40 CFR 171.11 et seq.

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Parks & Rec / Parks & Playground / Parks Services		Playground Inspections	2 years		2 years	GC §34090
Engineering		Record Drawings / "As Builts" of Parks Facilities	P		P	Department preference (copies); GC §34090.7
Parks & Rec / Parks & Playground / Parks Services		Swimming Pool Chemical Readings	5 years		5 years	DHS requirement; GC §34090

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Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).						
RECREATION - CRC - COMMUNITY RECREATION CENTER						
Parks & Rec. / Recreation / CRC		Accident Reports - Not Significant - First Aid (bandages, scratches, etc)	2 years		2 years	Significant Accident Reports are sent to the City Attorney; GC §34090
Parks & Rec. / Recreation / CRC		Activity / Special Programs / Special Event Files Classes	Minimum 2 years		Minimum 2 years	Department preference; GC §34090
City Clerk		Activity Guides	2 years (copies)		2 years (copies)	City Clerk maintains originals; GC §34090.7
Parks & Rec. / Recreation / CRC		Agreements for Contractors: Class Instructors, Sports Leagues, etc.	Completion + 2 years	3 years	Completion + 5 years	The statute of limitation for errors and omissions is not applicable; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements; CCP §§336(a), 337 et. seq., GC §34090
Parks & Rec. / Recreation / CRC		Banner Permits	2 years		2 years	GC §34090
Parks & Rec. / Recreation / CRC		CRC Historical Records	P		P	Department Preference; GC §34090
Parks & Rec. / Recreation / CRC		Evaluations/Surveys (Program Evaluations)	None		None	Department Preference (Transitory record not retained in the ordinary course of business); GC §34090
Parks & Rec. / Recreation / CRC		Facility Use Agreements / Room Reservations / Equipment Applications or Books, Alcoholic Beverage Applications	2 years		2 years	GC §34090

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RECORDS RETENTION SCHEDULE: PARKS & RECREATION
SANTA CLARA, CA.

Office of Record (OFR)	Old Retention / Notes (Office / Total)	Records Description	Retention / Disposition: Active (in office)	Retention / Disposition: Inactive (Off-site, OD or	Retention / Disposition: Total Retention	Comments / Reference
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Parks & Rec. / Recreation / CRC		Grant Program (Grants to Others through Friends of Parks & Recreation)	5 years		5 years	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; HUD requires 3 years; statewide guidelines propose 4 years; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, & 570.502(b), 29 CFR 97.42; GC §34090
Parks & Rec. / Recreation / CRC		Recreation Database	Indefinite		Indefinite	Department Preference; data is interrelated; GC §34090
Parks & Rec. / Recreation / CRC		Registration Forms / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions etc.: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years	GC §34090
Parks & Rec. / Recreation / CRC		Sign-in / Sign-out sheets Drop in Tennis, Ceramics, Babysitting	None		None	GC §34090
Parks & Rec. / Recreation / CRC		Subject / Reference Files: Subjects other than Specifically Mentioned in Retention Schedules	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090 et seq.

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RECREATION - SENIOR CENTER						
Parks & Rec. / Recreation / Senior Center		Activity / Special Programs / Special Event Files Tour Programs, etc.	Minimum 2 years		Minimum 2 years	Department preference; GC §34090
Parks & Rec. / Recreation / Senior Center		Agreements for Nurses	Completion + 2 years	5 years	Completion + 10 years	Department preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090.
Parks & Rec. / Recreation / Senior Center		Evaluations/Surveys (Program Evaluations)	None		None	Department Preference (Transitory record not retained in the ordinary course of business); GC §34090
Parks & Rec. / Recreation / Senior Center		Facility Use Agreements / Room Reservations / Equipment Applications or Books, Alcoholic Beverage Applications	2 years		2 years	GC §34090
Parks & Rec. / Recreation / Senior Center		Lapidary / Woodshop Sign-Ups	Inactive + 2 years		Inactive + 2 years	Department preference; GC §34090
Parks & Rec. / Recreation / Senior Center		Nutrition / Food / Lunch Program Registrations (Confidential)	4 years		4 years	City administers program for the County; meets Uniform Grant Requirements; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090

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Parks & Rec. / Recreation / Senior Center		Registration Forms / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions etc.: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years	GC §34090
Parks & Rec. / Recreation / Senior Center		Senior Commission **AGENDAS, AGENDA PACKETS**	Minimum 2 years		Minimum 2 years	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk		Senior Commission **MINUTES & BYLAWS**	2 years (copies) (Forward Originals to City Clerk)		2 years (copies) (Forward Originals to City Clerk)	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090
Parks & Rec. / Recreation / Senior Center		Sign-in / Sign-out sheets Computer Lab, Fitness Center, Swim Center, etc.	None		None	GC §34090
Parks & Rec. / Recreation / Senior Center		Subject / Reference Files: Subjects other than Specifically Mentioned in Retention Schedules	` Minimum 2 years		` Minimum 2 years	Department Preference; GC §34090 et seq.

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RECREATION - TEEN CENTER						
Parks & Rec. / Recreation / Teen Center		Activity / Special Programs / Special Event Binders Various Teen Programs. Includes As-Needed Staff Recruitment, Time Sheets	Minimum 3 years		Minimum 3 years	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040.7(c), GC §§12946, 34090
Parks & Rec. / Recreation / Teen Center		Evaluations/Surveys (Program Evaluations)	None		None	Department Preference (Transitory record not retained in the ordinary course of business); GC §34090
Parks & Rec. / Recreation / Teen Center		Facility Use Agreements / Room Reservations / Equipment Applications or Books, Alcoholic Beverage Applications	2 years		2 years	GC §34090
Parks & Rec. / Recreation / Teen Center		Registration Forms / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions etc.: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years	GC §34090
Parks & Rec. / Recreation / Teen Center		Scholarship Applications	2 years		2 years	GC §34090
Parks & Rec. / Recreation / Teen Center		Sign-in / Sign-out sheets Computer Lab, Summer Program Attendance Sheets, etc.	None		None	GC §34090

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Parks & Rec. / Recreation / Teen Center		Subject / Reference Files: Subjects other than Specifically Mentioned in Retention Schedules	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090 et seq.
Parks & Rec. / Recreation / Teen Center		Teen Center Historical Records	P		P	Department Preference; GC §34090

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RECREATION - YOUTH CENTER						
Parks & Rec. / Recreation / Youth Center		Activity / Special Programs / Special Event Files After School Classes, Sports, Skate Park, Special Events	Minimum 2 years		Minimum 2 years	Department preference; GC §34090
Parks & Rec. / Recreation / Youth Center		Evaluations/Surveys (Program Evaluations)	None		None	Department Preference (Transitory record not retained in the ordinary course of business); GC §34090
Parks & Rec. / Recreation / Youth Center		Facility Use Agreements / Room Reservations / Equipment Applications or Books, Alcoholic Beverage Applications	2 years		2 years	GC §34090
Parks & Rec. / Recreation / Youth Center		Participant Database (Access)	Indefinite		Indefinite	Department Preference; data is interrelated; GC §34090
Parks & Rec. / Recreation / Youth Center		Registration Forms / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions etc.: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years	GC §34090
Parks & Rec. / Recreation / Youth Center		Sign-in / Sign-out sheets (Passage Point Software)	None		None	GC §34090

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Parks & Rec. / Recreation / Youth Center		Subject / Reference Files: Subjects other than Specifically Mentioned in Retention Schedules	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090 et seq.
Parks & Rec. / Recreation / Youth Center		Youth Advisory Commission **AGENDAS, AGENDA PACKETS**	Minimum 2 years		Minimum 2 years	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk		Youth Advisory Commission **MINUTES & BYLAWS**	2 years (copies) (Forward Originals to City Clerk)		2 years (copies) (Forward Originals to City Clerk)	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090

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SANTA CLARA, CA.

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BUILDING INSPECTION						
Planning & Inspection / Building Inspection	P /	Alternate Methods Database (Alternate Material for Buildings)	Life of the Building		Life of the Building	Department Preference; GC §34090
Planning & Inspection / Building Inspection	6 months after refund	Bonds / Refundable Deposits / Refunds	Release of Bond / Security		Release of Bond / Security	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after completion; GC §34090
Planning & Inspection / Building Inspection		Building Permit **Applications where the Permit was Never Issued**	2 years		2 years	Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090
Planning & Inspection / Building Inspection		Building Permit **Database** Includes Certificates of Occupancies and Complaints	Indefinite		Indefinite	Department Preference - Data is interrelated; GC §34090, H&S §19850
Planning & Inspection / Building Inspection	P /	Building Permits (All) / "Address File" Includes Certificates of Compliance	P		P	Statewide guidelines propose permanent; GC §34090
Planning & Inspection / Building Inspection	T / , P /	Building Plans and Construction Documents - **Finalled - SINGLE FAMILY RESIDENTIAL - SFR (less than 2 stories) and APPURTENANCES**	P		P	Department preference; Law requires plans be retained for the life of the building for other structures; Statewide guidelines propose 2 years for blueprints & specifications; CBC §108.4.3.1; H&S §19850, GC §34090

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Planning & Inspection / Building Inspection	T / , P /	Building Plans and Construction Documents - **Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS, PRODUCTION HOMES** (includes commercial structural plans, Hazardous Materials Questionnaire, etc.)	P		P	Department Preference; Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications; CBC §108.4.3.1; H&S§19850, GC §34090
Planning & Inspection / Building Inspection	P /	Certificates of Occupancy	Life of the Building - Minimum 2 years		Life of the Building - Minimum 2 years	Department Preference; GC §34090
Planning & Inspection / Building Inspection		Complaints / Service Orders	2 years		2 years	GC §34090
Planning & Inspection / Building Inspection	P / 1 year after correction	**Construction Notices / Inspection Notices / Violations / "Address File"** (correction notices, compliance orders, stop work notices, etc.)	Until Cleared or Project Completion - Minimum 2 years		Until Cleared or Project Completion - Minimum 2 years	Department Preference; GC §34090
City Clerk		Covenants / Easements (Openings across property lines, etc.)	Expiration + 2 years (copies)		Expiration + 2 years (copies)	Department preference; GC §34090.7
Planning & Inspection / Building Inspection		Grading Bonds	Release of Security		Release of Security	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090

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Planning & Inspection / Building Inspection	P /	Miscellaneous Permits - "**TRADE PERMITS**" - Mechanical, Plumbing, Electrical trades, etc.	P		P	Department Preference (scanned); GC §34090
Planning & Inspection / Building Inspection	1 /	Miscellaneous Permits: House Moving, Party Tents, etc.	P		P	Department Preference (scanned); GC §34090
Planning & Inspection / Building Inspection		**Reports:** Building Activity **(Annual)**	2 years		2 years	Department Preference; GC §34090
Planning & Inspection / Building Inspection	1 /	**Reports:** Building Activity **(Monthly)**	2 years		2 years	Department Preference; GC §34090
Planning & Inspection / Building Inspection		Requests & Permissions to Receive Copies of Plans	2 years		2 years	GC §34090 et seq.
Planning & Inspection / Building Inspection	P	Soils Reports, Special Studies (Earthquake, etc.)	P		P	Department Preference; GC §34090
Planning & Inspection / Building Inspection	T / , P /	Title 24 Energy Calcs, Structural Calcs	None		None	Department preference (preliminary drafts not retained in the ordinary course of business), GC §34090

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Planning & Inspection / Building Inspection		Uniform Codes (UBC, UPC, UEC, Etc.)	P		P	GC §50022.6

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PLANNING						
Planning & Inspection / Planning	2 / P	Affidavits of Publications / Public Hearing Notices / Legal Advertising	2 years		2 years	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
Planning & Inspection / Planning AND City Clerk	T /	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P	Land Records; GC §34090
Planning & Inspection / Planning		Architectural Review Committee (ARC) Agendas and Agenda Packets	2 years		2 years	Department Preference (the Staff Reports are filed in the Project Entitlement Folder); GC §34090
Planning & Inspection / Planning		Architectural Review Committee Approvals / Letters	P		P	Department Preference; GC §34090
Planning & Inspection / Planning		Architectural Review Committee Audio Recordings	3 years		3 years	Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	1 / P	Architectural Review Committee Minutes	P		P	Department preference (copies); Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090.7
Planning & Inspection / Planning	10	Census, Demographics	None		None	Department preference (Non-Records - Census Bureau is OFR)
Planning & Inspection / Planning		City of Santa Clara Architecturally or Historically Significant Properties	P		P	Department preference; GC §34090

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Planning & Inspection / Planning	Abandoned Vehicle Abatement: 3 / 7	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters)	**Minimum 2 years**		**Minimum 2 years**	Department preference; Case is open until satisfactorily resolved (some cases are not resolved); City Clerk maintains original staff reports and resolutions that are presented to Council; CFC §104.3.4, GC §34090
Planning & Inspection / Planning	2 / 15	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) **Inside City boundaries**	P		P	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Planning & Inspection / Planning		Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) **Outside City boundaries (no City comments)**	None		None	Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Planning & Inspection / Planning		Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) **Outside City boundaries (where the City submits comments)**	2 years		2 years	GC §34090
City Clerk		Development Agreements	Expiration + 2 years (copies)		Expiration + 2 years (copies)	Department preference; GC §34090.7
Planning & Inspection / Planning	T /	General Plan, Elements and Amendments	P		P	GC §34090
Planning & Inspection / Planning		Historical & Landmarks Commission (HLC) Agendas and Agenda Packets	P		P	Department Preference (the Staff Reports are filed in the Project Entitlement Folder); GC §34090.7

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Planning & Inspection / Planning		Historical & Landmarks Commission Approvals / Letters	P		P	Department Preference; GC §34090
Planning & Inspection / Planning		Historical & Landmarks Commission Audio Recordings	3 years		3 years	Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk		Historical & Landmarks Commission Minutes	P		P	Department preference (copies); Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090.7
Planning & Inspection / Planning		Master Plans, Specific Plans, Bikeway Plans, etc.	P		P	Department Preference; GC §34090
Planning & Inspection / Planning		Permits: Parties, Noise, etc.	2 years		2 years	GC §34090
Planning & Inspection / Planning		Planning Commission Agendas, Agenda Packets	2 years		2 years	Department Preference (the Staff Reports are filed in the Project Entitlement Folder); GC §34090.7
Planning & Inspection / Planning		Planning Commission Audio Recordings	3 years		3 years	Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	5 / P	Planning Commission Minutes, Summary of Actions	P		P	Department preference (minutes are copies) Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Planning & Inspection / Planning	10 / P	Planning Commission Resolutions	P		P	GC §34090 et seq.

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Planning & Inspection / Planning		**Planning Project Files - Approved & Unapproved Temporary Entitlements:** **Christmas Tree Lots**, Temporary Barricades with Artwork, Debris Boxes, Pumpkin Lots, Temporary Signs, etc.	2 years		2 years	Temporary uses; Department maintains complete files for administrative purposes; GC§§34090
Planning & Inspection / Planning	2 / P	**Planning Project Files - Approved, Denied, Withdrawn or Expired Permanent Entitlements** (Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps Examples: Architectural Control, Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	Project Completion	P	P	Projects have a 2 year vesting (applicant must pull permit within 2 years) -- those applications in which the applicant does not follow through with permit may be destroyed after the vesting period has expired. Department maintains complete files for administrative purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Planning & Inspection / Planning		Preliminary Review File	1 year		1 year	Preliminary Documents (no application submitted); GC §34090
Planning & Inspection / Planning	2 / 10	Project Clearance Committee (internal staff)	2 years		2 years	GC §34090
Planning & Inspection / Planning		Project Log Index / Spreadsheet / Binders of Historic Actions	P		P	Department Preference; GC §34090
Planning & Inspection / Planning		Regional Organizational Studies & Programs where other Agencies are the Lead (e.g. Air Quality Studies, etc.)	None		None	Non-records; GC §34090 et seq.

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SANTA CLARA, CA.

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Planning & Inspection / Planning	2 / 10	Special Permits: Garage Sale Permits, Tent Permits, After Hour Permits, Party Tents, etc.	2 years		2 years	GC §34090
Planning & Inspection / Planning		Special Studies	P		P	Department Preference; GC §34090
Planning & Inspection / Planning	2 / 10	Subdivision Committee / Project Clearance Committee **Agenda**	2 years		2 years	GC §34090
Planning & Inspection / Planning	2 / 10	Subdivision Committee / Project Clearance Committee **Minutes**	P		P	Department Preference; GC §34090
City Clerk		Zoning Amendments, Zoning Text Amendments	P (copies)		P (copies)	Department Preference; GC §34090.7
Planning & Inspection / Planning		Zoning Maps	P		P	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7

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HOUSING AND COMMUNITY SERVICES						
Planning & Inspection / Housing & Community Services		AHS Agency - Affordable Housing Services - **All** May contain Home Ownership Housing Projects with Recapture / Resale Restrictions (Contract Agreements, Compliance Monitoring)	5 years After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 cfr 85.42(b), 92.508(a) & (c)(2) & 570.502(b), 29 CFR 97.42(b), GC §34090
Planning & Inspection / Housing & Community Services		AHS Agency - Affordable Housing Services - **HOME OWNERSHIP HOUSING PROJECTS NO RECAPTURE / RESALE RESTRICTIONS** (Contract Agreements, Compliance Monitoring)	Project Completion + 5 years		Project Completion + 5 years	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 cfr 85.42(b), 92.508(a) & (c)(2) & 570.502(b), 29 CFR 97.42(b), GC §34090
Planning & Inspection / Housing & Community Services		AHS Agency - Affordable Housing Services - **HOME OWNERSHIP HOUSING PROJECTS WITH RECAPTURE / RESALE RESTRICTIONS** (Contract Agreements, Compliance Monitoring)	5 years After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 cfr 85.42(b), 92.508(a) & (c)(2) & 570.502(b), 29 CFR 97.42(b), GC §34090

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Planning & Inspection / Housing & Community Services		AHS Agency - Affordable Housing Services - **RENTAL HOUSING PROJECTS** (Contract Agreements, Compliance Monitoring)	Project Completion + 5 years		Project Completion + 5 years	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 cfr 85.42(b), 92.508(a) & (c)(2) & 570.502(b), 29 CFR 97.42(b), GC §34090
Planning & Inspection / Housing & Community Services		AHS Agency - Affordable Housing Services - **TENANT-BASED RENTAL ASSISTANCE** (Contract Agreements, Compliance Monitoring)	Termination of Rental Assistance + 5 years		Termination of Rental Assistance + 5 years	HUD requires 5 years after the rental assistance terminated; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 cfr 85.42(b), 92.508(a) & (c)(2) & 570.502(b), 29 CFR 97.42(b), GC §34090
Planning & Inspection / Housing & Community Services		Annual Plans	7 years		7 years	Department Preference; GC §34090
Planning & Inspection / Housing & Community Services		Applications for Projects or Loans: **Rejected** (Rental Rehabilitation, etc.)	2 years		2 years	GC §34090

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Planning & Inspection / Housing & Community Services		BMP - Below Market Program (First Time Home Buyer, etc.)	5 years After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 cfr 85.42(b), 92.508(a) & (c)(2) & 570.502(b), 29 CFR 97.42(b), GC §34090
Planning & Inspection / Housing & Community Services		Capital Projects: Contactor Agreements, Compliance Monitoring, Financial Accounting, etc.	Project Completion + 5 years		Project Completion + 5 years	Required for Contracts Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 cfr 85.42(b), 91.105(h), 92.505, 92.508(a)(c), & 570.502(b), 28 CFR 66.42; 29 CFR 97.42(b); 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133; GC §34090
City Clerk	3 / 7	CDBG Agreements	5 years (copies)		5 years (copies)	GC §34090.7

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Planning & Inspection / Housing & Community Services	Building Rehab. Loans: 3 / 7	CDBG Programs and Subrecipients etc.	2 years	After Funding Agency Audit, if Required - **Minimum 5 years**	After Funding Agency Audit, if required - **Minimum 5 years**	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 cfr 85.42(b), 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42(b); 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133; GC §34090
Planning & Inspection / Housing & Community Services		Consolidated Action Plan	5 years		5 years	Required for 5 years; 24 CFR 91.105(h)
Planning & Inspection / Housing & Community Services		Draw-Downs / IDIS	5 years		5 years	Department Preference (meets municipal government auditing standards); GC §34090
Planning & Inspection / Housing & Community Services		Fair Housing / Analysis of Impediments	7 years		7 years	Department Preference; GC §34090
Planning & Inspection / Housing & Community Services		Homelessness	7 years		7 years	Department Preference; GC §34090

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Planning & Inspection / Housing & Community Services		Housing & Community Services Commission - **Agendas, Agenda Packets**	5 years		5 years	Department Preference; GC §34090
Planning & Inspection / Housing & Community Services		Housing & Community Services Commission - **Minutes**	P		P	GC §34090
Planning & Inspection / Housing & Community Services		Housing Development Projects: **Development Agreement, Compliance Monitoring**	5 years After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 cfr 85.42(b), 92.508(a) & (c)(2) & 570.502(b), 29 CFR 97.42(b), GC §34090
Planning & Inspection / Housing & Community Services		Housing Development Projects: **Funding / Silent Seconds / Loans, Reconveyances, Deed Restrictions, Covenants, etc.** Agreements, Compliance, Environmental, Finance, General / Correspondence, Monitoring & Monitoring Visits, Relocation, Silent Seconds	Loan Pay-off + 5 years		Loan Pay-off + 5 years	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); 24 cfr 85.42(b), 92.508(a) & (c)(2); GC §43900 et seq.

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Planning & Inspection / Housing & Community Services	3 / 7	HUD Correspondence	7 years		7 years	Department Preference; GC §34090
Planning & Inspection / Housing & Community Services	3 / 7	Neighborhood Conservation Improvement Program (NCIP) / Rehabilitation Files (homeownership projects without resale restrictions) **Clients, Contractors, Loan Servicing, Funding, Silent Seconds, etc.** Agreements, Compliance, Environmental, Finance, General / Correspondence, Monitoring & Monitoring Visits, etc.	Loan Pay-off + 5 years		Loan Pay-off + 5 years	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 cfr 85.42(b), 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42(b); 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133; GC §34090
Planning & Inspection / Housing & Community Services	3 / 7	Neighborhood Conservation Improvement Program (NCIP) / Rehabilitation Files **Procedures**	5 years		5 years	Meets auditing standards; Department preference; GC §34090
Planning & Inspection / Housing & Community Services		NEPA - National Environmental Protection Agency - Environmental Determinations (EIRs, Negative Declarations, etc.)	Completion + 5 years	P	P	Department Preference; State documents (CEQA) are provided by Planning; State EIRs are required to be kept a "reasonable period of time;" 14 CCR §15095(c); GC §34090

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Planning & Inspection / Housing & Community Services		Redevelopment Agency Performance Reports	2 years	After Funding Agency Audit, if Required - **Minimum 5 years**	After Funding Agency Audit, if required - **Minimum 5 years**	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 cfr 85.42(b), 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42(b); 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133; GC §34090

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ADMINISTRATION and/or CHIEF OF POLICE						
Police / Admin. / Chief		Annual Summary of Use of Force	2 years		2 years	GC §34090
Police / Admin. / Chief		CAD Daily Logs	2 years		2 years	GC §34090
Police / Admin. / Chief	2 /	Carry Concealed Weapon Permits (CCW) - **Approved**	Expiration + 10 years		Expiration + 10 years	Department preference; GC §34090
Police / Admin. / Chief	2 /	Carry Concealed Weapon Permits (CCW) - **Denied**	2 years		2 years	Department preference; GC §34090
Police / Admin. / Chief		DMV Pull Notices (Police Employees Only)	When Superseded		When Superseded	Department preference (Transitory or source records not retained in the ordinary course of business); CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Police / Admin. / Chief	T / 6	Internal Affairs Investigations / Complaints: **Except Officer Involved Shootings**	5 years		5 years	State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; IA and Statewide guidelines recommend 25 years for officer-involved shootings; EVC §1045(b)(1), GC §§12946, 34090, PC §§801.5, 803(c), 832.5, VC §2547
Police / Admin. / Chief	T / 6	Internal Affairs Investigations / Complaints: **Officer Involved Shootings**	25 years		25 years	State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; IA and Statewide guidelines recommend 25 years for officer-involved shootings; EVC §1045(b)(1), GC §§12946, 34090, PC §§801.5, 803(c), 832.5, VC §2547

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Police / Lead Div.		Overtime Slips	2 years		2 years	GC §34090
Police / Admin. / Chief		Personnel **Background Packet - POLICE Unsuccessful** (not hired)	Minimum 5 years		Minimum 5 years	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years for selection records; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040(7.(c)), GC §§12946, 34090
Police / Admin. / Chief	T / 15	Personnel Files - **Police Department Employees** Includes Evaluations, Training Certificates, Evaluations, Medical Records, etc.	Upon Separation, Send to Human Resources		Upon Separation, Send to Human Resources	Department preference; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Police / Admin. / Chief		Policies & Procedures / Operation Directives / General Orders (Department Policies and Procedures)	When Superseded		When Superseded	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief		Public Relations / Citizens Police Academy	4 years		4 years	Department preference; GC §34090
Police / Admin. / Chief		Time Off Requests / Sick Slips	None		None	Department Preference; preliminary drafts; GC §34090 et seq.
Police / Admin. / Chief		Training - **Department Training Records - <u>COURSE RECORDS</u>** (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)	5 years	P	P	Department preference; Rosters are sent to POST; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

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Police / Admin. / Chief		Weapons Database / Department Weapons / Qualifications (Employees)	Indefinite		Indefinite	Data Fields / Records are interrelated; GC §34090

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ADMINISTRATIVE SERVICES / SERVICES (ADMINISTRATION)						
Police / Admin. Services / Services		Business Permits (Regulatory) - **BUSINESS OWNER:** Massage, Taxi, etc.	Expiration + 2 years		Expiration + 2 years	GC §34090
Police / Admin. Services / Services		Business Permits (Regulatory) - **TECHNICIAN / DRIVERS**: Massage Technician, Taxi Driver, etc.	Expiration + 2 years		Expiration + 2 years	GC §34090
Police / Admin. Services / Services	3 mo /	Guns: Dealers Record of Sale (DROS)	2 years		2 years	GC §34090
Police / Admin. Services / Services		Secondhand Dealer Permits / Pawn Broker Permits & Licenses	Close of Business + 2 years		Close of Business + 2 years	Department Preference; GC §34090

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ADMINISTRATIVE SERVICES / PROPERTY & EVIDENCE						
Finance	1+A	Auction Record Sales	2 years (copies)		2 years (copies)	GC §34090.7
Police / Admin. Services / Property & Evidence		Audits - Drug, Weapons & Money	20 years		20 years	Department Preference; GC §34090
Police / Admin. Services / Records	File with arrest record	Crime Report Photos (Evidence) / Crime Scene Photos	Follows the Retention Period of the Crime Report		Follows the Retention of the Crime Report	Department Preference; GC §34090
Police / Admin. Services / Records		Detectives Investigation Files and Arrest Files **(Notes) - Homicides**	Close Case	P	P	Department preference (preliminary drafts) GC §34090 et seq.
Police / Admin. Services / Property & Evidence		Digital Images / Photos - **Database**	Follows the Retention Period of the Crime Report		Follows the Retention of the Crime Report	Department Preference (data is interrelated); GC §34090
Police / Admin. Services / Property & Evidence		Empty Envelopes / Backup for Money Sent to Finance	10 years		10 years	Department Preference; GC §34090
Police / Admin. Services / Property & Evidence		Evidence Register **Database**	Indefinite		Indefinite	Department Preference (data is interrelated); GC §34090

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RECORDS RETENTION SCHEDULE: POLICE
SANTA CLARA, CA.

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Police / Admin. Services / Property & Evidence		Gun and Narcotics Destruction Log (Documents related to)	5 years		5 years	Department Preference; GC §34090
Police / Admin. Services / Property & Evidence		Latent Print File	Follows the Retention Period of the Crime Report		Follows the Retention of the Crime Report	Department Preference; GC §34090
Police / Admin. Services / Property & Evidence		Negative Photo File (older analog photos)	P		P	Department Preference; GC §34090

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ADMINISTRATIVE SERVICES / RECORDS						
Police / Admin. Services / Records		Alarm Billing	2 years		2 years	GC §34090
Police / Admin. Services / Records		Bail / Bond Transmittals (If not associated with a City Crime Report)	2 years		2 years	GC §34090
Police / Admin. Services / Records		Bicycle Licenses	After Entry into RMS		After Entry into RMS	Preliminary drafts; GC §34090
Police / Admin. Services / Records	1 / 5	Citations - Parking, Traffic, Moving Violations Includes corrections	2 years		2 years	GC §34090 et seq.
Police / Admin. Services / Records	Until Closed	CRIME REPORTS / ARREST JACKETS: Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms	Firearm Found or Recovered - **Minimum 5 years**		Firearm Found or Recovered - **Minimum 5 years**	PC§ 11108(b); GC§ 34090
Police / Admin. Services / Records		CRIME REPORTS / ARREST JACKETS: Misdemeanor - Adult Marijuana - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5)	2 years		2 years	("Shall" Destroy); GC §68152(e)(8)

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Police / Admin. Services / Records	5 years	CRIME REPORTS / ARREST JACKETS: ALL, Except Those Specifically Mentioned in the Schedule e.g., 5150, Detention Reports, etc.	50 years		50 years	Department Preference; Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Admin. Services / Records	Lifetime / 70 years old, no arrests 10 years prior	CRIME REPORTS / ARREST JACKETS: Homicide, Manslaughter (including vehicle), Outstanding Missing Persons	P		P	Department Preference; No limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, and 799
Police / Admin. Services / Records		CRIME REPORTS / ARREST JACKETS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years		Date of Arrest + 3 years	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Admin. Services / Records	0	CRIME REPORTS / ARREST JACKETS: Misdemeanor - Juvenile Marijuana - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (if No Conviction) + 2 years	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., GC§68152(e)(8)
Police / Admin. Services / Records		CRIME REPORTS / ARREST JACKETS: Misdemeanor Marijuana §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Admin. Services / Records	2 / 5	CRIME REPORTS / ARREST JACKETS: Missing Persons	Until Located		Until Located	Department Preference; GC §34090

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Police / Admin. Services / Records		CRIME REPORTS / ARREST JACKETS: Sealed Juvenile and Ward Cases - Except those with outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)		Sealing Date + 5 years (or Court Order)	Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
Police / Admin. Services / Records	1 / 10	Crime Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)	P		P	Department preference; GC §34090
Police / Admin. Services / Records		NCIC Validation	2 years		2 years	GC §34090
Police / Admin. Services / Records		Officer Recordings: Mobile Audio/Video Recordings that are **not** evidence ("hip recorders", etc.)	None		None	Department preference; Recordings that become evidence are stored with evidence - these are preliminary documents / transitory recordings not retained in the ordinary course of business; GC §34090.6(a)
Police / Lead Div.		Overtime Slips	2 years		2 years	GC §34090
Police / Lead Div.		Overtime Slips & Special / Extra Duties / Paid Time (Copy of Data Input Records)	2 years		2 years	GC §34090
Police / Admin. Services / Records	1 /	Parking Permits / Preferential Parking Licenses	2 years		2 years	GC §34090
Police / Admin. Services / Records		Patrol Ride-A-Long Waiver Form	2 years		2 years	GC §34090 et seq.
Police / Admin. Services / Records		Public Information Requests	2 years		2 years	GC §34090

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Police / Admin. Services / Records		Records Destruction Authorization Forms	P		P	Department Preference; GC §34090
Police / Admin. Services / Records		Registrants: Arson - **Adults**	5 years	P	P	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Admin. Services / Records		Registrants: Arson - **Juveniles** released from California Youth Authority	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Admin. Services / Records	File with arrest record	Registrants: Narcotic	5 years		5 years	Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Admin. Services / Records		Registrants: Sex Offenders - **Adults**	P		P	Department Preference; Pursuant to PC §290 et seq.
Police / Admin. Services / Records		Registrants: Sex Offenders - **Juveniles**	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)	Pursuant to PC §290 et seq.; W&I §781;
Police / Admin. Services / Records		RMS Database	Indefinite		Indefinite	Data Fields / Records are interrelated; GC §34090
Police / Admin. Services / Records		Subpoenas (Duces Tecum)	2 years		2 years	GC §34090

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Police / Admin. Services / Records		Video Recordings - Booking, Multiplexer, Intox, etc.	1 year		1 year	Records regular and ongoing operations; GC §34090.6(a)

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ADMINISTRATIVE SERVICES - OPERATIONS / DISPATCH (COMMUNICATIONS / CAD / DISPATCH)						
Police / Admin. Services / Operations / Dispatch	6 mos. / 2	Assignments Sheets	2 years		2 years	GC §34090 et seq.
Police / Admin. Services / Operations / Dispatch	"dispatch cards" 1 mo / 3 mo, 2 / 7	Audio Recordings or Tapes - **(CAD/RMS)** Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	1 year		1 year	Department Preference; Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6
Police / Admin. Services / Operations / Dispatch		Logs: 911 Log / Disk	1 year		1 year	Department preference; Preliminary draft (the RMS is the original); GC §34090 et seq.

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ADMINISTRATIVE SERVICES - TEMPORARY HOLDING FACILITY						
Police / Admin. Services / Temp. Holding Facility	1 / 7 (Booking - Jail)	Logs: Temporary Holding Facility / Booking	2 years		2 years	GC§ 34090 et seq.
Police / Admin. Services / Temp. Holding Facility		LiveScan **Applications** / Fingerprint **Applications** (public)	2 years		2 years	GC§ 34090 et seq.

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FIELD OPERATIONS						
Police / Field Operations		Canine (Police Dogs) **Program Files**: Action Reports, Monthly Reports	Minimum 2 years		Minimum 2 years	GC §34090
Police / Field Operations		Canine (Police Dogs) Program Files: **Animal Files**	Separation + 3 years		Separation + 3 years	3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Field Operations		Citation Log Books (#s / ranges) - Parking, Traffic	2 years		2 years	GC §34090 et seq.
Police / Lead Div.		Overtime Slips	2 years		2 years	GC §34090
Police / Field Operations		PAS Device Calibration Logs	2 years		2 years	GC §34090 et seq.
Police / Field Operations		Payroll Daily Shift Rosters / Master Deployment Schedule / Vehicle Assignments, etc.	2 years		2 years	Department preference (preliminary drafts); GC §34090 et seq.
Police / Field Operations		Pursuit Critiques	5 years		5 years	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Police / Field Operations		Range Schedules	None		None	Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Police / Field Operations		Roster / Payroll / Deployment	5 years		5 years	Department preference; GC §34090
Police / Field Operations		Special Events / Ops Plan	Minimum 2 years		Minimum 2 years	Department preference; GC §34090 et seq.

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Police / Field Operations		Traffic Control: Radar Calibration Records	Life of the Equipment + 2 years		Life of the Equipment + 2 years	Department preference; GC §34090 et seq.
Police / Field Operations		Traffic Control: Radar Trailer Surveys, etc.	Minimum 2 years		Minimum 2 years	Department preference; GC §34090 et seq.

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INVESTIGATIONS BUREAU						
Police / Investigat. Bureau		Assigned Case Log Binders	None		None	Department preference (preliminary drafts) GC §34090 et seq.
Police / Investigat. Bureau		Detectives Investigation Files and Arrest Files **(Notes) - Except Homicides**	None		None	Department preference (preliminary drafts) GC §34090 et seq.
Police / Investigat. Bureau		Detectives Investigation Files and Arrest Files **(Official Reports)**	Transferred into Record's Files		Transferred into Record's Files	Transfer all Official Reports to Records to be placed in the Day Files.
Police / Investigat. Bureau	1 / 3	Field Investigation Cards (FIs)	3 years		3 years	Preliminary documents; GC §34090 et seq.
Police / Investigat. Bureau		Informant Files	Minimum 2 years		Minimum 2 years	Department Preference; GC §34090 et seq.
Police / Investigat. Bureau		Intelligence Files	5 years		5 years	Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
Police / Investigat. Bureau		Overtime Slips	2 years		2 years	GC §34090
Police / Investigat. Bureau	1 / 3	Pawn Slips	3 years		3 years	Department Preference to provide information to other agencies; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090
Police / Investigat. Bureau		Subpoenas (Personal Appearance)	2 years		2 years	GC §34090

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BUILDING MAINTENANCE						
Public Works / Building Maint.		Equipment History Files	Disposal of Equipment + 2 years		Disposal of Equipment + 2 years	Department preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090
Public Works / Building Maint.		O&M Manuals / Operations & Maintenance Manuals / Submittals	P or Disposal of Equipment		P or Disposal of Equipment	Department preference; GC §34090
Depart. Providing Service / Work		Work Orders / Service Requests **CMMS DATABASE** (Computerized Maintenance Management System)	Indefinite		Indefinite	Data is interrelated; GC §34090
Depart. Providing Service / Work		Work Orders / Service Requests - **All Information Entered in CMMS Database**	None		None	Preliminary drafts (the database is the original); GC §34090
Depart. Providing Service / Work		Work Orders / Service Requests - **NOT entered in CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years	City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

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ENGINEERING / LAND & PROPERTY DEVELOPMENT						
Public Works / Engineering		Abandonments / Vacations (Streets) - **Private Development Projects**	P		P	GC §34090 et seq.
Public Works / Engineering	1 year after certified by SOS & area is encircled or there is not undeveloped property adjacent	Annexations	P		P	Department preference; GC §34090 et seq.
Public Works / Engineering	T / 10	Assessment / Maintenance / Landscape & Lighting / Street Improvement District Projects / Community Facilities Districts **(FORMATION, BOUNDARIES)**	P		P	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
Public Works / Engineering	T / 10	Assessment / Maintenance / Landscape & Lighting / Street Improvement District Projects / Community Facilities Districts **(ASSESSMENT ROLLS)**	District Fully Paid + 5 years		District Fully Paid + 5 years	Department Preference (meets auditing standards); GC §34090.7
Public Works / Engineering	T / 20	Assessor's Maps	None		None	County is originator of record
Public Works / Engineering		Bonds: **Subdivision Bonds,** Logs and Correspondence City Clerk holds these and provides to Engineering upon request	Release of Bond / Security + 2 years		Release of Bond / Security + 2 years	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
Public Works / Engineering		Covenants / Easements Documentation	P		P	Department preference; GC §34090 et seq.

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Public Works / Engineering		Developer Payment / Trusts (Contractor's Trusts)	Project Close + 5 years		Project Close + 5 years	Census Bureau is OFR; GC §34090 et seq.
Public Works / Engineering		Encroachment Permits	P		P	Department Preference; GC §34090
Public Works / Engineering	T / 5	Engineering Comments: Planning & Building Projects / Plan Check Comments	5 years		5 years	Department Preference; GC §34090
Public Works / Engineering	T / P	Field Survey Books	P		P	Department Preference; GC §34090
Public Works / Engineering		Geotechnical and Soils Reports	P		P	Department Preference; GC §34090
Public Works / Engineering		Grading Permits & Plans	P		P	Department Preference; GC §34090
Public Works / Engineering		Improvement Plans	P		P	Department Preference; GC §34090

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Public Works / Engineering	El Camino Re-Route: T / Great America Parkway: T / P Lafayette Street Over / Underpass: T / Northside Pumping Plant: T / P Police Pistol Range & Training Center: T / 10 Triton Museum of Art: T	Large (Buildings, Bridges, etc) Capital Improvement Projects (CIP) / Jobs: **Permanent File** Plans, Record Drawings / "As Builts", Specifications, Bids/RFPs, Successful Proposal, Change Orders, Inspections, Materials Testing Reports, Grading Permits, Hazardous Materials Reports, Notice of Completion, O&M Manuals, Photos, Real Estate Appraisals, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090

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Adopted:

RECORDS RETENTION SCHEDULE: PUBLIC WORKS
SANTA CLARA, CA.

Office of Record (OFR)	Old Retention / Notes (Office / Total)	Records Description	Retention / Disposition: Active (in office)	Retention / Disposition: Inactive (Records Center)	Retention / Disposition: Total Retention	Comments / Reference
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Public Works / Engineering	El Camino Re-Route: T / Great America Parkway: T / P Lafayette Street Over / Underpass: T / Northside Pumping Plant: T / P Police Pistol Range & Training Center: T / 10 Triton Museum of Art: T	Large (Buildings, Bridges, etc) Capital Improvement Projects (CIP) / Jobs: **Administration File** Project Administration, Bid Summary, Bid Proposal Form, Bid Opening Exhibits A&B, Certified Payrolls, Construction Management Logs, Daily Inspection Diary, List of Bidders, Project Schedules, Progress meetings, RFIs, Requests for Bid & Specs, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Public Works / Engineering & Planning & Inspection	T / 5	Parcel Maps	P		P	Department Preference; GC §34090
Public Works / Engineering	5-Feb	Permits: Street Opening / Street cuts	5 years		5 years	Department Preference (the warrantee period for work done is 5 years); GC §34090
Public Works / Engineering		Rights of Way, Easements	P		P	Department Preference (copies); GC §34090.7

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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
Public Works / Engineering	1+ acceptance / 25 P	Sanitary Sewer Map Index, Storm Map Index, Storm Drain Block Book, Street Map Index	When Superseded		When Superseded	Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Public Works / Engineering	1+ acceptance / 25 P	Sanitary Sewer Permits, Record Drawings ("As-Builts")	P		P	Department Preference; GC §34090
Public Works / Engineering		Simple Civil (Sewer, Street Improvements, etc.) Capital Improvement Projects (CIP) / Jobs: **Bid Support File** Correspondence, Requests for Bid & Specs, Bid Summary, List of Bidders, Bid Proposal Form, Bid Opening Exhibits A & B	2 years		2 years	GC §34090
Public Works / Engineering		Simple Civil (Sewer, Street Improvements, etc.) Capital Improvement Projects (CIP) / Jobs: **Administration File** Notice to Proceed, Engineers Estimate, Quantities & Extensions for Progress Payment, Process Payment Spreadsheet	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

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SANTA CLARA, CA.

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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
Public Works / Engineering		Simple Civil (Sewer, Street Improvements, etc.) Capital Improvement Projects (CIP) / Jobs: **Permanent File** Plans, Record Drawings / "As Builts", Invitation, Bid and Award Packet (Bid Addendum, Notice of Award), Contract Documents, Notice of Completion, Change Orders, Agenda Reports	Upon Completion	P	P	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Public Works / Engineering	T / P	Site Clearances (Preparation of Easements, etc. for Building Permits)	P		P	Department Preference; GC §34090
Public Works / Engineering	T /	Standard Specifications	P		P	Department Preference; GC §34090
Public Works / Engineering	1+ acceptance / 25 P	Storm Drains, City Map, As-Builts	P		P	Department Preference; GC §34090
Public Works / Engineering	1+ acceptance / 10 P	Streets, Curbs & Gutters, Sidewalks, Map	P		P	Department Preference; GC §34090
Public Works / Engineering & Planning & Inspection / Planning	T / 5	Subdivisions / Tracts	P		P	Department Preference; GC §34090

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TRAFFIC ENGINEERING						
Public Works / Traffic Engineering		Capital Improvement Projects (CIP) / Jobs - TRAFFIC PROJECTS: **Bid Support File** Correspondence, Requests for Bid & Specs, Bid Summary, List of Bidders, Bid Proposal Form, Bid Opening Exhibits A & B	2 years		2 years	GC §34090
Public Works / Traffic Engineering		Capital Improvement Projects (CIP) / Jobs - TRAFFIC PROJECTS: **Administration File** Notice to Proceed, Engineers Estimate, Quantities & Extensions for Progress Payment, Process Payment Spreadsheet	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Public Works / Traffic Engineering		Capital Improvement Projects (CIP) / Jobs - TRAFFIC PROJECTS: **Permanent File** Plans, Record Drawings / "As Builts", Invitation, Bid and Award Packet (Bid Addendum, Notice of Award), Contract Documents, Notice of Completion, Change Orders, Agenda Reports	Upon Completion	P	P	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Public Works / Traffic Engineering		Hearing Officer **Audio Tapes**	6 months		6 months	Department preference; State law only requires for 30 days; GC §54953.5(b)
Public Works / Traffic Engineering		Master Plans - Transportation	P		P	Department preference; Drafts should be destroyed; GC §34090

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SANTA CLARA, CA.

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Public Works / Traffic Engineering	1 1/2	Permits: Transportation Permits / Wide Load Permits / Overweight Loads	Expiration + 2 years		Expiration + 2 years	GC §34090
Public Works / Traffic Engineering	T, 2, 10	Speed Surveys	5 years OR Superseded + 1 year		5 years OR Superseded + 1 year	Department preference (required every 5 years); GC §34090
Public Works / Traffic Engineering		Street Files	5 years		5 years	Department preference; GC §34090
Public Works / Traffic Engineering		Studies - Transportation	Minimum 2 years		Minimum 2 years	Drafts / source records entered into database and not retained in the ordinary course of business; GC §34090
Public Works / Traffic Engineering		Traffic Counts and Turning Movements	5 years		5 years	Department preference; GC §34090
Public Works / Traffic Engineering	2 / 5	Traffic Signals	10 years After Funding		10 years After Funding	Department preference; GC § 34090
Public Works / Traffic Engineering	5 / 5	Traffic Studies / Traffic Calming Requests	Minimum 10 years		Minimum 10 years	Department preference; GC §34090

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Public Works / Traffic Engineering	2 / 5	Warrants: Four-way Stop, School Crossing Guard, Traffic Signal	5 years		5 years	Department preference; GC §34090

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RECORDS RETENTION SCHEDULE: STREETS & AUTOMOTIVE SERVICES
SANTA CLARA, CA.

Office of Record	Old Retention / Notes	Records Description	Retention / Disposition			Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	
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AUTOMOTIVE SERVICES						
Automotive Services		AQMD Permits - BAAQMD (Generators, etc.)	Disposal + 2 years		Disposal + 2 years	Department preference; GC §34090
Finance	6 mo	Auction Records	2 years (copies)		2 years (copies)	GC §34090.7
Automotive Services	6 mo / P	Auction Records - On-Site Auctions / Record of Vehicle Purchaser	2 years		2 years	GC §34090
Automotive Services		Daily Vehicle & Equipment Safety Checks / Vehicle Inspections / Daily Equipment Checks	2 years		2 years	Sent by other departments; GC §34090
Automotive Services		Fuel Activity Tracking (meter readings, consumption reports)	2 years		2 years	Finance has original invoices; GC §34090 et seq.
Lead Dept.		Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Expiration of Certificate or Permit	Department preference; GC §34090 et. seq.
Automotive Services		Underground Storage Tanks (City Owned) – **UST Monitoring and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records**	7 years		7 years	Monitoring and Maintenance records are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.2(i)
Automotive Services		Underground Storage Tanks (USTs) Permits	10 years	P	P	Department Preference (required for the life of the tank); 23 CCR 2712(b), H&S §25284.2(i); GC §34090 et. seq.
Automotive Services	3 mos after disposal	Vehicle & Equipment History Files (includes cranes)	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years	If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090
Automotive Services		Vehicle & Equipment Management Database	Indefinite		Indefinite	Data is Interrelated; GC §34090

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STREET DEPARTMENT / CITY HALL						
Street Dept. (City Hall)		Assessment District Fees	5 years		5 years	Department Preference (meets auditing standards); GC §34090
Street Dept. (City Hall)		Business Improvement District (BID) **Fees**	5 years		5 years	Department Preference (meets auditing standards); GC §34090
Street Dept. (City Hall)		Business Improvement District (BID) **Formation & Boundaries**	P		P	Department Preference; GC §34090
Street Dept. (City Hall)		Landfill Permits	Expiration + 3 years		Expiration + 3 years	Department preference; Landfill Operators must retain records for 3 years; Solid Waste Transfer / Processing is 3 years; Electronic Waste Recycling is 3 years; Non-hazardous Ash Disposal is 5 years; Covers various statute of limitations; 14 CCR 17379(a); 14 CCR 18660.8(d); 14 CCR 17414(b); 14 CCR 18810.4(a)(4); CCP §337 et seq.; GC §34090
Street Dept. (City Hall)		Permits from Regulatory Agencies (BAAQMD, EPA, etc.)	Expiration + 3 years		Expiration + 3 years	Department preference; GC §34090
Finance		Wire Transfers (for Garbage & Recycling Franchise)	2 years (copies)		2 years (copies)	GC §34090.7

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STREET DEPARTMENT / YARD						
Street Dept. (Yard)		AB 939 Compliance	10 years		10 years	Department Preference; GC §34090
Street Dept. (Yard)	5 / 5	Clean-Up Campaign Program	5 years		5 years	Department Preference; GC §34090
Street Dept. (Yard)		Hazardous Waste Manifests	P		P	Department Preference; GC §34090
Street Dept. (Yard)		Household Hazardous Waste Program Implementation	5 years		5 years	Department Preference (County-wide program); GC §34090
Street Dept. (Yard)		Inspection Forms: Streets	10 years		10 years	Department preference; GC §34090

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Street Dept. (Yard)		Landfills (City-owned)	P		P	Department preference; Landfill Operators must retain records for 3 years; Solid Waste Transfer / Processing is 3 years; Electronic Waste Recycling is 3 years; Non-hazardous Ash Disposal is 5 years; Covers various statute of limitations; 14 CCR 17379(a); 14 CCR 18660.8(d); 14 CCR 17414(b); 14 CCR 18810.4(a)(4); CCP §337 et seq.; GC §34090
Street Dept. (Yard)		Landfills (City-owned): Closure & Monitoring Reports	5 years		5 years	Department preference; Landfill Operators must retain records for 3 years; Solid Waste Transfer / Processing is 3 years; Electronic Waste Recycling is 3 years; Non-hazardous Ash Disposal is 5 years; Covers various statute of limitations; 14 CCR 17379(a); 14 CCR 18660.8(d); 14 CCR 17414(b); 14 CCR 18810.4(a)(4); CCP §337 et seq.; GC §34090
Street Dept. (Yard)		NPDES Monitoring Reports	Expiration of Permit + 3 years		Expiration of Permit + 3 years	Department preference; Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Street Dept. (Yard)		NPDES Permits - Stormwater	Expiration + 3 years		Expiration + 3 years	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Street Dept. (Yard)		Pavement Conditions Database	Indefinite		Indefinite	Data is Interrelated; GC §34090
Street Dept. (Yard)		Reports to Regulatory Agencies (California integrated Waste Management Board, etc.)	5 years		5 years	Department Preference; GC §34090
Street Dept. (Yard)	Mission Trail Garbage Co - X /	Solid Waste & Recycling Franchise Agreement Administration (Mission Trail Garbage Co, Stevens Creek Disposal & Recycling, Non-exclusive franchise hauler agreements)	Completion	5 years	Completion + 5 years	Statute of Limitations: Contracts & Spec's=4 years, (E&O does not apply); Published Audit Standards=4-7 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Street Dept. (Yard)		Solid Waste Violations & Citations	2 years		2 years	Department Preference; GC §34090

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Street Dept. (Yard)	T /	Storm Drain and Catch Basin Cleaning and Flushing	Expiration of Permit + 3 years		Expiration of Permit + 3 years	Department preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41
Street Dept. (Yard)		Storm Drain Pump Station Operation & Maintenance Manuals	When Superseded or Pump Replaced		When Superseded or Pump Replaced	Department Preference; GC §34090
Street Dept. (Yard)		Storm Drain Pump Station Service	Life of the Pump		Life of the Pump	Department Preference; GC §34090
Street Dept. (Yard)		Stormwater Annual Reports	Expiration of Permit + 3 years		Expiration of Permit + 3 years	Department preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41
Street Dept. (Yard)		Stormwater Program: Unauthorized Discharges / Violations / Spills / ICID (Illicit Connection / Illicit Discharge)	No Activity + 10 years		No Activity + 10 years	Department preference; NPDES records are required for 3 years; 40 CFR 122.41(j)(2)
Street Dept. (Yard)	T /	Street Sweeping Activity	3 years		3 years	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Street Dept. (Yard)		Time Cards / Task Assignments / Work Schedules (NPDES)	Minimum 5 years		Minimum 5 years	NPDES Permits require work schedules be retained for 5 years; EEOC's basic requirement is 1 year after action; Bureau of National Affairs recommends 2 years for work schedules; 29 CFR 516.6(1), 29 CFR 1602.14, GC § 34090
Street Dept. (Yard)		Tree Database (Locations, species)	Indefinite		Indefinite	Data is interrelated; GC §34090
Street Dept. (Yard)		Tree Work Orders (filed by address)	P		P	Department preference; GC §34090

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Depart. Providing Service / Work		Work Orders / Service Requests **CMMS DATABASE** (Computerized Maintenance Management System) (Hansen)	Indefinite		Indefinite	Data is interrelated; GC §34090
Depart. Providing Service / Work		Work Orders / Service Requests - **All Information Entered in CMMS Database**	None		None	Preliminary drafts (the database is the original); GC §34090
Depart. Providing Service / Work	3 mo (Building Maint.)	Work Orders / Service Requests - **NPDES Activities NOT entered in CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	3 years		3 years	Department preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41
Depart. Providing Service / Work	3 mo (Building Maint.)	Work Orders / Service Requests - **Site Clearances (for Agriculture Department) NOT entered in CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	2 years		2 years	City preference; GC §34090

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RECORDS RETENTION SCHEDULE: WATER & SEWER UTILITIES
SANTA CLARA, CA.

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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).						
ADMINISTRATION						
Water & Sewer Utilities / Admin.	P /	Administrative Procedures (Including Rules and Regulations for Water Service)	Superseded - Minimum 2 years		Superseded - Minimum 2 years	Department preference; GC §34090
Water & Sewer Utilities / Admin.	P /	Block Books (Maps of System)	P		P	Department preference; GC §34090
City Clerk	T /	Rates	2 years (copies)		2 years (copies)	GC §34090.7
RECYCLED WATER						
Recycled Water		Recycled Water - Permits	P		P	Department Preference; GC §34090
Recycled Water		Recycled Water - Annual Report, Correspondence, Recycled Water User Files, Water Analysis	10 years		10 years	Department Preference; GC §34090

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SANTA CLARA, CA.

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SEWER UTILITY						
Sewer Utility		Air Quality Permit - Operations (BAAQMD)	P		P	Department preference; GC §34090
Sewer Utility	T /	Complaints - Sewer	Minimum 2 years		Minimum 2 years	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Lead Dept.		Confined Space Entries & Logs (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	3 years		3 years	Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)

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Adopted:

RECORDS RETENTION SCHEDULE: WATER & SEWER UTILITIES
SANTA CLARA, CA.

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Lead Dept.		Correspondence - **Regulatory Agencies**	Minimum 10 years		Minimum 10 years	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Street & Automotive Services		Daily Vehicle & Equipment Safety Checks / Vehicle Inspections / Daily Equipment Checks	Send to Automotive Services		Send to Automotive Services	GC §34090 et seq.
Lead Dept.		DOT Timecards (Department of Transportation)	10 years		10 years	Department preference (DOT request); GC §34090 et seq.
Sewer Utility	T /	Flow Measurements	2 years		2 years	GC §34090
Sewer Utility		Generator Operation Logs (for fixed / stationary generators) / Inspections	3 years		3 years	Department preference (2 years is required by AQMD); GC §34090
Sewer Utility		Hazardous Waste Manifests	30 years		30 years	Department Preference; Consistent with statute of limitations for employee exposure to hazardous materials (test results for hazardous waste generators are required for 3 years); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Sewer Utility		Inspector Reports: Violations, Inspection Notices, Citations, Inadvertent Spills	Resolution + 3 years		Resolution + 3 years	Department preference; NPDES records are required for 3 years; 40 CFR 122.41(j)(2)
Sewer Utility		Operations & Maintenance Manuals / O & M Manuals	Superseded - **Minimum 2 years**		Superseded - **Minimum 2 years**	Department preference; GC §34090
Sewer Utility		Operator's Certification **Database**	Separation of Employee		Separation of Employee	Department Preference; GC §34090 et seq.
Human Resources		Operator's Certifications	Send Copy to Human Resources		Send Copy to Human Resources	Copies are maintained at the plant; GC §34090.7

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Sewer Utility		Permits - Various Operating Permits	5 years	P	P	Department preference; GC §34090
Lead Dept.		Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Expiration of Certificate or Permit	Department preference; GC §34090 et. seq.
Sewer Utility		Pumping Stations / Sewer Lift Stations / Motor Logs, etc.	P		P	Department Preference; GC §34090
Sewer Utility		Reports to Regulatory Agencies (California Integrated Waste Management Board, etc.)	10 years		10 years	Department Preference; GC §34090
Sewer Utility		Root Control Program	Minimum 10 years		Minimum 10 years	Department Preference; GC §34090
City Clerk	T /	San Jose / Santa Clara Water Pollution Control Plant (Agreements)	P		P	Department Preference; GC §34090.7
Sewer Utility		Sewer Jetting Reports	P		P	Department preference; GC § 34090
Sewer Utility		Sewer System Management Plans (SSMP) and Audits, Sanitary Sewer Overflows (SSOs)	5 years		5 years	Department preference; plans must be updated every 5 years, audits are required every 2 years; GC §34090
Sewer Utility	T /	South Bay Dischargers Authority: Aquatic Habitat, Monitoring Program	Until Superseded		Until Superseded	Department Preference; GC §34090
Sewer Utility	T Inspections (TV)	TV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings **(all lines)**	P		P	Department Preference; GC §34090 et seq.
Sewer Utility		Underground Service Alerts (USA's) -- City	5 years		5 years	Department Preference (the warrantee period for work done is 5 years); GC §34090

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Depart. Providing Service / Work		Work Orders / Service Requests **CMMS DATABASE** (Computerized Maintenance Management System) (Hansen)	Indefinite		Indefinite	Data is interrelated; GC §34090
Depart. Providing Service / Work		Work Orders / Service Requests - **All Information Entered in CMMS Database**	None		None	Preliminary drafts (the database is the original); GC §34090
Depart. Providing Service / Work	3 mo (Building Maint.)	Work Orders / Service Requests - **NOT entered in CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years	City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
SOLAR						
Solar	2 /	Solar / Domestic Water Heating / Swimming Pools: **Inquiries**	Minimum 2 years		Minimum 2 years	Department preference; GC §34090
Solar	T /	Solar / Domestic Water Heating / Swimming Pools: Manufacturers, PG&E, Rates, Systems Analysis, Resources	Indefinite		Indefinite	Non-records
Solar	P /	Solar / Domestic Water Heating / Swimming Pools: **Subscribers**	P		P	Department preference; GC §34090

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WATER UTILITY						
Water Utility		Backflow Test Forms	5 years		5 years	Department Preference; Meets California Department of Health requirements (3 years); GC §34090

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Water Utility		Capital Improvement Projects (CIP) / Jobs: **Administration File** Project Administration, Certified Payrolls, Construction Management Logs, Daily Inspection Diary, Project Schedules, Progress meetings, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Water Utility		Capital Improvement Projects (CIP) / Jobs: **Permanent File** Plans, Record Drawings / "As Builts", Specifications, Bids/RFPs, Successful Proposal, Change Orders, Inspections, Materials Testing Reports, Grading Permits, Hazardous Materials Reports, Notice of Completion,)&M Manuals, Photos, Real Estate Appraisals, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Water Utility		Chains of Custody (Water testing instructions)	5 years		5 years	22 CCR 64453(b) et seq.; 40 CFR 141.33(a)
Water Utility	5 /	Complaints - Water Quality / Drinking Water Customer Concerns: Odor / Taste / Visual Complaints	5 years		5 years	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64453(a)
Lead Dept.		Confined Space Entries & Logs (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	3 years		3 years	Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)

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Lead Dept.		Correspondence - **Regulatory Agencies** **California, State of, Department of Health, EPA, etc**	Minimum 10 years		Minimum 10 years	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Water Utility		Cross Connection Test Forms	5 years		5 years	Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Street & Automotive Services		Daily Vehicle & Equipment Safety Checks / Vehicle Inspections / Daily Equipment Checks	Send to Automotive Services		Send to Automotive Services	GC §34090 et seq.
Lead Dept.		DOT Timecards (Department of Transportation)	10 years		10 years	Department preference (DOT request); GC §34090 et seq.
Water Utility		Employee Roster & Certificates Database	Indefinite		Indefinite	Data is interrelated; GC §34090
Water Utility		Fire Hydrant Inspections / Flushing - History Cards	P		P	Department preference; GC §34090 et seq.
Water Utility		Fire Service Test Forms	5 years		5 years	Department preference; GC §34090 et seq.
Water Utility		Leak Reports	P		P	Department preference; GC §34090 et seq.
Water Utility		Maintenance Procedures	When Superseded		When Superseded	Department Preference; GC §34090 et seq.
Water Utility	T /	Meter Replacement Program	P		P	GC §34090
Water Utility		Meter Shop Database (meters & backflow devices)	Indefinite		Indefinite	Data is interrelated; GC §34090
Water Utility	P /	Meters / Meter History Cards (**not** Portable Meters)	P		P	Department Preference; GC §34090
Water Utility	1 /	Meters / Portable Meters	Returned + 2 years		Returned + 2 years	GC §34090

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Water Utility		Operations & Maintenance Manuals / O & M Manuals	Superseded - **Minimum 2 years**		Superseded - **Minimum 2 years**	Department preference; GC §34090
Water Utility		Permits - Various Operating Permits	5 years	P	P	Department preference; GC §34090
Water Utility		Portable Water Permits	Expiration + 2 years		Expiration + 2 years	Department Preference; GC §34090
Lead Dept.		Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Expiration of Certificate or Permit	Department preference; GC §34090 et. seq.
Water Utility	4 /	Pump Production Reports	P		P	Department preference; GC §34090
Water Utility	4 /	Pump Status Reports	4 years		4 years	Department preference; GC §34090
Water Utility		Regulatory Agency Reports / Compliance Reports: **Monthly and Quarterly** Reports, including backup data	Minimum 5 years		Minimum 5 years	Department Preference; Hazmat discharge records are required for 3-5 years; 40 CFR 122.41(j)(2)
Water Utility	T /	San Francisco Water Co.	Minimum 5 years		Minimum 5 years	Department Preference; GC §34090
Water Utility	T /	San Jose Water Works	Minimum 5 years		Minimum 5 years	Department Preference; GC §34090
Water Utility	T /	Santa Clara County Water Commission	Minimum 5 years		Minimum 5 years	Department Preference; GC §34090
Water Utility	T /	Santa Clara Valley Water District	Minimum 5 years		Minimum 5 years	Department Preference; GC §34090
Water Utility		SCADA Database (Supervisory Control and Data Acquisition) - Water	Indefinite		Indefinite	Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Water Utility		Underground Service Alerts (USA's) -- City	5 years		5 years	Department Preference (the warrantee period for work done is 5 years); GC §34090

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Water Utility		Vulnerability Assessment	When Superseded - **Minimum 2 years**		When Superseded - **Minimum 2 years**	Confidential; GC §34090
Water Utility	T / P	Water Analysis / Reports & Sampling: **(Bacteriological, Organics)**	5 years		5 years	Bacteriological & Organics are required for 5 years; 40 CFR 141.33(a); 22 CCR §64470
Water Utility	T / P	Water Analysis / Reports & Sampling: **(Chemical, Pesticide, Lead & Copper, Radiological, Trihalomethanes, etc.)**	4 years	14 years	18 years	Department preference; a significant portion of water is supplied by untreated well water; Lead and Copper are required for 12 years or 2 compliance cycles (some compliance cycles are nine years); Chemical is required for 10 years; 22 CCR 64400.20; 22 CCR 64690.80; 40 CFR 141.33(a); 22 CCR §64470
Water Utility		Water Conservation	Minimum 2 years		Minimum 2 years	Department preference; GC §34090 et seq.
Water Utility		Water Pressure Charts	5 years		5 years	Department Preference; GC §34090 et seq.
Water Utility		Water Quality Reports / Consumer Confidence Reports	12 years	P	P	Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR §64470
Water Utility	T /	Water Standards and Specifications	Minimum 5 years		Minimum 5 years	Department Preference; GC §34090
Water Utility		Water Usage Reports	Minimum 2 years		Minimum 2 years	Department preference; GC §34090 et seq.
Water Utility		Well Status Reports & Well Production Reports	P		P	Department preference; GC §34090
Water Utilities		Wells, Well Permits, Well Water Samples	P		P	Department preference; GC §34090

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