

RESOLUTION NO. 8116

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILPITAS APPROVING A RECORDS RETENTION SCHEDULE

WHEREAS, the destruction of certain public records is authorized by State law in Government Code section 34090, *et seq.*; and

WHEREAS, a system for the retention and schedule for the destruction of records and working papers that are no longer needed for administrative, legal, fiscal, historical, or research purposes is deemed appropriate; and

WHEREAS, the City Clerk is responsible for the overall City records program; and

WHEREAS, the City of Milpitas adopted its first retention schedule for determining retention periods and formats on December 5, 1995 and never amended or modified that schedule; and

WHEREAS, the City of Milpitas City-Wide Records Retention Program adopted December 5, 1995 is obsolete and out-dated; and

WHEREAS, the City Attorney has reviewed and approved the proposed City of Milpitas Records Retention Schedule 2011.

NOW, THEREFORE, the City Council of the City of Milpitas hereby finds, determines, and resolves as follows:

1. The City Council has considered the full record before it, which may include but is not limited to such things as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.
2. The City of Milpitas City-Wide Records Retention Program December 5, 1995 and Resolution No. 6486 are hereby repealed and the City of Milpitas Records Retention Schedule 2011 for all City Departments, attached hereto, is hereby approved.
3. The Department Head of each department is authorized to maintain and destroy records in accordance with the respective department Retention Schedules, subject to the written approval of the City Manager and the City Attorney prior to any proposed destruction as required by Government Code section 34090.
4. Any exceptions for destroying records that are not in accordance with the approved City of Milpitas Records Retention Schedule 2011 are subject to approval by the City Council.
5. Any changes to City of Milpitas Records Retention Schedule 2011 shall be approved by the City Council.

PASSED AND ADOPTED this 6TH day of September 2011, by the following vote:

AYES: (5) Mayor Esteves, Vice Mayor McHugh, and Councilmembers Giordano, Gomez and Polanski

NOES: (0) None


ABSENT: (0) None

ABSTAIN: (0) None

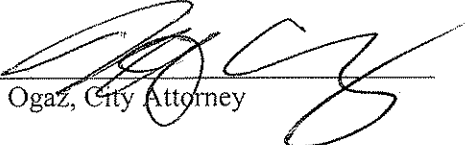
ATTEST:


Mary Lavelle, City Clerk

APPROVED:


Jose S. Esteves, Mayor

APPROVED AS TO FORM:


Michael J. Ogaz, City Attorney

CITY OF MILPITAS

RECORDS RETENTION SCHEDULE

2011

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The City of Milpitas 2011 Records Retention Schedule provides established, written guidance to the City staff as to the length of time any one specific record must be maintained, and when it is eligible to be properly disposed of or destroyed. The following descriptions explain the columns and rows within the schedule.

Number: an assigned identification of the line (row) on the schedule, in sequential order, for each City Department. This number can be referenced when preparing a Records Destruction form.

Record Category: general description of the type of documents on file in the department, grouping all similar items with the same retention period

Record Description: explanation of the specific records within a category

Format: defines whether records are paper (hard) files or on the computer (electronic) or other technology medium

Location: states in what City facility or off-site storage vendor the paper records are stored, or where online to find the electronic files

Code Citation (law): this is the legal provision stating the basis for the listed retention. In some cases, a department's policy or practice informs the retention timeframe in addition to any legal requirement. City Attorney's office provided the code citations contained in the schedule.

Comments: available for further remarks from department staff where needed

Retention: this is the determined length of time that a specific type of record must be maintained by the City. Most retention periods contain a term with a number of years following. Terms include: Permanent, Current, Termination, Closed, and Supersede. Some additional terminology is stated by departments and is self-explanatory.

Permanent – document will not be destroyed

Current – from the present time until the numbers of years has concluded

Termination – when an issue has terminated, an employee has ceased employment, or other term is over

Closed – when a case or matter has come to an end

Supersede – used when an updated or newer version of a record has been issued

DEPARTMENT: CITY MANAGER

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

Number	RECORD CATEGORY	Record Description	Format	Location	Code (law) Citation	Comments	Retention
CM1(a)	COUNCIL SUBCOMMITTEES, TASK FORCE, COMMISSIONS AD HOC COMMITTEES	Agendas	Hard Electronic	City Manager Ofc City Server	Gov. Code 34090		CURRENT + 5 years
CM1(b)	“ also includes MUSD/School	Minutes	Hard Electronic	City Manager Ofc City Server	Muni. Code I-310		PERMANENT
CM1(c)		Audio Recordings	Electronic	City Server	Muni. Code I-310		PERMANENT or as tech allows
CM2	CALENDARS	City Manager, Mayor & Council	Electronic	City website	Gov. Code 34090		CURRENT + 2 years
CM3(a)	CONTRACTS < \$20,000	City Manager Office Contracts	Hard	City Manager Ofc	Civil Code of Proc. 337		TERMINATE + 3 years
CM3(b)		Economic Dev. Dept. Contracts	Hard	Economic Dev. Manager's Office	Civil Code of Proc. 337		TERMINATE + 3 years
CM4(a)	REPORTS	Department Monthly Reports	Hard	City Manager Storage Area	Dept Policy		CURRENT + 5 years
CM4(b)		City Manager Weekly Issues Update memo	Hard Electronic	City Manager Ofc	Dept Policy		CURRENT + 5 years
CM5	CORRESPONDENCE	Memos and Letters	Hard	City Manager Ofc	Dept Policy	Council, Mayor, City Manager	CURRENT + 5 years
CM6	EVENTS	e.g. State of the City, Mayor's installation	Hard Electronic	City Server City Manager Ofc	Gov. Code 34090	e.g. attendees, cost, marketing	CURRENT + 2 years
CM7	MARKETING MATERIALS	Advertisements, Banners and Logos	Electronic	City Server	Gov. Code 34090	Dept Policy	CURRENT + 5 years
CM8	RECOGNITION	Proclamations and Commendations	Hard Electronic	City Manager Ofc City Server	Gov. Code 34090	Dept Policy	CURRENT + 2 years
CM9	HISTORICAL PHOTOS	Photos of significant historical value	Hard	City Hall	Dept Policy		PERMANENT
CM10	REDEVELOPMENT AGENCY	Requests for Proposals	Hard Electronic	Economic Dev, Manager's Office; City Server	Dept Policy		CURRENT + 5 years
CM11	POTENTIAL CITY FACILITIES e.g. Conference Center	Studies; Architect Request for Qualifications	Hard Electronic	Economic Dev. Manager's Office; City Server	Dept Policy		CURRENT + 5 years
CM12	ECONOMIC DEVELOPMENT STRATEGY	Final Strategy and Action Plan	Hard Electronic	Economic Dev. Manager's Office	Dept Policy		CURRENT + 5 years
CM13	GREENHOUSE GAS EMISSIONS & CLIMATE CONTROL PROJECT	Reports and Analyses	Hard Electronic	Economic Dev. Manager's Office; City Server	Dept Policy		CURRENT + 5 years

DEPARTMENT: CITY CLERK

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

Number	RECORD CATEGORY	Record Description	Format	Location	Code (law) Citation	Comments	Retention
CC1	CITY ARTICLES OF INCORPORATION		Hard	City Hall – Clerk Office	Gov. Code 34090		PERMANENT
CC2(a)	MUNICIPAL CODE	aka Code of Ordinances	Hard	City Hall – Clerk Office	Gov. Code 34090	In red code books	SUPERSEDE
CC2(b)			Electronic	City Website	Dept. Policy	Linked from vendor website	SUPERSEDE
CC3(a)	CITY COUNCIL and REDEVELOPMENT AGENCY MEETINGS	Minutes	Hard	City Hall – Clerk Office	Gov. Code 34090(d) Gov. Code 40806		PERMANENT
CC3(b)			Electronic	Web online storage	Dept. policy		PERMANENT
CC3(c)			Electronic	WebEx 1954-current	Dept. policy		PERMANENT
CC3(d)		Agendas	Hard	City Hall – Clerk Office	Gov. Code 34090 Dept. Policy		CURRENT+ 5 years
CC3(e)			Electronic	City Website	Dept. policy	3 years current on web	as Technology allows
CC3(f)			Electronic	WebEx 1959-	Dept. policy		PERMANENT
CC3(g)		Recordings	Electronic videotapes + webcast	City Clerk storage & on City Server	Municipal Code I-310-2.130(b)		PERMANENT or as current tech allows
CC4(a)	APPEALS	Planning Commission Decisions	Hard	City Hall - City Clerk	Gov. Code 34090	See City Council Minutes	CLOSED + 2 years
CC4(b)		Administrative Hearings and Decisions	Hard	City Hall – Clerk Office	Gov. Code 34090	e.g. parking citation hearing	CURRENT + 2 years
CC5	CITIZEN COMMUNICATIONS	to City Clerk – letters/email, signatures/ petition from residents	Hard	City Hall – Clerk Office	Gov. Code 34090		CURRENT + 2 years
CC6(a)	CITY COUNCIL / RDA AGENDA PACKETS	May include Financing Authority, Economic Development Corp., Housing Authority	Hard	City Hall – Clerk Office	Gov. Code 34090		CURRENT + 2 years
CC6(b)		Agenda packet attachments	Electronic	City Server	Gov. Code 34090		as Technology allows
CC7(a)	REDEVELOPMENT AGENCY	RDA Plan and Amendments	Hard	City Hall – Clerk Office	Gov. Code 34090	See ordinances	PERMANENT

DEPARTMENT: CITY CLERK

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

CC7(b)	RDA, cont'd		Electronic	City Website	Gov. Code 34090		PERMANENT
CC7(c)		RDA Annual Reports	Hard	City Hall – Clerk Office	Dept. Policy		CURRENT + 10 years
CC8(a)	ORDINANCES	Originals	Hard	City Hall – Clerk Office	Gov. Code 34090(d), 40806		PERMANENT
CC8(b)			Electronic	City Website, WebEx, City Server	Gov. Code 34090(d), 40806		PERMANENT
CC9(a)	RESOLUTIONS	City Council, Redevelopment Agency, Public Finance Authority	Hard	City Hall – Clerk Office	Gov. Code 34090(d), 40801		PERMANENT
CC9(b)			Electronic	City Website WebEx, City Clerk Drive	Dept. policy		PERMANENT
CC10	BONDS	Official statements, Certificates of Participation	Hard	City Hall – Clerk Office	Gov. Code 43900	Cancelled, Redemption or Maturity	CLOSED + 10 years
CC11(a)	COMMISSIONS	Applications – pending or not appointed	Hard	City Hall – Clerk Office	Dept. Policy & City Council Handbook		CURRENT + 1 year
CC11(b)		Applications – appointed	Hard	City Hall – Clerk Office	Gov. Codes 34090, 40801	If < 2 yrs service, retain TERM + 2	TERMINATE
CC11(c)		Agendas	Hard	City Hall – Clerk Office	Gov. Code 34090		CURRENT + 2 years
CC11(d)		Agendas	Electronic	City Website, WebEx	Gov. Code 34090		CURRENT + 2 years
CC11(e)		Minutes	Hard	City Hall – Clerk Office	Gov. Code 34090(d) & 40801		PERMANENT
CC11(f)		Minutes	Electronic	City Website, WebEx	Gov. Code 34090 Dept. Policy		PERMANENT
CC11(g)		Bylaws	Hard	City Clerk office file	Gov. Code 34090 Dept. Policy		SUPERSEDE
CC11(h)		Bylaws	Electronic	City Server, City website	Gov. Code 34090 Dept. Policy		SUPERSEDE
CC11(i)		Recordings	Hard (tapes)	Audiocassette tapes - in dept.	Muni Code I-310-2.130(b)	Comm. staff liaison	PERMANENT

DEPARTMENT: CITY CLERK

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

CC11(j)	COMMISSIONS, cont'd	Recordings	Electronic (digital)	City Server	Muni Code I-310-2.130(b)	Comm. staff liaison	PERMANENT
CC11(k)		Attendance Reports	Hard	City Hall – Clerk Office	Gov. Code 34090		CURRENT + 2 years
CC11(l)			Electronic	City Clerk Drive	Gov. Code 34090		CURRENT + 2 years
CC11(m)		Annual Local Appointments List	Hard	City Hall – Clerk Office	Gov. Code 54972	Posted in City Clerk's office	SUPERSEDE
CC11(n)			Electronic	City website	Gov. Code 54972		SUPERSEDE
CC12(a)	CITY COUNCIL SUBCOMMITTEES	Agendas	Hard	City Hall – Clerk Office	Gov. Code 34090		CURRENT + 2 years
CC12(b)			Electronic	City Website, WebEx	Gov. Code 34090		2 YEARS or as technology allow
CC12(c)	INCLUDES AD HOC TASK FORCES	Minutes	Hard	City Hall – Clerk Office	Gov. Code 34090, 34090.5		CURRENT + 2 years
CC12(d)			Electronic	City Website, WebEx	Gov. Code 34090		PERMANENT
CC12(e)		Recordings	Electronic audio & digital files	City server – digital; audio tapes – in depts.	Municipal Code I-310-2.130(b)		PERMANENT or as current tech. allows
CC13(a)	CITY COUNCIL HANDBOOK		Hard	City Hall – Clerk Office	Gov. Code 34090	Reference copy	SUPERSEDE
CC13(b)			Electronic	City Clerk Drive	Dept Policy	Official copy at City Attorney's	SUPERSEDE
CC14	DIRECTORY OF LOCAL OFFICIALS	Roster of Council and commissioners	Electronic	City Shared Drive	Gov. Code 34090	City Clerk maintains list	SUPERSEDE
CC15	FINAL PUBLISHED BUDGET	Annual book	Hard	City Hall – Clerk Office	Dept. Policy	Reference only, official in Finance	CURRENT + 10 years
CC16	JOINT POWERS AUTHORITY	Santa Clara County Library, utilities, etc.	Hard	City Hall – Clerk Office	Civil Code of Procedure 337.1, 337.2, 338, 343	Original doc + amendments	TERMINATE + 4 years
CC17(a)	INSURANCE CERTIFICATES	Related to contracts and agreements	Hard	City Hall – Clerk Office	Follow same retention as related contract	Filed with original contract	Same as contract
CC17(b)		Misc. Certificates + Endorsements	Hard	City Hall – Clerk Office	Dept. Policy		TERMINATE + 3 years
CC18(a)	ELECTIONS	County Sample Ballot Pamphlets	Hard	City Hall – Clerk Office	Dept. Policy	Historical copies available	CURRENT + 2 years
CC18(b)		Candidate Intention Form	Hard	City Hall – Clerk Office	FPPC Direction	Form 501	CURRENT + 5 years

DEPARTMENT: CITY CLERK

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

CC18(c)		Certified Election Results	Hard	City Hall – Clerk Office	Gov. Codes 34090(d), 40801	Adopted by Resolution	PERMANENT
CC18(d)		Petition signatures for: voter initiatives, referendum, recall	Hard	City Hall – Clerk Office	Elections Code 17200, 17400		8 months after filing
CC19(a)	ELECTED OFFICIALS	Nomination Papers elected and non-elected	Hard	City Hall – Clerk Office	Elections Code 17100, Gov. Code 81009		TERM of OFFICE + 4 years
CC19(b)		Original Candidate Statement (if filed)	Hard	City Hall – Clerk Office	Gov. Code 81009		CURRENT + 4 years
CC19(c)		City Required Election Forms: e.g. Signs Form, Fair Campaign Practices Code	Hard	City Hall – Clerk Office	Dept. Policy		TERM OF OFFICE
CC19(d)		Oaths of Office	Hard	City Hall – Clerk Office	Gov. Code 36507, and 34090; 29 USC 1113		TERMINATE + 6 years
CC20(a)	CAMPAIGN FINANCE DOCUMENTS	Candidate Committee Campaign Statements – Elected	Hard	City Hall – Clerk Office	Gov. Code 81009(c)	FPPC 400 Series	PERMANENT
CC20(b)		Candidate Committee Campaign Statements (not elected)	Hard	City Hall – Clerk Office	Gov. Code 81009(b)	FPPC 400 Series	CURRENT + 5 years
CC20(c)		Campaign Statements - PACs & General Committees	Hard	City Hall – Clerk Office	Gov. Code 81009(b)	FPPC 400 Series	CURRENT + 7 years
CC20(d)		Copies - Candidate Campaign statements for other office	Hard	City Hall – Clerk Office	Gov. Code 81009(f)	Copy filed with City Clerk	CURRENT + 4 years
CC20(e)		All Committee Campaign Forms	Electronic or Hard	Website and WebEx	Gov. Code 81009(c) and 81009(e)	Non-elected 460s: remove from web post-election	CURRENT + 7 years
CC21(a)	CONFLICT OF INTEREST – FORM 700	Copy of Elected Officials	Hard	City Hall – Clerk Office	Gov. Code 81009 (d)	State FPPC retains original	CURRENT + 7 years
CC21(b)			Electronic	City Website – WebEx	Gov. Code 81009(g)	From 2006 -	CURRENT + 7 years
CC21(c)		Candidates (not elected)	Hard	City Hall – Clerk Office	Gov. Code 81009(b)		ELECTION + 5 years
CC21(d)			Electronic	City Website	Gov. Code 81009(g)	remove post-election	CURRENT

DEPARTMENT: CITY CLERK

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

CC21(e)		Designated Employees and Consultants	Hard	City Hall – Clerk Office	Gov. Code 81009(e)	Resolution No. 7782 defines filers	CURRENT + 7 years
CC21(f)		Designated Commissioners	Hard	City Hall – Clerk Office	Gov. Code 81009(e)	Resolution No. 7782 identifies Commissions	CURRENT + 7 years
CC21(g)		Copy of City Manager, City Attorney, Finance Director, Planning Commissioners	Hard	City Hall – Clerk Office	Gov. Code 81009(f) [Gov. Code §87200 defines filers]	State FPPC retains originals	CURRENT + 4 years
CC21(h)			Electronic	City Website - WebEx	Muni. Code I-310-3.210(b)		CURRENT + 7 years
CC22(a)	FPPC FORMS 801, 802, 803	Related to Gifts, tickets, payments	Hard	City Hall – Clerk Office	Calif. Code of Regulations 18944.2(C)3 G		CURRENT + 7 years
CC22(b)			Electronic	City Website	Calif. Code of Regulations 18944.2(C)3 G		CURRENT + 4 years
CC23(a)	RECORDS MANAGEMENT	Records Retention Schedule	Hard	City Hall – Clerk Office	Civil Code of Procedure 343 Muni. Code I-310-3.130		SUPERSEDE
CC23(b)			Electronic	City Website	Muni. Code I-310-3.130		SUPERSEDE
CC23(c)		Record Destruction Approval Form – completed	Hard	City Hall – Clerk Office	Gov. Code 34090 City Attorney direction	Lists final disposition of records	PERMANENT
CC23(d)		Boxed Historical Materials	Hard	Clerk Office	Dept. Policy	e.g. photos, plaques, books	PERMANENT
CC24(a)	CONTRACTS AND AGREEMENTS	CIP/Construction Contracts (Council and RDA)	Hard	City Hall – Clerk Office	Civil Code of Procedure 337, 337.1(a), 337.15	Gov. Code 34090	CLOSED + 10 years
CC24(b)		Franchise Agreements	Hard	City Hall – Clerk Office	Gov. Code 34090	Utilities	PERMANENT
CC24(c)		Goods, service and maintenance	Hard	City Hall – Clerk Office	Civil Code of Procedure 337		TERMINATE + 3 years
CC24(d)		Employees – City Manager and City Attorney	Hard	City Hall – Clerk Office	Civil Code of Procedure 337	Includes contract temp. employees	TERMINATE+ 3 years
CC25	CAPITAL IMPROVEMENT PROGRAM – 5 YEAR	Program and Plan Book	Hard	City Hall – Clerk Office	Dept. Policy	Official copy with City Eng'r	CURRENT + 5 years

DEPARTMENT: CITY CLERK

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

CC26	GENERAL PLAN [General Plan in Plan Dept]	Amendments and Elements	Hard	City Hall – Clerk Office	Gov. Code 34090	Adopted by Council Reso	PERMANENT
CC27	BINGO PERMITS	Original permit and renewals	Hard	City Hall – Clerk Office	Gov. Code 34090		CURRENT + 2 years
CC28(a)	REAL PROPERTY	Lot line adjustment grants, easements, deeds, annexations abandonments, vacations	Hard	City Hall – Clerk Office	Gov. Code 34090	Original at County Recorder	PERMANENT
CC28(b)		Subordination Agreements, Escrow Papers Restriction agreements Promissory Notes	Hard	City Hall – Clerk Office	Gov. Code 34090		PERMANENT
CC29	PROOFS OF PUBLICATION	legal ads published in local newspaper: Public Hearing Notices, Notice of Election, Ordinance	Hard	City Hall – Clerk Office	Gov. Code 34090; 911.2 Civil Code of Procedure 343, 349		CURRENT + 4 years
CC30	CALIFORNIA CONSTITUTION ARTICLES/RECORDS	Proposition 218 Protests	Hard	City Hall – Clerk Office	Gov. Code 34090		CURRENT + 2 years
CC31(a)	ADMINISTRATION	Standard Operating Procedures	Hard	City Hall – Clerk Office	Gov. Code 34090		SUPERSEDE + 2 years
CC31(b)		SOPs	Electronic	City server Y:	City Policy		SUPERSEDE
CC31(c)		Brochures, Books or other Historical Information	Hard	City Hall – Clerk Office	Dept. Policy	City Clerk determines historical significance	PERMANENT
CC31(d)		City Manager Dept. Activity Reports	Hard	City Hall – Clerk Office	Gov. Code 34090	Reference copy for public	CURRENT + 2 years
CC31(e)		" "	Electronic	City Hall – Clerk Office	Dept. Policy	From May 2009 -	CURRENT + 2 years
CC31(f)		City Manager Weekly Info memo	Hard	City Hall – Clerk Office	Muni Code I-310-3.110 a 2	Reference copy for public	CURRENT + 2 years
CC32(a)	PASSPORT ACCEPTANCE PROGRAM	Transmittals and Daily Revenue log	Hard	City Hall – Clerk Office	Per direction of US State Dept. Passport Agency		CURRENT + 2 years
CC32(b)		Passport Agents Reference Guide	Hard or electronic	City Hall – Clerk Office	" "		SUPERSEDE
CC32(c)		New blank Applications & other Forms	Hard	City Hall – Clerk Office	" "	DS-11, DS-82 and more	SUPERSEDE
CC33	PUBLIC RECORDS ACT	Requests and responses	Hard or Electronic	City Hall – Clerk Office	Gov. Code 34090		CURRENT + 2 years

DEPARTMENT: CITY ATTORNEY

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

Number	RECORD CATEGORY	Record Description	Format	Location	Code (law) Citation	Comments	Retention
CA1(a)	ADMINISTRATIVE	Correspondence files	Hard	City Hall	Gov. Code 34090(d)	Correspondence originated by CAO	CURRENT + 2 years
CA1(b)		Internal City Attorney Department reports + reports to Council	Hard Electronic	City Hall City server	Gov. Code 34090(d)	May be confidential	CURRENT + 2 years
CA2	AGREEMENTS/ CONTRACTS-GENERAL	Background info, research, review, negotiations, correspondence	Hard Electronic	City Hall City server	Civil Code of Procedures 337, 337.15	Original agreements filed with City Clerk	TERMINATE + 10 years
CA3	ATTORNEYS-CONTRACTED	Originals/copies of non-council agreements; background information; general correspondence; fee schedules	Hard Electronic	City Hall City server	Civil Code of Procedures 337, 337.15		TERMINATE + 10 years
CA4	BACKGROUND - BALLOTS / ELECTION MATERIALS	Background info/ research, correspondence re: ballot initiatives, measures, propositions and/or elections	Hard	City Hall	Dept. Policy		PERMANENT
CA5	CITY COUNCIL HANDBOOK	City Council policy and procedures guide	Hard Electronic	City Hall City server	Dept. Policy		SUPERSEDE
CA6(a)	CITY COUNCIL MEETINGS-CLOSED SESSIONS	Minutes	Hard	City Hall	Gov. Code 34090; Muni Code I-310-2.70	Confidential	PERMANENT
CA6(b)		Audio or digital recordings	Electronic	City Hall	Gov. Code 34090.7	Confidential	PERMANENT
CA7	CODE ENFORCEMENT	Code enforcement case files	Hard	City Hall	Gov. Code 34090(a),(b); Health & Safety 19850		CURRENT + 20 years
CA8	COST RECOVERY	Records of costs recovered by CAO	Hard Electronic	City Hall City server	Gov. Code 34090(d)		CURRENT + 7 years
CA9	DEPT. OF INDUSTRIAL RELATIONS (STATE)	Public works complaints, records requests, decisions	Hard	City Hall	Gov. Code 34090(d)		CURRENT + 2 years
CA10	EMERGENCY PROCEDURES	Emergency procedures for CAO	Hard Electronic	City Hall City server, disks	Gov. Code 34090		SUPERSEDE

DEPARTMENT: CITY ATTORNEY

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

CA11	LEGAL OPINIONS / ADVICE	Legal opinions/advice for City departments, City Council, RDA	Hard Electronic	City Hall City server, disk	Gov. Code 34090; Gov. Code 6254	Confidential	CURRENT + 10 years
CA12(a)	LITIGATION	INCOMING SUBPOENAS, in matters which City is non-party; includes documents produced in response, correspondence, objections, rulings	Hard	City Hall	Gov. Code 6254	For this category "closed" means when subpoena fully and finally responded to	CLOSED + 2 years
CA12(b)		ADMINISTRATIVE PROCEEDINGS in non-personnel matters; includes appeals to City. May include notes, correspondence, hearing submissions, evidence, rulings	Hard Electronic	City Hall City server	42 United States Code 1983; Gov. Code 6254	If re: minors-retain for 3 years after minor attains age 18	CLOSED + 7 years
CA12(c)		GENERAL LITIGATION; includes lawsuits, appeal cases, small claims actions, pitches motions, weapons petitions, divorce/wage orders. May include logs, complaints, police reports, court orders, motions, notes, briefs, discovery, settlement agreements, rulings, dismissals	Hard Electronic	City Hall, offsite vendor City server	42 United States Code 1983; Gov. Code 6254	If re: minors-retain for 3 years after minor attains age 18	CLOSED + 10 years
CA12(d)		SIGNIFICANT LITIGATION; includes condemnation/ eminent domain proceedings, purchase of real property cases, other cases which set legal precedent or of other significant importance. May include logs, complaints, police reports, court orders, motions, notes, briefs, discovery, settlement agreements, rulings, dismissals	Hard Electronic	City Hall, offsite vendor City server	Gov. Code 6254		PERMANENT
CA13	ORDINANCE FILES	Background, research correspondence re: adopted ordinances	Hard Electronic	City Hall City server	Dept. Policy; Gov. Code 34090	Clerk retains final adopted ordinances	PERMANENT
CA14(a)	PERSONNEL MATTERS	Complaints, investigations, discipline, administrative hearings	Hard Electronic	City Hall City server	Gov. Code 12946, 34090; 29 Code of Fed. Regulations 1602.31	Confidential	CLOSED + 20 years

DEPARTMENT: CITY ATTORNEY

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

CA14(b)	PERSONNEL, cont'd	Negotiations	Hard	City Hall	29 United States Code 211(c), 203(m), 207(g); Dept. Policy	May be confidential, includes bargaining unit MOU or individual employee contract negotiations	PERMANENT
CA14(c)		Layoffs/ reductions in force	Hard Electronic	City Hall City server	Gov. Code 34090; 29 Code of Fed. Regs 1602.31; Dept. Policy		PERMANENT
CA15	PUBLIC INQUIRIES	Correspondence, research, notes	Hard	City Hall	Gov. Code 34090		CURRENT + 2 years
CA16	PUBLIC RECORDS REQUESTS	Correspondence, research, notes	Hard	City Hall	Gov. Code 34090		CURRENT + 2 years
CA17	RESOLUTION FILES	Background, research, correspondence	Hard	City Hall	Gov. Code 34090; Dept. Policy	Clerk retains final adopted resolutions	PERMANENT
CA18	SUBJECT FILES-GENERAL	Correspondence, research	Hard Electronic	City Hall City server	Gov. Code 34090(d)	Retained until no longer useful	CURRENT + 2 years
CA19(a)	TRAINING	PROVIDED BY CAO: materials for training city officials/staff, may include original signed statements of compliance	Hard	City Hall	Gov. Code 53235.2b	Includes ethics training	CURRENT + 5 years
CA19(b)		" "	Electronic - video	City Hall	Gov. Code 53235.2b	Includes ethics training	CURRENT + 5 years
CA19(c)		RECEIVED BY CAO: conference/seminar info. and handouts; may include related travel/ expense requests and/or approvals	Hard	City Hall	Gov. Code 53235.2b	Includes ethics training	CURRENT + 5 years

DEPARTMENT: BUILDING

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

Number	RECORD CATEGORY	Record Description	Format	Location	Code (law) Citation	Comments	Retention
B1	BUILDING PERMITS DOCUMENTATION	Applications, Structural Calculations, Soil Reports, Title 24, plan check comments, inspection records	Electronic	Web storage (Webex), City Server, Microfilm (off site vendor)	Health & Safety Code 19850 Muni Code II-1-19.02		PERMANENT
B2	BUILDING PLANS	Plans	Electronic	Web storage (Webex), City Server, Microfilm (off site vendor)	Health & Safety Code 19850 Muni Code II-1-19.02		PERMANENT
B3	BUILDING CODE BOOKS	California Codes – Building Code, Mechanical Code, Plumbing Code, etc.	Hard	City Hall – Building	Gov. Code 50022.6 Dept. Policy		CURRENT + 3 years
B4(a)	BUILDING ADDRESSING	Maps, addressing records, correspondence	Hard	City Hall – Building	Health & Safety Code 19850		PERMANENT
B4(b)			Electronic	City Server			
B5	FAITHFUL PERFORMANCE DEPOSIT	Applications, Agreement, Assignment to Financial Institution	Hard	City Hall – Building	Gov. Code 34090	When project is completed	CLOSED + 2 years
B6	CODE ENFORCEMENT	Correspondence, photographic evidence, legal documentation, complaints	Electronic	City Server	Muni Code II-1-26; Dept Policy		PERMANENT
B7	POLICIES	Department construction and permitting policies	Electronic	City website and City Server	Gov. Code 50022.6		SUPERSEDE
B8	CERTIFICATES OF OCCUPANCY	Temporary and Permanent Certificates of Occupancy	Electronic	City Server	Health & Safety Code 19850 Muni Code II-1-19.02		PERMANENT
B9	SUBMITTAL REQUIREMENTS & CONSTRUCTION GUIDELINES		Electronic	City website and City Server	Gov. Code 50022.6		SUPERSEDE
B10	INSPECTION LOGS	Daily inspections	Electronic	City Server	Gov. Code 34090		CURRENT + 2 years

DEPARTMENT: ENGINEERING

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

Number	RECORD CATEGORY	Record Description	Format	Location	Code (law) Citation	Comments	Retention
Administration							
E1	ADMINISTRATIVE RECORDS	Policies & procedures.	Hard & Electronic	Engineering & City Server	Gov. Code 34090		SUPERSEDE
E2	CAPTIAL IMPROVEMENT PROGRAM (CIP)	"Final" Annual 5-year Program Book	Hard & Electronic	Engineering & City Server	Gov. Code 34090, Dept. Policy		PERMANENT
E3	EDUCATION	Training records, seminars & webinars	Hard & Electronic	Engineering & City Server	Gov. Code 34090		CURRENT + 2 years
E4	INTERAGENCY PROGRAMS	Program Plans and correspondence	Hard & Electronic	Engineering & City Server	Gov. Code 34090		CURRENT + 2 years
E5	SPECIAL EVENTS	Emergency events such as earthquakes, flooding & significant emergencies	Hard & Electronic	Engineering & City Server	Gov. Code 34090		CURRENT + 2 years
TRANSPORTATION (TRAFFIC)							
E6	ROADWAY RECORDS	Speed surveys, traffic counts & turning movements	Hard or Electronic	Engineering & City Server	Gov. Code 34090		CURRENT + 2 years
E7	TRAFFIC SIGNALS	Traffic signals & Signage files and data base	Hard or Electronic	Engineering & City Server	Gov. Code 34090		CURRENT + 2 years
E8	STUDIES	Studies – Transportation & traffic studies, traffic calming requests	Hard or Electronic	Engineering & City Server	Gov. Code 34090		CURRENT + 2 years
E9	WORK ORDERS	Work orders issued to Public Works Maintenance	Hard or Electronic	Engineering & City Server	Gov. Code 34090		CURRENT + 2 years
LAND DEVELOPMENT							
E10	ENGINEERING STANDARD DRAWINGS, GUIDELINES AND SPECIFICATIONS	Standard Drawings, Standard Specifications and Guidelines for Public improvements	Hard & Electronic	Engineering & City Server & City webpage	Gov. Code 34090		SUPERSEDE
E11	FEMA FLOOD RECORDS	General info, FEMA flood plain records, Flood Insurance Rate Map (FIRM), Elevation	Hard & Electronic	Engineering & City Server	Gov. Code 34090		CURRENT + 2 years

DEPARTMENT: ENGINEERING

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

		Certification and annual reports					
E12	FRANCHISE AGREEMENTS	With private utilities in public right-of-way	Hard or Electronic	Engineering & City Server	Calif Code of Procedure 337		TERMINATE + 3 years
E13	PUBLIC RIGHT-OF-WAY RECORDS	e.g. maps, easements and legal descriptions	Hard & Electronic	Engineering & City Server	Gov. Code 34090		PERMANENT
E14	PERMIT RECORDS	Encroachment permits records	Hard & Electronic	Engineering & City Server	Gov. Code 34090		CURRENT + 2 years
E15(a)	PRIVATE DEVELOPMENT PROJECT RECORDS	Bonds, Improvement agreements, Project engineering studies and reports, Initial and Final Acceptance records	Hard or Electronic	Engineering & City Server	Gov. Code 34090		CURRENT + 2 years
E15(b)		Project Improvement Plans and mapping	Hard & Electronic	Engineering & City Server	Gov. Code 34090		SUPERSEDE
E16	UTILITY PLAT (SYSTEM) MAPS	Water, storm and sewer plat (system) maps	Hard & Electronic	Engineering & City Server	Gov. Code 34090		SUPERSEDE
E17	SPECIAL DISTRICTS	Lighting & Landscape Maintenance District and Community Facility District records	Hard & Electronic	Engineering & City Server	Gov. Code 34090		PERMANENT
E18	STORM DRAIN	Storm Drain Master Plan	Hard & Electronic	Engineering & City Server	Gov. Code 34090		PERMANENT
DESIGN & CONSTRUCTION							
E19(a)	CAPITAL IMPROVEMENT PROJECT (CIP) FILES	Design and Construction records including Request for Proposal (RFP) for consultants, Design Consultant Agreements, Insurance, administrative files, Cost Estimates, Permits, Outside Agency Approvals, Environmental Approvals, Advertisement & bidding files, construction admin files	Hard & Electronic	Engineering: during construction Off site storage - upon project completion	Gov. Code 34090		CURRENT + 2 years
E19(b)		Post Construction Phase: Notice of Completion, Final Record Drawing Set, Operations & Maintenance Manuals, Final Product Warranty documents	Hard & Electronic	Engineering: during construction, Off site storage: upon project completion	Gov. Code 34090		SUPERSEDE
E20	WATER SYSTEM	Backflow general Info, approve devices, testers, complaints and service calls	Hard & Electronic	Engineering & City Server	Gov. Code 34090		CURRENT + 2 years

DEPARTMENT: ENGINEERING

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

E21	WATER SUPPLY	Master Supply Agreements	Hard or Electronic	Engineering & City Server	Civil Code of Procedures 337.2, 343; B&P 70425		PERMANENT
E22	WATER SYSTEM	Hydrants, flushing + flow, recycle + usage, valve records, pumping stations (all monitoring results)	Hard & Electronic	Engineering & City Server	Gov. Code 34090		CURRENT + 2 years
E23(a)	WATER QUALITY REPORTS	Bacteriological Sampling for Wells & Distribution System	Hard	Engineering	CA Code of Regulations, Title 22, Section 64453		CURRENT + 2 years
E23(b)		General Mineral Sampling for Wells	Hard	Engineering	CA Code of Regulations Title 22, Section 64453		CURRENT + 10 years
E23(c)		General Physical Sampling for Wells & Distribution System (Monthly)	Hard	Engineering	CA Code of Regulations, Title 22, Section 64453		CURRENT + 5 years
E23(d)		Inorganic Chemicals (Asbestos, Nitrate and Nitrite)	Hard	Engineering	CA Code of Regulations, Title 22, Section 64453		CURRENT + 10 years
E23(e)		Lead & Copper: Public Education, Corrosion, State Certification	Hard	Engineering	CA Code of Regulations Title 22, Chp. 17.5; 40 Code of Fed. Regulations 141.91		CURRENT+ 12 years - or 2 compliance cycles, which ever is longer
E23(f)		Meth-tert-butyl ether (MTBE) – Well Monitoring	Hard	Engineering	CA Code of Regulations Title 22, Section 64453		CURRENT + 10 years
E23(g)		Organic Chemicals (Synthetic Organic Chemical & Volatile Organic Chemical)	Hard	Engineering	CA Code of Regulations, Title 22, Section 64453		CURRENT + 10 years
E23(h)		Radioactivity Sampling for Wells	Hard	Engineering	CA Code of Regulations, Title 22, Section 64453		CURRENT + 10 years

DEPARTMENT: ENGINEERING

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

E23(i)	WATER QUALITY REPORTS Cont'd	Trihalomethanes (THM) & Haloacetic Acid (HAA5)	Hard	Engineering	CA Code of Regulations, Title 22, Section 64453		CURRENT + 10 years
E23(j)		Unregulated Chemicals Monitoring Rule (UCMR & UCMR2)	Hard	Engineering	CA Code of Regulations Title 22, Section 64453		CURRENT + 2 years
E23(k)		Water Quality Complaints	Hard & Electronic	Engineering & City Server	CA Code of Regulations Title 22, Section 64453		CURRENT + 5 years
E23(l)		Water Quality Parameter Monitoring (Biweekly)	Hard	Engineering	CA Code of Regulations Title 22, Section 64692, 40 Code of Fed. Regula- tions 141.91		CURRENT + 12 years
E23(m)		Bacteriological	Hard & Electronic	Engineering & City Server	CA Code of Regulations, Title 22, Section 64453		CURRENT + 5 years
E23(n)		Chemical	Hard & Electronic	Engineering & City Server	CA Code of Regulations, Title 22, Section 64453		CURRENT + 10 years
E23(o)		Lead and Copper	Hard & Electronic	Engineering & City Server	CA Code of Regulations, Title 22, Section 64453		CURRENT + 12 years
E23(p)		Treatment plants, sewer rates. Facilities and special billing	Hard & Electronic	Engineering & City Server	Gov. Code 34090		CURRENT + 2 years
E24(a)	WATER REPORTS: OTHER	Consumer Confidence Report	Hard & Electronic	Engineering & City Server	Article 20 22 CA Code of Regulations 64483		CURRENT + 3 years
E24(b)		State Certification	Hard & Electronic	Engineering & City Server	40 Code of Fed. Regulations 141.91	State Compliance Documentation	CURRENT + 12 years
E24(c)		Variances, Water System	Hard & Electronic	Engineering & City Server	40 Code of Fed. Regulations 141.33		CURRENT + 5 years

DEPARTMENT: ENGINEERING

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

E25(a)	SEWER SYSTEM	Sewer System Management Plan	Hard & Electronic	Engineering & City Server	SWRCB ORDER NO. 2006-0003-DWQ	Active document, revised every 5 years	PERMANENT
E25(b)	SEWER SYSTEM	Emission data, studies, surveys, flow monitoring & adjustments, reports and EPA requirements	Electronic	Engineering & City Server	40 Code of Fed. Regulations 141.33	San Jose/ Santa Clara Master Agreement	CURRENT + 10 years
E26	SEWER REPORTS	Treatment plant fees, sewer rates. Facilities and special billing	Hard & Electronic	Engineering & City Server	Gov. Code 34090		CURRENT + 2 years
E27	STORM WATER NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM	Permits, Inspections, Illicit connects, and illegal discharge and Urban Runoff Annual Report	Hard & Electronic	Engineering & City Server	40 Code of Fed. Regulations 122.28, Dept. Policy		CURRENT + 15 years
E28	MASTER PLANS	Sanitary sewer, Urban Water Management Plan, Water Master Plans, & Water Contingency Emergency Plan	Hard & Electronic	Engineering & City Server	Gov. Code 34090		PERMANENT
E29(a)	SOLID WASTE - PROGRAM PLANNING	Regulatory Compliance Reports	Hard & Electronic	Engineering & City Server	Code of Fed. Reg. 14.7		CURRENT + 5 years
E29(b)	SOLID WASTE - SPECIAL PROGRAMS	Solid Water Services, curbside recycling, garbage composting	Hard & Electronic	Engineering & City Server	Gov. Code 34090		CURRENT + 2 years
E29(c)	SOLID WASTE - CUSTOMER SERVICE	Residents and Business communication, resource guide, customer surveys	Hard & Electronic	Engineering & City Server	Gov. Code 34090		CURRENT + 2 years

Number	RECORD CATEGORY	Record Description	Format	Location	Code (law) Citation	Comments	Retention
FISCAL SERVICES							
FN1(a)	REVENUE GENERAL INFORMATION	Receipts, petty cash, Remittance Advice, Payments, Utility Billing, Refunds, Adjustments, Reports, A/R Invoices, write-offs	Hard	Finance Dept	Gov. Code 34090 Civil Code of Proc. 338		FISCAL YEAR + 3 years
FN1(b)			Electronic	Finance Server	Gov. Code 34090 Civil Code of Proc. 338		FISCAL YEAR + 3 years
FN2	APPLICATIONS	Solid Waste Senior Discount, Automatic Payment Service	Hard	Finance Dept	Gov. Code 34090		TERMINATE + 3 years
FN3	TRANSIENT OCCUPANCY TAX (TOT)	Exemptions and Returns	Electronic	Finance Server	Civil Code of Proc. 338		CURRENT + 3 years
FN4	PRIVATE JOBS	Reconciliations, Vendor Invoices, Related Payroll Reports	Hard	Finance Dept	Gov. Code 34090		TERMINATE + 3 years
PAYROLL/BENEFITS							
FN5(a)	EMPLOYEE / RETIREE PAYROLL / BENEFIT RECORDS	Tax Returns, Signed Time Sheets, Adjustments, Reports, Checks, W4s, Retiree Medical Reimbursements, PERS Reports	Hard	Finance Dept	Gov. Code 34090 29 United States Code 436 26 Code of Fed. Reg. 31.6001.1-4 29C Fed. Reg. 516.5, 616.6 Revenue & Tax 19530	Some documents may be confidential	CURRENT + 4 years
FN5(b)			Electronic	Finance Server	Gov. Code 34090 29 United States Code 436 26 Code of Fed. Reg. 31.6001.1-4 29 Code Fed. Reg. 516.5, 616.6 Revenue & Tax 19530		CURRENT + 4 years

DEPARTMENT: FINANCE

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

FN6(a)	EMPLOYEE / RETIREE PAYROLL / BENEFIT RECORDS	Garnishments, Direct Deposit Forms, Deferred Compensation Deduction Forms	Hard	Finance Dept	Gov. Code 34090 29 Code Fed. Reg. 516.2 26 Code Fed. Reg. 31.6001-1 29 Code Fed. Reg. 516.5 20 Code Fed. Reg. 516.6 Labor Code 1174(d)		TERMINATE + 3 years
FN6(b)		" "	Electronic	Finance Server	Gov. Code 34090 29 Code Fed. Reg. 516.2 26 Code Fed. Reg. 31.6001-1 29 Code Fed. Reg. 516.5 20 Code Fed. Reg. 516.6 Labor Code 1174(d)		TERMINATE + 3 years
FN7	CORRESPONDENCE	Inquiries, Audits	Electronic	Finance Server	Gov. Code 34090		CURRENT + 2 years
ACCOUNTS PAYABLE							
FN8(a)	ACCOUNTS PAYABLE RECORDS	W-9, A/P Reports	Hard	Finance Dept	Gov. Code 34090 26 Code Fed Reg. 16001-1	Some documents may be confidential	FISCAL YEAR + 2 years
FN8(b)		" "	Electronic	Finance Server	" "	Some documents may be confidential	FISCAL YEAR + 2 years
FN8(c)	ACCOUNTS PAYABLE RECORDS	1099s, A/P Reports, Vendor Files	Hard	Finance Dept.	Gov. Code 34090, 26 Code Fed. Reg. 31.6001-1(e)2 Rev. & Tax Code 19530 29 Code Fed. Reg. 516.5, 516.6 29 United States Code 436 26 Code Fed. Reg. 31.6001.1-4 26 Code Fed. Reg. 16001-1	Some documents may be confidential	FISCAL YEAR + 5 years
FN8(d)		" "	Electronic	Finance Server	" "	Some documents may be confidential	FISCAL YEAR + 5 years

DEPARTMENT: FINANCE

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

ACCOUNTING							
FN10	FIXED ASSETS –LAND AND BUILDING	Vendor Invoices, Journal Entries, and Escrow Papers	Electronic	Finance Dept	Gov. Code 34090 26 CFR 30165-1(f)		PERMANENT
FN11	FIXED ASSETS - EQUIPMENT	Vendor Invoices and Journal Entries	Electronic	Finance Dept	Gov. Code 34090 26 Code Fed. Reg. 30165-1(f)		TERMINATE + 3 FISCAL YEARS
FN12(a)	ACCOUNTING RECORDS	Cash, Journal Entries, Reconciliations	Hard	Finance Dept	Gov. Code 34090 Civil Code of Proc. 337		FISCAL YEAR + 4 years
FN12(b)		" "	Electronic	Finance Server	Gov. Code 34090 Civil Code of Proc. 337		FISCAL YEAR + 4 years
FN13(a)	LOCAL IMPROVEMENT DISTRICT ("LID")	Bank Statements and Bond Calls	Hard	Finance Dept	Gov. Code 34090		PERMANENT
FN13(b)		" "	Electronic	Finance Server	Gov. Code 34090		PERMANENT
FN14(a)	STATE REPORTING FILES	State Controller's Report, RDA-State Controller's Report and Statement of Indebtedness	Hard	Finance Dept	Gov. Code 34090	Controller may destroy after 5 years	FISCAL YEAR + 3 years
FN14(b)		" "	Electronic	Finance Server	Gov. Code 34090	Controller may destroy after 5 yrs	FISCAL YEAR + 3 years
FN15	IMPACT FEES FUND – RECONCILIATION (AB1600)	Reports	Electronic	Finance Dept	Gov. Code 34090 Civil Code of Proc. 337.15		FISCAL YEAR + 10 years
FN16(a)	GRANTS	Grant Applications and Agreements, Related Vendor & Payroll Records, and Grant Records	Hard	Finance Dept	Gov. Code 34090 Dept. Policy		AUDIT + 3 FISCAL YEARS
FN16(b)		" "	Electronic	Finance Server	Gov. Code 34090 Dept. Policy		AUDIT + 3 FISCAL YEARS

BUSINESS LICENSE							
FN17(a)	BUSINESS LICENSE	Applications, Renewals, Correspondence	Hard	Finance Dept	Gov. Code 34090 Code of Civil Proc. 337		TERMINATE + 4 FISCAL YEARS
FN17(b)		" "	Electronic	Finance Server	Gov. Code 34090 Code of Civil Proc. 337		TERMINATE + 4 FISCAL YEARS
FN17(c)		Reconciliations - Online and Over the Counter	Hard	Finance Dept	Gov. Code 34090		CURRENT + 2 years
FINANCE ADMINISTRATION							
FN18	BOND PROCEEDS REPORTS	Arbitrage and Disclosure Reports	Hard	Finance Dept	Gov. Code 34090 Dept. Policy		LIFE of the Bond + 3 years
FN19	BOND DOCUMENT (BLACK BINDERS)	Debt financing documents	Hard	Finance Dept	Gov. Code 34090 Gov. Code 43900 et seq. Gov. Code 53921		LIFE of the Bond + 10 years
FN20(a)	BONDS: INVESTMENTS	Bank Statements, Investment Forms and Reports	Hard	Finance Dept	Gov. Code 34090 Dept. Policy		LIFE + 3 years
FN20(b)		" "	Electronic	Finance Server	Gov. Code 34090 Dept. Policy		LIFE + 3 years
FN21(a)	INVESTMENTS	Files	Hard	Finance Dept	Gov. Code 34090 Code of Civil Proc. 337.5		MATURITY + 3 years
FN21(b)		" "	Electronic	Finance Server	Gov. Code 34090 Code of Civil Proc. 337.5		MATURITY + 3 years
FN21(c)		Statements	Hard	Finance Dept	Gov. Code 34090 Dept. Policy		CURRENT + 4 years
FN21(d)		" "	Electronic	Finance Server	Gov. Code 34090 Dept. Policy		CURRENT + 4 years

DEPARTMENT: FINANCE

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

FN21(e)		Cash Flow	Hard	Finance Dept	Gov. Code 34090		CURRENT + 2 years
FN21(f)		" "	Electronic	Finance Server	Gov. Code 34090		CURRENT + 2 years
FN22	STAR REPORT	Sales Tax information	Hard	Finance Dept	Gov. Code 34090 Civil Code of Proc 337 et seq.		CURRENT + 3 years
FN23	TORT CLAIMS	Claim Forms	Hard	Finance Dept	Gov. Code 34090 Dept. Policy		CLOSED + 7 years
FN24	PUBLISHED BUDGET AND CAFR		Hard	Finance Dept	Gov. Code 34090 Dept. Policy	Public copy at City Clerk office	PERMANENT
FN25(a)	BUDGET WORKSHEETS	and Supporting Documentation	Hard	Finance Dept	Gov. Code 34090		CURRENT + 2 years
FN25(b)	" "		Electronic	Finance Server	Gov. Code 34090		CURRENT + 2 years
PURCHASING							
FN26(a)	PURCHASE ORDERS AND REQUISITIONS	Purchase Orders, Awarded Bids & Support Documentation, Info Requests, Qualifications	Hard	Finance Dept	Gov. Codes 34090 + 25105-1; Civil Code of Proc. 337		FISCAL YEAR + 5 years
FN26(b)		" "	Electronic	Finance Server	Gov. Code 34090 + 25105-1; Civil Code of Proc. 337		FISCAL YEAR + 5 years
FN27(a)	PURCHASING	Purchase Order approval Registers & Data Entry Scripts, bids not awarded, Surplus Property	Hard	Finance Dept	Gov. Codes 34090 + 25105-1; Civil Code of Proc. 337		FISCAL YEAR + 4 years
FN27(b)		" "	Electronic	Finance Server	Gov. Codes 34090 + 25105-1; Civil Code of Proc. 337		FISCAL YEAR + 4 years
FN28	VENDOR REGISTRATION	Vendors contact information + NIGP code classifications	Electronic	Finance Dept	Gov. Code 34090		PERMANENT
FN29	CAL-CARD FILES	Applications, signed agreement copies, account set up documents	Hard	Finance Dept	Civil Code of Proc. 337		PERMANENT
FN30	SURPLUS PROPERTY	Destruction Records	Hard	Finance Dept	Gov. Code 34090 Civil Code of Proc. 337		FISCAL YEAR + 4 years

DEPARTMENT: FIRE

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

Number	RECORD CATEGORY	Record Description	Format	Location	Code (law) Citation	Comments	Retention
FD1(a)	INCIDENTS	Incident & Supplemental Reports	Electronic	City Server	Gov. Code 34090 Dept. Policy		PERMANENT
FD1(b)		Supervisor's Report of Incident	Hard	Fire Administration	Gov. Code 34090		CURRENT + 2 years
FD2	CITIZEN SERVICE REQUESTS		Hard	Fire Administration	Gov. Code 34090		CURRENT + 2 years
FD3	POLICIES	Fire Dept. Standard Operating Procedures	Hard/ Electronic	Fire Administration / City Server	Gov. Code 34090		SUPERSEDE + 2 years
FD4	DISABLED PERSONS REGISTRATION	Information sheets and waivers for persons with disabilities	Hard	Fire Administration	Gov. Code 34090 Dept. Policy	Addresses noted in dispatch log and fire station map books	PERMANENT TERMINATED, if person deceased
FD5	STAFFING	Daily Rosters	Electronic	City Server	Gov. Code 34090 Dept. Policy		PERMANENT
FD6	BUSINESS ACTIVITY FILE - By address	Haz Mat Business Plans, Hazardous Material Permit, General Information, Buildings & Grounds, Life Safety, Underground Tanks, High Piled Storage, Urban Runoff	Electronic	City Server	Gov. Code 34090; Health & Safety 19850	Retain plans for the life of the building	PERMANENT
FD7	BUILDING & PROJECT PLANS	Hazardous Materials Process, Sprinklers, Fire alarms, Life Safety	Electronic	City Server	Gov. Code 34090(d); Health & Safety 19850	Retain plans for the life of the building	PERMANENT
FD8	SUBJECT FILES	Regulations & Correspondence	Hard	Fire Prevention	Gov. Code 34090		CURRENT + 2 years
FD9	WEED ABATEMENT	Regulations & Correspondence	Hard	Fire Prevention	Gov. Code 34090		CURRENT + 2 years
FD10	EMERGENCY MANAGEMENT & OPERATIONS PLANS	City Emergency Plan, Area Plan	Hard & Electronic	Fire Administration & City Server	Gov. Code 34090		SUPERSEDE + 2 years

DEPARTMENT: FIRE

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

FD11	FIRE CODE	Codes	Hard	Fire Prevention	Gov. Code 34090.7; Code of Civil Procedure 340.5		SUPERSEDE + 3 years
FD12	INSPECTIONS, FIRE PREVENTION	Construction inspections	Hard	Fire Prevention	Uniform Fire Code 103.34		CURRENT + 3 years
FD13(a)	INVESTIGATIONS, EVIDENCE - ARSON	Support prosecution resulting in homicide	Hard	Police Department	Penal Code 799		PERMANENT
FD13(b)	" "	Great bodily harm, inhabited structure or property	Hard	Police Department	Penal Code 800		CURRENT + 6 years
FD13(c)	" "	Structure	Hard	Police Department	Penal Code 801; Uniform Fire Code 104.32		CURRENT + 3 years
FD14	TRAINING RECORDS	Employees' training file	Hard	Fire Administration	Gov. Code 34090		TERMINATE + 2 years

DEPARTMENT: HUMAN RESOURCES

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

Number	RECORD CATEGORY	Record Description	Format	Location	Code (law) Citation	Comments	Retention
HR1(a)	RECRUITMENT	Master files, original signed job descriptions, history and correspondence, classification studies & backup, original eligibility lists	Hard	City Hall	Labor Code 1197.5(d)	Copies of signed job specs (at front desk)	PERMANENT
HR1(b)		" "	Electronic	City server, City Website			PERMANENT
HR1(c)		Non-hired applications, resumes, testing/ qualification info., advertisements & correspondence, original board binder material, recruitment/ eligibility back up documentation	Hard	City Hall	49 United States Code 2000e-8 & 2000c-12; Code of Fed. Reg. 1602.12 & 1602.14; Gov. Code 12946 & 5250	Confidential	CURRENT + 2 years
HR2(a)	PERSONNEL FILES	All items in personnel file including (not limited to) promotions, salary, personnel action forms, performance appraisals, new hire paperwork, discipline (non-elevated), investigations, tuition reimbursement, certifications, licenses, degrees, training records	Hard	City Hall	29 Code of Fed Reg. 1627.3, Labor Relations 1174; Labor Code 1197.5(d); Gov. Code 12946&6254b		TERMINATE + 3 years
HR2(b)		Form I-9 Employment Eligibility/ Verification	Hard	City Hall	RICA recommends 1 year from termination or 3 years from hiring, whichever is later. EEOC/FLSA/ADEA requires 3 years.	Non-citizens must recertify periodically	TERMINATE + 3 years
HR3	BENEFIT FILES	All items in benefit file including (not limited to) benefits, beneficiaries, enrolment forms, hours worked, non-W/C medical records	Hard	City Hall	29 Code of Fed. Reg. 1627.3, Labor Relations 1174, Labor Code 1197.5(d), Gov Code 12946	Gov Code 6254 b	TERMINATE + 3 years

DEPARTMENT: HUMAN RESOURCES

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

HR4	WORKERS COMPENSATION FILES	All items in file including (not limited to) medical records, evaluations and correspondence	Hard	City Hall	Labor Code 6410	Confidential Gov. Code 6254 (ad)	CURRENT + 5 years
HR5	INVESTIGATIONS	Discipline Grievances Informal complaints	Hard	City Hall	Gov. Code 12946, 34090 State requires 2 years after action is taken	State + Federal laws require retention until final disposition of complaint; Confidential	TERMINATE + 3 years
HR6(a)	TRAINING	Attendee roster, list of courses offered	Hard	City Hall	Dept Policy, Gov. Code 34090; Gov. Code 6250, et seq.	Kept for statistical information	CURRENT + 2 years
HR6(b)		Internal Workbooks, Videos, Booklets & Pamphlets	Hard	City Hall	Dept Policy, Gov. Code 34090; Gov. Code 6250, et seq.		SUPERSEDE
HR7	PAYROLL	Processing info., correspondence, memos	Hard	City Hall	Dept Policy, 29 Code of Fed. Reg. 1627.3;		CURRENT + 4 years
HR8	BENEFIT PLAN DOCUMENTS	Plans, Brochures, Booklets & forms	Hard	City Hall	29 Code of Fed. Reg. 1627.3		CURRENT + 3 years
HR9	LABOR RELATIONS	Compensation data, Negotiation notes, Correspondence, Reports	Hard	City Hall	Dept Policy; 29 Code of Fed. Reg. 516.6; 29 Code of Fed. Reg. 1602.14		PERMANENT
HR10(a)	UNEMPLOYMENT	Unemployment Insurance Claims and documents	Hard	City Hall	Gov. Code 34090		CURRENT + 2 years
HR10(b)		DMV Pull Notices/ Printouts, DMV medical documentation	Hard	City Hall	Gov. Code 34090	Confidential	SUPERSEDE
HR10(c)		" "	Electronic	Dept Server	Gov. Code 34090	Confidential	SUPERSEDE
HR11(a)	DEPARTMENT OF TRANSPORTATION TESTS	Negative drug tests, alcohol test < 0.02	Hard	City Hall	49 Code Fed. Reg. part 382.401	Confidential	CURRENT + 1 year
HR11(b)		Records related to the alcohol and drug collection process	Hard	City Hall	49 Code Fed. Reg. part 382.401		CURRENT + 1 year

DEPARTMENT: HUMAN RESOURCES

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

HR11(c)	DEPT OF TRANSP.	Previous employer records	Hard	City Hall	49 Code Fed. Reg. part 382.401	Confidential	CURRENT + 2 years
HR11(d)		Annual Management Info. System reports, evaluations & referrals to Substance Abuse Professionals, follow-up tests / schedules, refusals to test, alcohol test 0.02 or greater, positive drug results, Evidential Breath Test calibration documentation	Hard	City Hall	49 Code Fed. Reg. part 382.401	Confidential	CURRENT + 4 years
HR11(e)		Education / training records	Hard	City Hall	49 Code Fed. Reg. part 382.401		TERMINATE or ceasing to perform functions + 2 years
HR12	CONTRACTS	Vendor and consultant contracts; invoices; correspondence	Hard	City Hall	Civil Code of Proc. 337.2, 343; Dept Policy		TERMINATE+ 3 years
HR13	MEDICAL LEAVE	Family Medical Leave Act, certifications, tests	Hard	City Hall	OSHA Standards Code of Fed. Reg. 1602.30; 1602.32		CURRENT + 3 years
HR14	REPORTS	DE 34 Report of New Employees, verification of employment	Hard	City Hall	Dept Policy		CURRENT + 3 years
HR15	RETIREE FILES	All items in file including (not limited to) retirement options, benefit elections and correspondence	Hard	City Hall	Dept Policy		CURRENT + 3 years
HR16	EMPLOYMENT DATA	All items in file including (not limited to) verification of employment and correspondence	Hard	City Hall	Dept Policy		CURRENT + 3 years

DEPARTMENT: INFORMATION SERVICES

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

Number	RECORD CATEGORY	Record Description	Format	Location	Code (law) Citation	Comments	Retention
IS1	DEPT. CORRESPONDENCE	Letters, Memos, Reports or other written material	Hard / Electronic	Information Systems	Gov .Code 34090		CURRENT + 2 years
	Public Records Requests		Hard / Electronic	Information Systems	Gov. Code 34090		CURRENT + 2 years
IS2	INVENTORY, INFORMATION SYSTEMS	Hardware/ software inventory logs; system manuals	Electronic	Information Systems	Gov .Code 34090		SUPERSEDE + 2 years
IS3	SOFTWARE LICENSES	Media or hard copy license certificates	Hard / Electronic	Information Services	Gov. Code 34090	hardcopy or electronic license	TERMINATE + 2 years
IS4	E-MAIL – GENERAL EMPLOYEES	Electronic e-mail messages	Electronic	Information Services – server	Standard Oper. Procedure 9-02: Computer, e-mail/ internet Usage		60 Days
IS5	E-MAIL – ELECTED OFFICIALS AND CITY MANAGER	Electronic e-mail messages	Electronic	Information Services – server	Milpitas Muni Code I-310-3.180	May be offline electronic media	CURRENT + 5 years
IS6	OPERATIONAL PROCEDURES	Internal operating instructions and procedures	Electronic	Information Services	Dept. Policy Gov. Code 34090		CURRENT + 2 years
IS7	GENERAL SYSTEM BACK-UP	Disaster Recovery Copy of current business applications and data	Electronic	Information Services City Hall	Gov. Code 34090; Dept. Policy		CURRENT + 6 months
IS8	SECURITY SYSTEM LOGS	Record of Card Key access	Electronic	Information Services	Dept. Policy		CURRENT + 1 year
IS9	SECURITY VIDEO	Security camera video recordings	Electronic	Information Services	Dept. Policy	Saved until overwritten	SUPERSEDE
IS10	NETWORK INFORMATION SYSTEMS (LAN/WAN)	Configuration maps & plans	Hard	Information Services	Code of Civil Procedure 343		CURRENT + 4 years

DEPARTMENT: PARKS & RECREATION

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

Number	RECORD CATEGORY	Record Description	Format	Location	Code (law) Citation	Comments	Retention
PR1(a)	LIABILITY WAIVERS	General Class Registration	Hard	Community Center and Senior Center	Gov. Code 34090		CURRENT + 2 years
PR1(b)		Fitness Pass Membership MSC Drop-in, Adult Sports Drop-in	Hard	Sports Center	Gov. Code 34090		CURRENT + 2 years
PR1(c)		Teen Center Membership	Hard	Teen Center	Gov. Code 34090		CURRENT + 2 years
PR1(d)		Senior Center Membership	Hard	Senior Center	Gov. Code 34090		CURRENT + 2 years
PR2(a)	FACILITY RENTALS	Applications, Room Diagrams, Cancellation Forms	Hard	Respective public facility	Gov. Code 34090	Duplicate schedule and store off-site	CURRENT + 2 years
PR2(b)		Schedules	Electronic	City's Server – RecWare Safari	Gov. Code 34090		CURRENT + 2 years
PR3	ADULT SPORTS	Contracts, Rosters, and Schedules	Hard	Sports Center	Gov. Code 34090	Duplicate schedule and store off-site	CURRENT + 2 years
PR4(a)	MARKETING	Photos and Slides	Hard	Respective Public Facility	Dept. Policy	May be donated to Milpitas Historical Society	PERMANENT
PR4(b)		Activity Guides, Senior Center Newsletter/ City Calendars	Hard	Respective public facility	Dept. Policy		PERMANENT
PR4(c)		Marketing cam-paign, Gift Catalog & Sponsorship	Hard	Senior Center	Dept. Policy		CURRENT + 4 years
PR5(a)	FINANCIALS	Season and Fiscal Year Revenue Reports	Electronic	City Server			CURRENT + 3 years
PR5(b)		Evaluations, Attendance and Mailing Lists	Hard	Respective Public Facility	Gov. Code 34090		CURRENT + 2 years
PR6	CONTRACTS < \$20,000	Program Guidelines, applicants, recipients Sponsors, Classes/ Special Events & working files	Hard	Respective Public Facility	Civil Code of Procedure 337.2		CURRENT + 3 years

DEPARTMENT: PARKS & RECREATION

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

PR7	COUNTY GRANTS PROGRAM	Reservation Lists, Sign-in List, Site Reports, Food Temperature Logs, Money Count Sheets & Invoices	Hard	Senior Center	Gov. Code 34090		CLOSED+ 2 years
PR8(a)	SENIOR CENTER NUTRITION PROGRAM	County Health Reports and Site Assessment	Hard	Senior Center	Dept. Policy		CURRENT + 5 years
PR8(b)		1367 Forms (County forms)	Hard	Senior Center	Gov. Code 34090	Duplicate of Santa Clara Co - Confidential	TERMINATE + 2 years
PR9	SENIOR CENTER TRANSPORTATION	Daily List, Inspection Reports, MTC Report, Monthly Nutrition Report	Hard	Senior Center	Gov. Code 34090		CURRENT + 2 years
PR10(a)	VOLUNTEERS	Assignment Records, Investigation Records, Job Descriptions, Personnel Files	Hard	Respective Public Facility	Gov. Code 34090	Investigation Records and Personnel Files Confidential	TERMINATE + 2 years
PR10(b)		Recognition Event Files	Hard	Community & Senior Centers	Dept. Policy		CURRENT + 2 years
PR11	SEASONAL EMPLOYMENT	Seasonal Position Employment Apps	Hard	Respective Public Facility	Gov. Code 12946		TERMINATE + 3 years
PR12	ADMINISTRATION	Correspondence, Policies, Professional Memberships, Event Planning Working Files	Hard	Respective Public Facility	Gov. Code 34090		CURRENT + 2 years
PR13(a)	RAINBOW THEATER	Photo Albums	Hard	Community Center	Dept. Policy		PERMANENT
PR13(b)		Participation and school performance	Hard	Community Center	Dept. Policy		CURRENT + 3 years
PARKS DIVISION							
PR14	PARK MAINTENANCE	Community Garden Plot Holder, Layout	Hard	Community Center	Gov. Code 34090		CURRENT + 2 years
PR15	PARKS / FIELDS / PLAYGROUND FACILITIES	Location, Acreage, Maint. and security	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years
PR16	CERTIFICATES / LICENSES	Class A Drivers License, Qualified Applicators, Backflow, Incentives, assignments	Hard	Public Works	Gov. Code 34090		TERMINATE + 2 years

DEPARTMENT: PARKS & RECREATION

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

PR17	CREWS	Hours, Mowing Schedule, Crew Organization	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years
PR18(a)	PESTICIDES	Safety Precautions, Application Rates, Spray Rig Calibration & Operations, QAC Certification, Chemical in House Training, Chemical Storage Units, Respiratory Safety, Squirrel/Gopher recommendations, Siberian Elm Spraying	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years
PR18(b)		Schedules	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years
PR19	TOOLS	Crib Inventory	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years
PR20	VANDALISM	Graffiti Work Orders	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years
PR21	WATER USE	Security and Athletic Fields, Calibrations	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years
PR22	PARK LIGHTING	Light Check and Maintenance	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years

DEPARTMENT: PLANNING & NEIGHBORHOOD SERVICES

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

Number	RECORD CATEGORY	Record Description	Format	Location	Code (law) Citation	Comments	Retention
PNS1(a)	TENTATIVE MAP FILES	Application, staff report, Notices of Exemption, plans, correspondence	Hard	City Hall	Gov. Code 34090; 34090.7; Health & Safety 19850		CURRENT + 5 years
PNS1(b)		" "	Electronic	Web	Gov. Code 34090.5	Destroy hard copy after recorded or expired	PERMANENT
PNS2(a)	GENERAL PLAN & SPECIFIC PLANS	Bound plans	Hard	City Hall – planning office	Gov. Code 34090		PERMANENT
PNS2(b)		Housing Element	Hard	City Hall – planning office	Gov. Code 34090		SUPERSEDE
PNS3(a)	GENERAL PLAN & SPECIFIC PLAN AMENDMENTS	Application, plans, staff report correspondence	Hard	City Hall – Planning Dept.	Gov. Code 34090		CURRENT + 5 years
PNS3(b)		" "	Electronic	Web	Gov. Code 34090		PERMANENT
PNS4	ZONING MAP	GIS map	Electronic	City server	Gov. Code 34090.7, Health & Safety 19850	Updated using GIS software	PERMANENT
PNS5(a)	ZONING CHANGES	Maps, plans, drawings, exhibits, photos	Hard	City Hall – Planning Dept.	Gov. Code 34090.7, Health & Safety 19850	Ordinances with City Clerk	CURRENT + 5 years
PNS5(b)		" "	Electronic	Web	Gov. Code 34090.7, Health & Safety 19850		PERMANENT
PNS6	AGREEMENTS: DEVELOPMENT, AND DISPOSITION AND DEVELOPMENT	Signed final agreements	Hard	City Clerk’s office	Gov. Code 34090	On shelf in City Clerk’s office	PERMANENT
PNS7(a)	PROJECT FILES	Includes: maps, plans, correspondence, use variances, reports, studies, appeals, compliance certificates Includes historic preservation address files, alcohol permits, redevelopment projects, parking adjustments and agreements, draft and final EIRs, mitigation monitoring, negative declaration, comments, statements of overriding considerations, exemptions	Hard	City Hall – Planning Dept.	Gov. Code 34090(a), 4004; 4003; Health & Safety 19850		CURRENT + 5 years

DEPARTMENT: PLANNING & NEIGHBORHOOD SERVICES

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

PNS7(b)		" "	Electronic	Worldwide web	Gov. Code 34090		PERMANENT
PNS8	REVIEW OF ENVIRONMENTAL IMPACT REPORTS (NOT UNDER CITY'S JURISDICTION)	City review/ comments on projects by other juris., exemptions, EIRs, mitigation monitoring, negative declaration, notices of completion & determination, comments, statements of overriding consideration	Hard	City Hall – Nhrbrhd Services	Gov. Code 34090, Dept. Policy		CURRENT + 5 years
PNS9	RESALE RESTRICTION AGREEMENTS	Agreements, deeds of trust, title insurance, promissory note	Hard	City Hall – Nhrbrhd Services	Gov. Code 34090		PERMANENT
PNS10	HOUSING REHABILITATION CASES	Reports, documents	Hard	City Hall – Nhrbrhd Services	Dept. Policy, 24 Code of Fed Regulations 570.502(b)(3); 24, 85.42		CLOSED + 5 years
PNS11(a)	COMMUNITY DEVELOPMENT BLOCK GRANTS	File documents	Hard	City Hall - Nhrbrhd Services	Dept. Policy		CLOSED + 5 years
PNS11(b)		Grant Agreements	Hard	City Hall – City Clerk's office (copy in Nhrbrhd Services)	Direction from federal Dept of Housing & Urban Development		CLOSED + 5 years
PNS12	CODE ENFORCEMENT	Photos, inspection, drawings, public nuisance, rubbish abatement, citations	Hard	City Hall - Nhrbrhd Services	Gov. Code 34090		CLOSED + 2 years
		Sidewalk/ hazard abatement, animal cases	Hard	City Hall – Nhrbrhd Services	Gov. Code 34090	(not dangerous animal level 3-5)	CLOSED + 2 years
PNS13	ABANDONED VEHICLE ABATEMENT SERVICE AUTHORITY (AVASA)	Report, inspection records	Hard	City Hall - Nhrbrhd Services	Gov. Code 34090 Dept. Policy		CLOSED + 4 years
PNS14	DANGEROUS ANIMAL CASES CLASSIFIED AS LEVEL 3-5	Report, inspection records	Hard	City Hall - Nhrbrhd Services	Gov. Code 34090 Dept. Policy		LIFE of the animal in the City + 2 years
PNS15(a)	ADMINISTRATIVE HEARINGS	Decisions – files	Hard	City Hall - Nhrbrhd Services	Gov. Code 34090; 34090.7		CLOSED + 4 years
PNS15(b)		Decisions	Electronic	City Hall - Nhrbrhd Services	Gov. Code 34090; 34090.7	Digital files or audio tapes	CLOSED + 4 years

DEPARTMENT: PLANNING & NEIGHBORHOOD SERVICES

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

PNS16(a)	PLANNING COMMISSION	Resolutions	Electronic	Web	Gov. Code 34090 (e)		PERMANENT
PNS16(b)			Hard	City Hall – Planning dept.	Gov. Code 34090(a), 4003, 4004	Filed with project files	CURRENT + 5 years
PNS16(c)		Recordings – videotape and webcasts	Electronic	Planning Dept storage, City Server	Muni Code I.310-2.130(b)		PERMANENT
PNS16(d)		Minutes	Hard	City Hall – planning dept	Gov. Code 34090 (d) Gov. Code 40806		PERMANENT
PNS16(e)			Electronic	Online storage	Gov. Code 34090.5		PERMANENT
PNS16(f)		Agendas	Hard	City Hall – Planning Department	Gov, Code 34090 Dept. Policy		CURRENT + 5 years
PNS16(g)			Electronic	City Website	Dept. Policy		as Tech allows
PNS17	COMMISSIONS, COUNCIL SUBCOMMITTEES	Audio recordings (e.g. CAC and LAC)	Electronic	City Hall –	Muni Code I-310-2.130 (b)	Digital files or audio tapes	PERMANENT

Number	RECORD CATEGORY	Record Description	Format	Location	Code (law) Citation	Comments	Retention
PD1	COMMUNICATIONS	Police/Fire radio traffic, + phone lines	Electronic	Voiceprint system	Gov. Code 34090.6	Auto purge by system	CURRENT + 180 days
PD2(a)	TRAFFIC - CITATION	Infractions	Hard	Police	Gov. Code 34090 Dept. Policy	Same req. as court record	CLOSED + 4 years
PD2(b)			Electronic	City Server	Gov. Code 34090 Dept. Policy		PERMANENT
PD2(c)		Misdemeanors	Hard	Police	Gov. Code 34090 Dept. Policy	Same requirement as court record	CLOSED + 6 years
PD2(d)			Electronic	City Server	Gov. Code 34090 Dept. Policy		PERMANENT
PD3(a)	FELONIES	Penal Code 187 – Capital crimes punishable by death or life imprisonment	Hard	Police	No statutory limitation for prosecution, Penal Code 799		PERMANENT
PD3(b)		Penal Code 290, 457.1, 189, and 192	Hard	Police	Crimes resulting in imprisonment of 8 years must begin within 6 years, Penal Code 800		CURRENT+ 5 years
PD3(c)			Electronic	City Server	Dept Policy		65 Years
PD4(a)	FELONIES – ALL OTHERS	Crime report photos (evidence) /crime scene photos and latent print file. Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under Penal Code 800 & 290 and Health & Safety 11850. Destroy juvenile marijuana after age 18	Hard	Police	Dept. Policy - Stat. Of limit. is 2 yrs. Destroy juvenile marijuana after age 18; Health & Safety 11361.5, Gov. Code 34090, Penal Code 802, 187, 800 et seq.	Meets the “3 Strikes” criteria and DOJ requirements	CURRENT+ 4 years
PD4(b)			Electronic	City Server	Dept Policy		65 years
PD5(a)	OTHER CRIMES- Including Local Ordinances	Crime report photos (evidence)/ crime scene photos and latent print file Provided there are no outstanding warrants, unrecovered identifiable	Hard	Police	Dept. Policy; 18; Health & Safety 11361.5, Gov. Code 34090, Penal Code 802, 187, 800et seq.	Penal Code 12021.1, 290	CURRENT + 4 years

DEPARTMENT: POLICE

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

	MISDEMEANORS & INFRACTIONS INCLUDING CASES PC 12021.1	items, criminal deaths, they are not historically significant, and it is not classified under Penal Code 800 & 290 and Health & Safety 11850 Destroy juvenile marijuana after age 18					
PD5(b)			Electronic	City Server	Dept Policy		65 years
PD5(c)		Factually Innocent Petition Accepted Records Sealed Pending Destruction – Except those with outstanding stolen property, including firearms, or lost firearms	Hard	Police	Gov. Code 34090; Penal Code 851.8		Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record
PD5(d)			Electronic	City Server	Gov. Code 34090; Penal Code 851.8		Upon petition, records of agency must be sealed and destroyed per provisions set by court record
PD5(e)		Juvenile Sealed Records	Hard	Police	Welfare & Institution Code § 781(a)		Mandatory destruction upon and pursuant to a Court order
PD5(f)		Juvenile Sealed Records	Electronic	City Server	Welfare & Institution Code § 781(a)		Mandatory destruction upon and pursuant to a Court order
PD5(g)		Misc. – Adult Marijuana – H&S 11357 (b)(c)(d)(e) or H&S 11360(b) (with procedure in H&S 11361.5)	Hard	Police	Gov. Code 68152(e)(8)		CLOSED + 1 year
PD5(h)			Electronic	City Server	Dept Policy		65 years
PD5(i)		Misc. – Juvenile Marijuana – H&S 11357(e) – except those with outstanding stolen property, including firearms, or lost arms	Hard	Police	Health & Safety 11361.5, Gov. Code 68152(e)(8)	Courts and other Agencies shall destroy	Conviction or Arrest (if no conviction) + 2 years

DEPARTMENT: POLICE

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

PD5(j)			Electronic	City Server	Health & Safety 11361.5, Gov. Code 68152(e)(8)	Courts and other Agencies shall destroy	Conviction or Arrest (if no conviction) + 2 years
PD5(k)		Misc. Marijuana 11357(e) – Juvenile on School Grounds at school hours	Hard	Police	Health & Safety 11361.5	Courts and other Agencies shall destroy	Until offender = age 18
PD5(l)			Electronic	City Server	Health & Safety 11361.5	Courts and other Agencies shall destroy	Until offender = age 18
PD5(m)		Firearms entered into CA Law Enforcement Telecommunications System	Hard	Police	Penal Code 11108(b)		CURRENT + 4 years
PD5(n)			Electronic	City Server	Gov. Code 34090.7	unless firearm found or recovered	PERMANENT
PD6(a)	RECORDS	Missing Persons	Hard	Police	Gov. Code 34090, Dept Policy		CURRENT + 4 years
PD6(b)			Electronic	City Server	Dept Policy		65 years
PD6(c)		Stolen Property	Hard	Police	Penal Code Sections 211-213		CURRENT + 4 years
PD6(d)			Electronic	City Server	Dept Policy		65 years
PD6(e)		Incident Reports	Hard	Police	Gov. Code 34090, Dept Policy		CURRENT + 4 years
PD6(f)			Electronic	City Server	Dept Policy		65 years
PD6(g)		Firearms – Registration and Purchase	Hard	Police	Gov. Code 34090		TERMINATE + 2 year
PD6(h)		Restraining / Protective Orders	Hard	Police	Penal Code 13710	Retain records C+ 2 or 90 days from expiration, whichever is greater	CURRENT + 2 years
PD6(i)			Electronic	City Server	Dept. Policy		65 Years
PD6(j)		Logs: Temporary Holding Facility	Hard	Police	Gov. Code 34090		CURRENT+ 2 years
PD6(k)		LiveScan Applications/ Fingerprint Applications	Hard	Police	Gov. Code 34090	Public	CURRENT + 2 years
PD6(l)		RMS Database	Electronic	City Server	Gov Code 34090	Data Fields/ Records = interrelated	65 Years

DEPARTMENT: POLICE

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

PD6(m)	RECORDS, cont'd	Subpoenas (Duces Tecum)	Hard	Police	Gov. Code 34090, Gov. Code 6254	Here "closed" = when subpoena is fully and finally responded to	CLOSED +2 years
PD6(n)			Electronic	City Server	Dept Policy		65 Years
PD6(o)		Sealed Juvenile and Ward Cases (NOT those with outstanding stolen property, including firearms, or lost firearms)	Hard	Police	Gov. Code 34090, Welfare & Institutions 389(a) and 781 (d)		Sealing Date + 5 Years (or Court Order)
PD6(p)			Electronic	City Server			65 Years
PD6(q)		Crime Statistics / Uniform Crime Reports	Electronic	City Server	Gov. Code 34090, 34090.7	aka "UCR"	CURRENT + 1 year
PD6(r)		National Crime Info Center Validation	Hard	Police	Gov. Code 34090		CURRENT + 1 year
PD6(s)		Parking Permits	Hard	Police	Gov. Code 34090		TERMINATE + 1 year
PD6(t)		Public Information Requests	Hard	Police	Gov. Code 34090		CURRENT + 1 year
PD6(u)		Alarm Billing	Electronic	City Server	Gov. Code 34090		CURRENT + 1 year
PD6(v)		Criminal History Logs	Hard	Police	Gov. Code 34090		CURRENT + 1 year
PD6(w)		CA Law Enforcement Telecomm. System Recertification	Hard	Police	Gov. Code 34090		CURRENT + 1 year
PD6(x)		Records Checks, other agencies	Hard	Police	Gov. Code 34090		CURRENT + 1 year
PD6(y)		Dept. of Justice (DOJ) Detention Logs	Hard	Police	Gov. Code 34090		CURRENT + 1 year
PD6(z)		Officer Recordings: Mobile Audio/Video Recordings - not evidence	Electronic	Police	Gov. Code 34090.6 Dept. Policy	Recordings that become evidence are stored with evidence	180 Days
PD7(a)	PROPERTY/EVIDENCE	Guns, Narcotics, Hazardous waste, Metal and Cal Fire Destruction Logs	Electronic	City Server	Gov. Code 34090 Dept Policy		CURRENT + 4 years
PD7(b)		Evidence Database	Electronic	City Server	Gov. Code 34090, Dept Policy		70 Years

DEPARTMENT: POLICE

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

PD8(a)	INVESTIGATION	Assigned Case Log	Electronic	City Server	Gov. Code 34090 et seq. Dept Policy		CURRENT + 4 years
PD8(b)		Field Investigation (FI) Cards	Hard	Police	Gov. Code 34090 et seq.	Preliminary documents	CURRENT + 2 years
PD8(c)		Informant Files	Hard	Police	Gov. Code 34090 et seq. Dept Policy		PERMANENT
PD8(d)		Intelligence Files	Hard	Police	28 CFR23.20(h), Gov. Code 34090	Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years	CURRENT + 4 years
PD8(e)		Pawn Slips	Hard	Police	Business & Professions Code 21628	Originals entered into the State Automated Property System	CURRENT + 3 years
PD8(f)		Secondhand Dealer Permits/Pawn Broker Permits & Licenses	Hard	Police	Gov. Code 34090		CLOSED + 2 years
PD8(g)		Business Permits Regulatory –Technician / Driver etc.	Hard	Police	Gov. Code 34090		CLOSED + 2 years
PD8(h)			Electronic	City Server	Dept Policy		CURRENT + 8 years
PD9(a)	REGISTRATION FILES	Registrants: Arson – Adults	Hard	Police	Penal Code 457.1	Required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to Welfare & Institutions 781; Gov. Code 34090.7	CURRENT + 4 years
PD9(b)			Electronic	City Server	Penal Code 457.1		65 Years
PD9(c)		Registrants: Arson – Juveniles released from Calif. Youth Authority	Hard	Police	Welfare & Institutions Code 781	If released from CYA, records are destroyed after age 25 or sealing pursuant to 781	When offender = age 25 or court order
PD9(d)			Electronic	City Server	Welfare & Institutions Code 781		When offender = age 25 or court order

DEPARTMENT: POLICE

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

PD9(e)	REGISTRATION FILES	Registrants: Narcotic	Hard	Police	Gov. Code 34090, Health & Safety 11590 et seq., 11594(a) Dept. Policy		CURRENT+ 4 years
PD9(f)			Electronic	City Server	Gov. Code 34090, Health & Safety 11590 et seq, 11594(a) Dept. Policy		65 Years
PD9(g)		Registrants: Sex Offenders - Adults	Hard	Police	Penal Code 290 Dept Policy		CURRENT+ 4 years
PD9(h)			Electronic	City Server	Penal Code 290 Dept Policy		65 Years
PD9(i)		Registrants: Sex Offenders - Juveniles	Hard	Police	Penal Code 290; Welfare & Institutions 781		Sealing Date + 5 years or Court Order
PD9(j)			Electronic	City Server	Penal Code 290; Welfare & Institutions 781		Sealing Date + 5 years or Court Order
PD10(a)	TRAFFIC	Traffic Control: Radar Calibration Records	Hard	Police	Gov. Code 34090 et seq. Dept Policy		Life of equipment + 2 years
PD10(b)		PAS Device Calibration Logs	Hard	Police	Gov. Code 34090 et seq. Dept Policy		CURRENT + 2 years
PD10(c)		Special Events / Operations Plan	Electronic	City Server	Gov. Code 34090 et seq. Dept Policy		CURRENT + 2 years
PD10(d)		DUI Cost Recovery	Electronic	City Server	Gov. Code 34090		CURRENT + 4 years
PD10(e)		Parking Citation Reviews	Hard	Police	Gov. Code 34090, Dept Policy		CURRENT + 2 years
PD10(f)			Electronic	City Server	Gov. Code 34090		CURRENT + 2 years
PD11(a)	ADMINISTRATION	Correspondence	Hard/ Electronic	Police	Gov. Code 34090		CURRENT + 2 years
PD11(b)		Carry Concealed Weapons (CCW) Permits	Hard	Police	Gov. Code 34090, Dept. Policy	Includes approved & denied	PERMANENT
PD11(c)		DMV Pull Notices (Police employees only)	Hard	Police	Gov. Code 29648, 1234	Confidential	SUPERSEDE

DEPARTMENT: POLICE

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

PD11(d)		Internal Affairs Investigations / Complaints (except Officer Involved Shootings)	Hard	Police	Evidence Code 1045(b)(1), Gov. Code 12946, 34090, Penal Code 801.5, 803(c), 832.5, VC 2547	Confidential	CLOSED + 5 years
PD11(e)		Internal Affairs Investigations / Complaints: Officer Involved Shootings	Hard	Police	Evidence Code 1045(b)(1), Gov. Code 12946, 34090, Penal Code 801.5, 803(c), 832.5, VC 2547	Confidential	CLOSED + 25 years
PD11(f)		Personnel Background Packet – Unsuccessful candidates	Hard	Police	29 Code of Federal Regs 1602 et seq & 1627.3, 2 CA Code of Regs 7287.0(c)(2), 8, 114040(7.c)	Confidential	CURRENT + 2 years
PD11(g)		Personnel files – Police Department Employees [includes evaluations, training certificates, medical records, etc.]	Hard	Police	29 Code of Federal Regulations 1627.3(b)(ii), 8 CA Code of Regulations 3204(d)(1) et seq, Gov. Code 12946, 34090 Dept. Policy	Confidential	TERMINATE + 30 years
PD 11(h)		Reviews	Hard	Police	Gov. Code 34090	Confidential	CLOSED + 2 years
PD12	POLICIES & PROCEDURES	Operation Directives / General Orders	Hard / Electronic	Police	Gov. Code 34090 et seq. Dept Policy		SUPERSEDE
PD13	PURCHASE ORDERS	and Contracts under \$20,000	Hard	Other	Code of Civil Procedure 337 and 337.5		TERMINATE + 4 years
PD14(a)	TRAINING	Department Training Records – Course Records (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)	Electronic	Police/ Other	29 Code of Federal Regulations 1627.3(b)(ii), 8 CA Code of Regulations 3204(d)(1) et seq, Gov. Code 12946, 34090 Dept. Policy	Rosters sent to POST; Statewide guidelines propose 7 years; CA Labor Div. required to keep their records 7 years; OSHA requires safety training 5 years: EEOC/FLSA/ADA requires 3 years for promotion, demotion, transfer, selection, or discharge; state law requires 2-3 years	PERMANENT

DEPARTMENT: POLICE

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

PD14(b)		Weapons Database / Dept Weapons / Qualifications- employees	Electronic	Police	Gov. Code 34090, Dept Policy		PERMANENT
PD14(c)		Canine Program Files: Action Reports, Monthly Reports	Electronic	Police	Gov. Code 34090		CURRENT + 4 years
PD14(d)		Canine Program Files: Animal Files	Hard/ Electronic	Police	Food &Agricultural Code 32003(e) Penal Code 597.1(d); Gov. Code 34090 Dept Policy	3 years required for animal care/ treatment records	TERMINATE + 3 years
PD15	PENAL CODE	Patrol Ride-A-Long Waiver Form	Hard	Police	Code Civil Proc 338		CURRENT + 3 years
PD16	Citizens Police Academy (PACES)		Hard	Police	Gov. Code 34090 Dept. Policy		CURRENT + 4 years

DEPARTMENT: PUBLIC WORKS

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

Number	RECORD CATEGORY	Record Description	Format	Location	Code (law) Citation	Comments	Retention
PW1	ADMINISTRATION	Policies & procedures	Hard / Electronic	Public Works	Gov. Code 34090		SUPERSEDE
PW2(a)	CONTRACTS	Vendor and service contracts including invoices, work orders and vendor correspondence	Hard	Public Works	Code of Civil Proc. 337		TERMINATE + 3 years
PW2(b)		" "	Electronic	City Server	Gov. Code 34090		CURRENT + 2 years
PW3	CERTIFICATES & LICENSES	Class A Driver license & other certificates	Hard	Public Works and HR	Gov. Code 34090		TERMINATE + 2 years
PW4(a)	EMERGENCY EVENTS	earthquakes, flooding & other emergency events/ incidents	Hard	Public Works	Gov. Code 34090	Records kept longer if required by audit reqs of specific grants	CURRENT + 2 years
PW4(b)		" "	Electronic	City Server	Gov. Code 34090		CURRENT + 2 years
PW5(a)	SERVICE REQUESTS	From public and city staff	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years
PW5(b)		" "	Electronic	City Server	Gov. Code 34090		CURRENT + 2 years
PW6	TRAINING	Training records	Hard	Public Works	Gov. Code 34090		TERMINATE + 2 years
STREETS SECTION							
PW7	PUBLIC WORKS EMERGENCY OPERATIONS	Procedures & training	Electronic	City Server	Gov. Code 34090		SUPERSEDE
PW8	SAFETY COMMITTEE	Procedures & training	Electronic	City Server	Gov. Code 34090		SUPERSEDE
PW9(a)	STREET MAINTENANCE	Schedules + workplans for: paving, patching, reflectors, line painting & removal, patching, leaf operations & service requests	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years
PW9(b)		" "	Electronic	City Server	Gov. Code 34090		CURRENT + 2 years
PW10(a)	TRAFFIC SIGNALS	Intersection check reports, equipment	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years

DEPARTMENT: PUBLIC WORKS

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

		inventory					
PW10(b)		" "	Electronic	City Server	Gov. Code 34090		CURRENT + 2 years
PW11(a)	STREET LIGHTS	Installation, conversions repairs & inventory	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years
PW11(b)		" "	Electronic	City Server	Gov. Code 34090		CURRENT + 2 years
PW12(a)	SIGNS	Repairs, installation, special requests & inventory	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years
PW12(b)		" "	Electronic	City Server	Gov. Code 34090		CURRENT + 2 years
PW13(a)	VANDALISM	Graffiti, incident reports, & service requests	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years
PW13(b)		" "	Electronic	City Server	Gov. Code 34090		CURRENT + 2 years
PW14(a)	STANDBY PROGRAM	Policies, roster & reports	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years
PW14(b)		" "	Electronic	City Server	Gov. Code 34090		CURRENT + 2 years
PW15	UNDERGROUND UTILITY LOCATES	Locate requests	Hard	Public Works	Gov. Code 34090		CURRENT + 5 years
PW16(a)	MAINTENANCE AND REPAIR RECORDS	Scheduled maintenance & repair records for water, storm and sewer facilities	Hard	Public Works	Code of Civil Proc. 337		CURRENT + 3 years
PW16(b)			Electronic	City Server	Code of Civil Proc. 337		CURRENT + 3 years
TREES & LANDSCAPING SECTION							
PW17(a)	MAINTENANCE	Schedules & service requests	Hard	Public Works	Code of Civil Proc. 337		CURRENT + 3 years
PW17(b)		" "	Electronic	City Server	Code of Civil Proc. 337		CURRENT + 3 years
PW18	PESTICIDES	Schedules & records for: inspections, spray rig calibration & operations, & chemical storage units, State pesticide reports. Tree root soil injection	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years

DEPARTMENT: PUBLIC WORKS

CITY OF MILPITAS RECORDS RETENTION SCHEDULE

PW19(a)	STREET TREES	Removal permits, denials & appeals, inspections and Heritage Tree program	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years
PW19(b)		" "	Electronic	City Server	Gov. Code 34090		CURRENT + 2 years
FLEET SECTION							
PW20	BUCKET BOOM TRUCK CERTIFICATION & INSPECTION REPORTS	Certifications & inspection reports for specialized boom trunks	Hard	Public Works	Gov. Code 34090 Dept. Policy		CURRENT + 5 years
PW21	DRIVER RECORDS	Driver vehicle inspection report, commercial driver's log, DMV pull notices	Hard	Public Works	Gov. Code 34090	Some information may be confidential	TERMINATE + 3 years
PW22	FUEL RECORDS	Gasoline and diesel fuel purchase and delivery records	Hard	Public Works	Code of Civil Proc. 337		CURRENT + 3 years
PW23	REGULATORY REPORTS	Regional & State air quality and water quality regulatory agency reports	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years
PW24	UNDERGROUND STORAGE	Inspection reports & underground containment testing records	Hard	Public Works	Health & Safety Code 19850		LIFE of Structure
PW25(a)	VEHICLE RECORDS	Repairs, smog inspection records & vehicle tests, waste, oil & filter records, & preventive maintenance, accident reports	Hard	Public Works City Server	Gov. Code 34090		CURRENT + 2 years
PW25(b)		" "	Electronic	City Server	Gov. Code 34090		CURRENT + 3 years (smog info.)
PW25(c)		Surplus, sold & scrapped	Hard	Public Works City Server	Gov. Code 34090		CURRENT + 2 years
PW25(d)		" "	Electronic	City Server	Gov. Code 34090		CURRENT + 2 years
PW25(e)		Vehicle/Equipment Registration	Hard	Public Works	Vehicle Code 9900 et. Seq.		CURRENT + 2 years

FACILITIES SECTION							
PW26(a)	ELEVATOR MAINTENANCE	Inspection logs & reports, service repairs & preventive maintenance records & permits	Hard	Public Works	Gov. Code 34090		CURRENT + 2 years
PW26(b)		" "	Electronic	City Server	Gov. Code 34090		CURRENT + 2 years
PW27(a)	FACILITIES MAINTENANCE	Schedules, inspections, preventative maintenance, equipment lists & inventory, facility set-ups	Hard	Public Works City Server	Gov. Code 34090		CURRENT + 2 years
PW27(b)		" "	Electronic	City Server	Gov. Code 34090		CURRENT + 2 years
PW28(a)	FIRE SUPPRESSION SYSTEMS	Inspection logs and reports, service repairs & preventive maintenance records, & permits	Hard	Public Works City Server	Gov. Code 34090 Dept. Policy		CURRENT + 5 years
PW28(b)		" "	Electronic	City Server	Gov. Code 34090		CURRENT + 2 years
PW29(a)	SWIMMING POOLS AND CITY HALL PONDS	Schedules, inspections, incidents, equipment & water chem. balance log	Hard	Public Works City Server	Gov. Code 34090		CURRENT + 2 years
PW29(b)		" "	Electronic	City Server	Gov. Code 34090		CURRENT + 2 years