

Resolution No. 9565  
Resolution of the Council of the City of Palo Alto Adopting a Citywide  
Records Retention Schedule and Repealing Resolution No. 8688

R E C I T A L S

- A. The destruction of certain public records is authorized by State law in Government Code sections 34090, et seq.
- B. 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.
- C. The City Clerk has developed and is responsible for the City's Records and Information Management ("RIM") Program, including guidelines and procedures prepared pursuant to that Program.
- D. On April 22, 1996 pursuant to Resolution No. 7579, the Council adopted records retention schedules for the Police, Planning and Community Environment, Public Works, and Utilities Departments and amended records retention schedules for the offices of the City Attorney, City Auditor, City Clerk and City Manager, Administrative Services, Community Services, Fire and Human Resources Departments.
- E. On February 5, 2007 pursuant to Resolution No. 8688, the Council adopted revised citywide records retention schedules.
- F. It is now necessary and desirable to adopt revised citywide records retention schedules.
- G. The City Attorney has reviewed and approved the proposed records retention schedules.

The Council of the City of Palo Alto RESOLVES as follows:

SECTION 1. The Council hereby authorizes the head of each department to maintain and destroy records in accordance with their respective departmental retention schedules, attached hereto and incorporated herein by reference, subject to the written approval of the City Attorney prior to any proposed destruction, and subject further to the Records and Information Management Program and any guidelines or procedures the City Clerk may from time to time promulgate thereunder.

SECTION 2. Resolution No. 8688 is hereby repealed.

SECTION 3. The Council finds that the adoption of this resolution does not constitute a project for purposes of the California Environmental Quality Act, and, therefore, no environmental assessment is required.

INTRODUCED AND PASSED: December 7, 2015

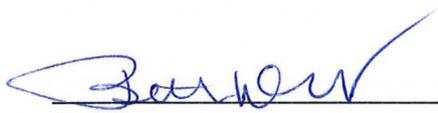
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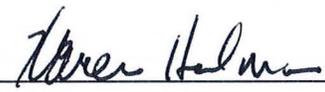
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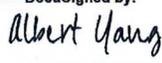
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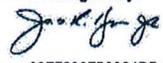
  
\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

APPROVED:

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Deputy City Attorney

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City Manager

## **READING THE RECORDS RETENTION SCHEDULE:** **A "HOW TO" GUIDE**

### **Background**

The Records Retention Schedule, as approved by the City Council through Resolution, is a legal document. It identifies the types of records and information used and managed by a department, how long that information needs to be retained at the office and/or offsite, and when it may be destroyed. Each department is required to have a current Schedule. It is the responsibility of the department to notify the City Clerk's Office of any business, organizational, functional, or legal changes which would impact their specific Schedule.

The City Clerk's Office coordinates with the Office of the City Attorney (who reviews them for compliance with all government codes and regulations) prior to approval by the City Council. The Schedules should be reviewed for accuracy every two to three years by the City Clerk's and City Attorney's Offices in conjunction with each respective department.

### **Using Retention Schedules**

**DESCRIPTION** – This is the general description of a group of records with similar business functions and retention requirements. The description must coincide with file titles maintained by the department.

**TOTAL RETENTION** – Refers to the length of time a record must be kept before it is eligible for destruction.

**CUR** – Current refers to any record or file made within the current calendar year. The Retention period begins the first day of the following calendar year. (For example, Cur+2 means that any record created in 2015 is kept for the two following years, 2016 and 2017. The record would be eligible for destruction after December 31, 2017).

**SUP** – Supersede indicates that old items are replaced by a more current version.

**STATUTORY REFERENCE** - This field includes regulations and codes that govern the retention of a specific record type.

**REMARKS** – This field includes general comments about the information in this row. When "Department Opinion" is noted in this column, it means that the Department has determined the retention period to extend beyond the legal or audit requirement. "Attorney Opinion" indicates that the retention requirement was established pursuant to the opinion of the City Attorney based on research, past litigation history, and/or the potential for future litigation on this topic.

**LEGEND** – A legend is provided at the bottom of the Retention Schedule assisting the reader with retention terminology.

## RECORDS PERMANENTLY RETAINED

The following identifies records permanently retained by each department.

### ADMINISTRATIVE SERVICES

Series	Description	Total Retention	Statutory Reference	Remarks
	(b) Comprehensive Annual Financial Report (C.A.F.R.)	PER		Department and Auditors Opinion

### OFFICE OF THE CITY ATTORNEY

No records retained permanently

### CITY AUDITOR'S OFFICE

Series	Description	Total Retention	Statutory Reference	Remarks
004	Publications (Audit Reports), Status Reports, Revenue Reports, Council Reports	PER		Department Policy

### CITY CLERK'S OFFICE

Series	Description	Total Retention	Statutory Reference	Remarks
	c) Domestic Partnership Affidavits & Statements	PER		Department Opinion
	COUNCIL & STANDING COMMITTEES			Department Opinion
	b) Minutes	PER		
	c) DVDs	PER	<a href="#">GC 34090</a>	
	STATE OF THE CITY ADDRESS – DVD and Speech Hard Copy	PER		Department Opinion 8/2014
	ORDINANCES	PER	<a href="#">GC 34090;</a> <a href="#">PAMC 2.08.110</a>	
	RESOLUTIONS	PER	<a href="#">GC 34090;</a> <a href="#">PAMC 2.08.110</a>	
	RECORDS & INFORMATION MANAGEMENT-			
	b) Destruction Certificates	PER		Department Opinion 8/2014
	STANFORD (Including Sand Hill Road, Willow Rd. Extension)	PER	<a href="#">PAMC 2.08.110</a>	City Attorney Opinion 9/1987
	YACHT HARBOR	PER	<a href="#">PAMC 2.08.110</a>	City Attorney Opinion 9/1987
	NORTHERN CALIFORNIA POWER AGENCY – Agreements including Transmission Agency of Northern California	PER	<a href="#">PAMC 2.08.110</a>	City Attorney Opinion 9/1987
	CABLE TELEVISION – Franchise & Licenses	PER		City Attorney Opinion 9/1987
	FLOOD BASIN	PER		City Attorney Opinion 9/1987
	POLICE AUDITOR REPORTS	PER		Department Opinion 4/2015
	WATER RIGHTS – Agreements and Clean Up	PER		City Attorney Opinion 1995
	PAC BELL/PG&E	PER		Department Opinion 1992

	CAMPAIGN DISCLOSURE STATEMENTS- a) Elected Members & Log of Filers (paper)	PER	<a href="#">PAMC 2.08.110</a> <a href="#">GC 81009(b)(g)</a>	
	NOMINATIONS/CANDIDATES a) Elected	PER	<a href="#">EC 17100</a>	Department Opinion 6/2014
	OATHS OF OFFICE a) Elected Council Member	TER+2 PER		Department Opinion <i>TER = Leaving Office date</i> Department Opinion 8/2014
	SAMPLE BALLOT	PER	<a href="#">GC 34090</a>	
	COUNCIL MEMBER – b) Biographies c) Photos d) Emergency Standby Council Oaths of Office and Report	PER PER PER		
	ROSTER	PER		Department Opinion Paper C+2
	BINDING INSTRUMENTS a) Land – Deeds, Easement b) Easement Vacations, Leases & Purchases c) Encroachments, Agreements & Conveyance	PER	<a href="#">GC 34090a</a>	Duplicate of County Recorder
	LIENS, CONDEMNATION	PER	<a href="#">GC 34090a</a>	
	ANNEXATIONS/ACQUISTIONS	PER	<a href="#">GC 34090a</a>	
	SUBDIVIDOR AGREEMENTS	PER	<a href="#">GC 65864</a> & <a href="#">65869.5</a>	

**CITY MANAGER'S DEPARTMENT**

Series	Description	Total Retention	Statutory Reference	Remarks
002	Staff Reports CMRs (City Manager Reports) – including supporting documents	PER	<a href="#">GC34090.5</a>	May be scanned after 5 years and paper copy offered to Palo Alto Historical Association
003	Economic Development Files for Projects throughout City of Palo Alto	PER		May be stored off-site
006	Official copies of all City Policies and procedures	PER		Each department should have a current copy of the Policies & Procedures

**COMMUNITY SERVICES DEPARTMENT**

Series	Description	Total Retention	Statutory Reference	Remarks
	Public Art Commission c) Minutes of all meetings	PER	<a href="#">GC 34090</a>	
011	Exhibits – Junior Museum & Baylands Interpretive Center	PER		Department Opinion
	Human Relations Commission c) Minutes of all meetings	PER	<a href="#">GC 34090</a>	
	Parks and Recreation Commission c) Minutes of all meetings	PER	<a href="#">GC 34090</a>	

**DEVELOPMENT SERVICES**

Series	Description	Total Retention	Statutory Reference	Remarks
004	PERMIT RECORDS Address changes, Permit applications, Building Use & Occupancy applications and certificates, Department correspondence.	PER	<a href="#">GC 34090</a>	Electronically Stored in Geographic Information System (GIS) or Accela
005	INSPECTION RECORDS Survey letters, Special inspection – final inspection reports, SB407 certificate of compliance forms, Stop work correspondence.	PER	<a href="#">GC 34090</a>	
006	Plans	PER	<a href="#">H&amp;S 19850</a>	

**FIRE DEPARTMENT**

Series	Description	Total Retention	Statutory Reference	Remarks
001(a)	Code Books, Ordinances	PER	<a href="#">GC 34090(e)</a>	<a href="#">California Fire Code, PAMC amendments, etc.</a>
	Employee accident and exposure reports	PER		
	Individual and summary statistics	PER		
008(b)	FIRE/HOMICIDE INVESTIGATION REPORTS & PHOTOS	PER	<a href="#">PC 799</a>	C+6 onsite; PER offsite
	Records of Inspection; routine, special, new construction & tenant improvement related.	PER		Electronically stored in Accela
012	CERTIFICATIONS		<a href="#">GC 34090</a>	
	Flame Resistance	PER		Electronically stored in Accela
	Use and Occupancy Certificate	PER		Electronically stored in Accela
	New Construction & Tenant Improvement Projects, including Underground tank installations and repairs	PER Electronic		Electronically stored in Accela
	Alternate means & methods	PER		2007 <a href="#">CFC 104.6.4</a> Electronically stored in Accela
	Plan review comments	PER		Electronically stored in Accela
	SUPPRESSION			
015	INCIDENTS (fire, medical, hazmat, etc.)	PER		Electronically stored in RMS
015(b)	Fire Incident Reports; all except arson related	PER	<a href="#">CFC 104.3.2;</a> <a href="#">PC 801</a>	Electronically stored in RMS
015(c)	Fire Incident and other Field Reports; arson related	PER	<a href="#">CFC 104.3.2;</a> <a href="#">PC 801</a>	Electronically stored in RMS
015(d)	Fire Incident and other Field Reports; arson with death involved	PER	<a href="#">PC 799</a>	Electronically stored in RMS

015(e)	Pre-Hospital Care Report (PCR)	PER	<a href="#">45 CFR Part 164.530</a>	Electronically stored in RMS
019	SITE CLEANUP Spill Reports & facility closure related information; related inspections. Does not include reports for activities regulated by California Regional Water Resources Control Board or California Dept. of Toxic Substances.	PER	<a href="#">GC 34090(a)</a>	Pertains to real property. Previous retention was 30 years-OHSA Guideline cited no specific document reference. Electronically stored in California Environmental Reporting Service (CERS)
022(a)	UST closures and/or removals and related documentation. Does not include reports for activities regulated by California Regional Water Resources Control Board or California Dept. of Toxic Substances.	PER	<a href="#">GC 34090(a)</a>	Pertains to real property. May include blueprints, reports, inspection results, permits Electronically stored in CERS

**INFORMATION TECHNOLOGY (I.T.)**

No records retained permanently

**LIBRARY DEPARTMENT**

Series	Description	Total Retention	Statutory Reference	Remarks
	<a href="#">Library Advisory Commission</a> c) Minutes of Meetings	PER	<a href="#">GC34090</a>	
	<a href="#">Historic Reference</a> History of Palo Alto City Library	PER		Department Opinion

**OFFICE OF EMERGENCY SERVICES**

Series	Description	Total Retention	Statutory Reference	Remarks
002	<b>DEPARTMENT PLANS</b>	PER		Department Opinion

**PEOPLE STRATEGY AND OPERATIONS**

Series	Description	Total Retention	Statutory Reference	Remarks
014	SAFETY REPORTS:	PER		Department Opinion

**PLANNING AND COMMUNITY ENVIRONMENT**

Series	Description	Total Retention	Statutory Reference	Remarks
005	PLANNING AND TRANSPORTATION COMMISSION (PTC), ARCHITECTURAL REVIEW BOARD, HISTORIC RESOURCES BOARD AND DIRECTOR'S HEARINGS a) Minutes - Online	PER	<a href="#">GC 34090</a>	Video and Audio Tapes are recycled after 90 days except for Director's Hearing – 5 years of DVD/CD  Hardcopy format, Boards – Summary. PTC – Verbatim
007	PLANS a) Approved	PER		Digital Format

008	DISCRETIONARY PLANNING ENTITLEMENTS a) Applications b) Maps-Zoning, Tentative Subdivision, Preliminary Parcel, Comp Plan Land Use, et al c) Permit Extensions (currently a 2-year window with a 1-yr extension) d) Record of Land Use Actions e) CEQA-EIR-Negative Declarations	PER  C+2  PER	<a href="#">GC 34090</a>	Digital Format (stored offsite)  Digital format  Saved within Application files that are scanned into GIS/DOXview
010	HISTORIC INVENTORY	PER	<a href="#">GC 34090</a>	Digital Format – Currently updated via GIST
011	ZONING ORDINANCES	PER		Duplicate of City Clerk
012	COMPREHENSIVE PLAN AND AMENDMENTS – Available Website reference only (Amendments acknowledged by Resolutions)	PER	<a href="#">GC 34090</a>	Duplicate stored offsite as vital copy backup w/ Amendments Resolutions Duplicate of City Clerk
015	HOUSING d) Below Market Rate (BMR) Units, In Lieu Housing Mitigation	PER		Department Opinion
016	TRANSPORTATION-BICYCLES a) Bike Boulevard d) Bike Locker Rental Program	PER PER	<a href="#">GC 34090</a>	Unique project, historical significance, model for other jurisdictions in and out of U.S.
017	FUNDING-Fuel Efficient Traffic Signal Management Program (FETSIM) Applications, Prop 116 Applications, Surface Transportation Program (STDP)/Congestion Mitigation and Air Quality (CMAQ) Applications and Transportation Development Act (TDA) Article 3 Applications	PER		
019	Parking a) Assessment Districts c) Facilities(garages/lots) f) Structures	PER PER PER	<a href="#">GC 34090</a>	Multiple Depts. Department Opinion Department Opinion
021	TRAFFIC REFERENCE b) Demographic Data c) Traffic Flow Maps	PER		
028	Plans	PER	<a href="#">H&amp;S 19850</a>	

**POLICE DEPARTMENT**

Series	Description	Total Retention	Statutory Reference	Remarks
001e	Police Reports – ODI (Optical Document Imaging) System and supporting hard copy Reports	PER	<a href="#">GC 34090</a> <a href="#">PC 800</a> <a href="#">PC 801</a> <a href="#">PC 799</a>	Reports scanned into the ODI system from 6-15-92 to 12-31-06 Unless report is a Permanent Record or ordered Sealed by Court Order
001e	Traffic Collision Fatality Reports	PER	<a href="#">GC 34090</a>	Regardless of the medium

001e	(1) Police Reports/PDF Scanned – All Felonies, high Misdemeanor cases.	PER	<a href="#">PC 800</a> <a href="#">PC 801</a> <a href="#">PC 799</a> (Felony Capital Crimes punishable by Death, Life Imprisonment <a href="#">PC 1054</a>	Starting 2007 Hard Copies will be kept in conjunction with PDF Prosecution for an offense punishable by imprisonment in state prison for 8 years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. *Exception: PC 803 – Tolling/Extension of time periods; Appeals process and “Three Strikes” also considerations in assigning retention.
001e	(2) Registrants – Sex, Arson, Narcotics	PER	DOJ Guidelines	Fingerprint Card, Photo and info forwarded to DOJ

**PUBLIC WORKS DEPARTMENT**

Series	Description	Total Retention	Statutory Reference	Remarks
	BUDGET Budget Change Requests	PER		Duplicate of Office of Management & Budget
	CAPITAL IMPROVEMENTS a) Project Files, Work Orders, Schedules, Bidders List, Correspondence, Change Order b) Specifications, Reports Plans, Contracts and Subdivisions	PER		Life of Structure
	GRANTS Applications Awards	PER		
	PERMITS	PER		
	TENANT FILES Applications Payments/Receipts Log Leases	PER		
005 013	ASSESSMENT DISTRICT Boundaries & Rolls	PER	<a href="#">GC 34090</a>	
006 020	BENCHMARK DATA Horizontal, Vertical & Control	PER	<a href="#">GC 34090</a>	Department Opinion
007 044	CAPITAL IMPROVEMENTS a) Project Files, Work Orders, Schedules, Bidders List, Correspondence, Change Order b) Specifications, Reports Plans, Contracts and Subdivisions c) Street Reports	PER		Life of Structure
008 044	CERTIFICATES OF COMPLIANCE	PER	<a href="#">GC 34090</a>	Duplicate of CLK
010 009	ENCROACHMENT PERMITS a) Permanent Encroachments	PER	<a href="#">GC 34090</a>	

011 042	FLOOD ZONE Elevation Certificates & Letter of Map Amendments	PER	<a href="#">GC 34090</a>	
015 046	SOIL REPORTS	PER		Department Opinion
016 008	STREET WORK PERMITS	PER	<a href="#">GC 34090</a>	
018 049	SURVEYS – Recording Data and Maps	PER	<a href="#">GC 34090</a>	Department Opinion
019 022	ENVIRONMENTAL FILES	PER		Department Opinion
035 033	FLOW Discharge Data & Reports	PER		Department Opinion
037 032	NPDES (National Pollution Discharge Elimination System) – Permits and Reports	PER		Department Opinion
039 034	SAFETY Training and accident reports	PER	<a href="#">GC 34090</a>	
	Landfill reports & records	PER		
	Household Hazardous Waste Manifest & Reports	PER		
024	CAPITAL IMPROVEMENTS a) Project Files, Work Orders, schedules, Bidders List, Change Orders & Correspondence b) Specifications, Reports, Calculations, Plans, & Subdivision, Contracts	PER  PER	<a href="#">CCP 337.15</a>	Department Opinion

**UTILITIES DEPARTMENT**

Series	Description	Total Retention	Statutory Reference	Remarks
	Master Plans	PER		Department Opinion
006	Internal working files	PER		Department opinion
007	Rates – All Services	PER		Department opinion
010	Utilities Advisory Commission Minutes of all meetings	PER		
	Service: Utilities Account Change Make Change to Account Demolition Request Demolition Application	PER PER PER PER	<a href="#">GC 34090</a>	All listed will be scanned and retained electronically
	Project Pledge One time Submission	PER PER		
016	Acquisitions, Easement, Design, Drawings, Specifications, Photos, Permits, Soil Reports, Correspondence, Quotes, Payments & Schedules	PER	<a href="#">GC 34090</a>	Historical
	CPAU Work Orders As-Built Maps Valve Cards	PER		Department of Transportation
	CPAU Work Orders of Abandoned Pipe	PER		Department Opinion

	As-Built Maps of Abandoned Pipe Valve Cards of Abandoned Valves			
	Paradigm Data Sheets Cathodic Work Orders Cathodic Protection with Gas Distribution Map Exposed Pipe Reports	PER PER PER PER		Department of Transportation
	Welding Record (form 225A)	PER		Department of Transportation
	FSR Gas Leak Investigations (818 Form) FSR Stop Card Database Gas Shop Stop Card	PER PER PER		Department of Transportation
	Gas Receiving Stations Odorant and Oil Drip Water Meter Test Results Gas Meter Test Results Meter Leak Tags Abnormal Operating Conditions (AOC)	PER PER PER PER PER PER		Department of Transportation
	CPAU WGW Operations Pre- Tested Pipe Tag (Form 503)	PER		Department of Transportation
019	General Information Regulating Specifications & Testing Gas Leakage Survey Meter Leak Tag AOC CPAU/WGW Operations Pre- Tested Pipe Tag Gas/Water Shop Stop Card Odorant & Oil Dip Valve Cards Valve Cards of Abandoned Valve Welding Record Gas Receiving Station	PER		Form 503  Form 225A
054	Work Orders: Pacific Bell, Cable Co-op, PG&E, <del>050</del> and Intents	PER		Department Opinion
055 <del>054</del>	Acquisitions, Design, Drawings, Specs, Permits, Correspondence quotes, Payments & Schedules CIP/Construction	PER		Department Opinion - Historical Refer to CIP Construction Projects
059	Compliance/Inspection/Locating *Field Switch/Man on Line Logs *Overhead/Underground Compliance Records *Underground Service Alert Notices	PER PER		C+1 on site C+1 on site
060	Customer Service – UCC *Dispatch Logs	PER		Electronic copy on S drive
	Marketing Services - Program Development	PER		Department Opinion

070	Commodity Invoices/payment records	PER		Department Opinion
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# City of Palo Alto

## Records Retention Schedule

### ADMINISTRATIVE SERVICES

Department Head: Lalo Perez

RIM Coordinator: Allen Krever

Series	Description	Total Retention	Statutory Reference	Remarks
<b>ADMINISTRATION</b>				
001	Correspondence, Messages, Staff Meetings, Studies	C+3		Auditors Opinions
002	<b>OTHER DEPARTMENTS</b>	While useful		Duplicate of City Manager, City Auditor and City Clerk.
003	Gifts to the City, Cash & Tangible Property	C+6		Scanned list on CD Rom in Admin Svcs Dept files
<b>TREASURY</b>				
004 <del>003</del>	<b>INVESTMENT MANAGEMENT-</b> Security Purchases, Sales & Investment Reports	C+7		Auditors Opinion
005 <del>004</del>	<b>DEBT MANAGEMENT-</b> (a) Deceased Insurance	C+3		Department Opinion
	(b) Final Bond	TER+4		Duplicate stored offsite as vital copy backup
	(c) Covenant Compliance	TER+7		Duplicate stored offsite as vital copy backup
	(d) Bank Records	C+7		Duplicate stored offsite as vital copy backup
006 <del>005</del>	<b>REVENUE COLLECTION</b> (a) Deposit Documentation	C+2	<a href="#">GC 34090</a>	
	(b) Parking Permits	C+4	<a href="#">GC 34090</a>	
	(c) Collection Records – UUT, Parking Citations, Delinquent Accounts, Reconciliation, Transient Occupancy Tax	C+5		Department Opinion
	(d) Utility Receipt Stubs	C+2+2 months	<a href="#">GC 34090</a>	
<b>BUDGET</b>				
007 <del>006</del>	<b>BUDGET</b> (a) Final Budget, CIP Budgets, Fee Schedule	TER+4		
	(b) Supporting Documents Change Requests, Amendment, Worksheets, Fee Schedules & Cost Plans	C+2		Auditor Opinion
	(c) Long Range Plans Studies, Reports, Measurements, Forecasts & Projections	C+3		Auditor Opinion
<b>REAL ESTATE</b>				
008 <del>009</del>	<b>BINDING INSTRUMENTS</b> (a) Land – Deeds, Easements	While Useful		Duplicate of City Clerk
	(b) Easement Vacations, Leases & Purchases			Duplicate of City Clerk
	(c) Encroachments, Agreements & Conveyances			Duplicate of City Clerk

C= CURRENT CALENDAR YEAR  
 PER=PERMANENT  
 TER=TERMINATION  
 SUP=SUPERCEDE

# City of Palo Alto

## Records Retention Schedule

### ADMINISTRATIVE SERVICES

Department Head: Lalo Perez

RIM Coordinator: Allen Krever

Series	Description	Total Retention	Statutory Reference	Remarks
<b>PURCHASING</b>				
009 040	(a) Council Approved Contracts, Solicitations & Documents	All Open Council Approved Contracts, Solicitations & Documents +4	While Useful	Duplicate of City Clerk
	(b) Service Contracts, Purchase Orders, Blanket Purchase Orders & Solicitations & Documents		While Useful	All Open Service Contracts, Purchase Orders, Blanket Purchase Orders & Solicitations & Documents
	i. Purchase Orders/Blanket Orders	TER+3		
	ii. Service Order Contracts	TER+5		
	iii. Council Approved	TER+7		Duplicate of City Clerk
	(c) Bids Unawarded Solicitations & Documents	C+2	<a href="#">GC 34090</a>	Department Opinion vital while orders are open
010 044	INTERNAL VENDORS - (Stores & Print Shop) Reports, Orders, Returns, Disposal Forms Journal & Requisitions	C+4		Department and Auditors Opinion
<b>ACCOUNTING</b>				
011 042	<b>YEAR-END REPORTS</b>			
	(a) Budget-to-Actual	C+2	<a href="#">GC 34090</a>	
	(b) Comprehensive Annual Financial Report (C.A.F.R.)	PER		Department and Auditors Opinion
	(c) General Ledger, Encumbrance Report	C+2	<a href="#">GC 34090</a>	
	(d) Management Benefits Transactions, Accruals	C+2	<a href="#">GC 34090</a>	
	(e) Audit Work Papers & Journal Entries	C+2	<a href="#">GC 34090</a>	
	<b>ACCOUNTS PAYABLE (A/P)</b>			
012 046	A/P + UTILITY CHECK REGISTERS (WARRANTS)	C+7 C+7		Department and Auditors Opinion
013 047	CANCELLED/VOIDED WARRANTS. CHECK VOID FORMS + BACKUP	C+4 C+7		Department and Auditors Opinion (VOIDED CHECKS)
014 048	VOUCHER PACKETS. GENERAL WARRANT COPIES WITH BACKUP FOR A/P, UTILITY REFUNDS, 3 <sup>RD</sup> PARTY AND WIRE TRANSFERS.	C+5 C+7		Department and Auditors Opinion
015 049	CAPITAL PROJECTS- Project Files, Street Reports, & Community Development Block Grant (CDBG) Billings	TER+7		Department and Auditors Opinion

C= CURRENT CALENDAR YEAR  
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COUNCIL APPROVAL:

# City of Palo Alto

## Records Retention Schedule

### ADMINISTRATIVE SERVICES

Department Head: Lalo Perez

RIM Coordinator: Allen Krever

Series	Description	Total Retention	Statutory Reference	Remarks
	ANNUAL PUBLIC IMPROVEMENT CORPORATION-STATE CONTROLLERS REPORT	C+7		
	CALIFORNIA AVENUE SPECIAL ASSESSMENT PARKING DISTRICT	C+7		
	UNIVERSITY AVENUE SPECIAL ASSESSMENT PARKING DISTRICT	C+7		
	ANNUAL INTERGOVERNMENTAL EXPENDITURES REPORT	C+7		
	ZFIR03 AUTHORIZED SIGNATURE COVER SHEETS.	C+7		Cover sheet for batches of invoices from departments sent to A/P. Has list of invoices enclosed and department authorization to process the invoices.
	A/P JOURNAL LOG	C+7		
	AUTHORIZING SIGNATURE FORMS	C+7		
	TAX RECORDS – SALES TAX FILINGS, 1099 TAX FILINGS & REGISTERS	C+7		
	<b>GENERAL LEDGER- General Journal Entries</b>			
016 048	ACCOUNTS RECEIVABLE	C+7		Federal & State Audit Requirements Duplicate stored offsite as vital copy backup Department Opinion
	(b) Invoices, Facility and Revenue Collections Cash Receipts, Cash Receipt Journals	C+7	<a href="#">GC 34090</a> , <a href="#">CCP 337</a>	Federal & State Audit Requirements Duplicate stored offsite as vital copy backup Department Opinion
018 023	STATE REPORTS – City Reports, Transit Operators and Component Units	C+7		Department and Auditors Opinion
019 024	UTILITIES- (a) Loan Reconciliation Work Papers, Bonds, Banking, Adjustments	C+7		Department and Auditors Opinion
	(b) Receipts		<a href="#">GC 34090</a>	

C= CURRENT CALENDAR YEAR  
 PER=PERMANENT  
 TER=TERMINATION  
 SUP=SUPERCEDE

COUNCIL APPROVAL:

# City of Palo Alto

## Records Retention Schedule

### ADMINISTRATIVE SERVICES

Department Head: Lalo Perez

RIM Coordinator: Allen Krever

Series	Description	Total Retention	Statutory Reference	Remarks
020 025	FIXED ASSETS – Cost Reports, Reconciliation, Resume of Activity & Journal Entries	TER 3		Department and Auditors Opinion
021 026	PAYROLL	C+7		Public Employees Retirement System and Department Opinion - Duplicate stored offsite as vital copy backup
	Garnishment orders	C+7		
	Direct Deposit/W4 changes	C+7		
	Copies of PSO PAF	C+7		
	CalPers Reporting	C+7		
	Third Party Reporting	C+7		
	Payroll Quarterly Tax Reports	C+7		
	Payroll Masterfile	C+7		
	Payroll Reconciliations	C+7		
	Payroll Journals	C+7		
	W2 Copies	C+4		IRS Requirement
	Processing Reports by Paydate			
	<b>ENTERPRISE ACCOUNTING</b>			
022	Backup for invoices created (Airport, Avenidas, & Palo Alto Community Childcare)	C+7		
023	Loan reconciliations and backup	C+7		
024	Reconciliations of utility clearing accounts	C+5		
025	Receipts/stubs from the daily utility payments process (batch detail)	C+2+2 months	<a href="#">GC 34090</a>	
026	Audit backup & Journal entries backup	C+2	<a href="#">GC 34090</a>	
027	Utility cash receipts	C+7		
028	Fixed assets backup of journal entries, capitalization, & reconciliations	TER 3		

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COUNCIL APPROVAL:

# City of Palo Alto

## Records Retention Schedule

### OFFICE OF THE CITY ATTORNEY

Department Head: Molly Stump

RIM Coordinator: Stacy Lavelle

Series	Description	Total Retention	Statutory Reference	Remarks
<b>ADMINISTRATIVE RECORDS</b>				
100	General Info/Subject Files	C+9	<a href="#">GC 34090</a>	Restricted access to any files may contain confidential documents. Keep files until subject matter is no longer active. Required to keep until reasonable threat of legal action has passed.
100-01	General Correspondence	C+9	<a href="#">GC 34090</a>	
100-04	Chron File	C+9	<a href="#">GC 34090</a>	
100-04	Newsletters	C+2	<a href="#">GC 34090</a>	
<b>SUBJECT FILES</b>				
202-01	Planning Reports	As Needed		Duplicate of Planning and Community Environment (PCE)
202-02 thru 202-11	Development Plan/Certificates of Compliance/Subdivision	As Needed		Duplicate of City Clerk, PCE & Public Works
202-12 thru 202-25	General Plan/Comprehensive Plan/State Mandated Planning	As Needed		Duplicate of PCE. Files to be reviewed for destruction on a file-by-file basis.
203-01 thru 203-10	Regional Planning	As Needed		Duplicate of PCE; review on a file by file basis
204-01 thru 204-04	Environmental Assessment	C+4		Review on file-by-file basis for destruction
205-01 thru 205-13	Stanford University	C+9		Review on file by file basis for destruction
206-01 thru 206-10	Building	C+9		Review on file by file basis for destruction
207-01 thru 207-08	Transportation	C+9		Duplicate of Transportation
301-01 thru 301-06	City Council	C+11		Review on file by file basis for destruction
302-01 thru 302-11	Boards/Commissions/Committees	C+11		
303	American with Disabilities Act	C+4		
304	Records Management, Records Retention Schedule	C+4		Duplicate of City Clerk
305	Management Studies/Surveys	C+4		
401-01 thru 401-14	Finance Administration	C+4		Duplicate of Administrative Services, Public Works and Utilities
402-01 thru 402-07	Auditor Administration	C+9		Duplicate of Auditor's Files
403	General Audits	C+9		
500	Personnel Files	C+9	<a href="#">GC 12946 &amp; Title 29 Chpt XIV, Sections 1602.30; 32; 38.</a>	Some files may need to be retained until threat of legal action passed. Review on file by file basis for destruction

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COUNCIL APPROVAL:

## City of Palo Alto Records Retention Schedule

### OFFICE OF THE CITY ATTORNEY

Department Head: Molly Stump

RIM Coordinator: Stacy Lavelle

Series	Description	Total Retention	Statutory Reference	Remarks
600	Purchasing/Contracts	C+10		Duplicate of Purchasing Division; Review on a file by file basis for destruction
700	Legislative/Legal	C+14		Review on file by file basis for destruction
800	Public Works/Engineering/Construction	C+10		Review on file by file basis for destruction;
900	Litigation/claims	C+10		Required to keep until reasonable threat of legal action has passed. On a file by file basis assign archive time
1000	Real Estate	C+15		Duplication of Real Estate Division/CLK. Review on file by file basis for destruction
1100	Parks	C+4		Duplicate of Community Services. Review on file by file basis for destruction
1200	Municipal Utilities	C+4		Duplicate; review on file by file basis
1300	Police Administration	C+9	<a href="#">GC 34090</a>	Review on file by file basis for destruction
1400	Community Services	C+4	<a href="#">GC 34090</a>	Review on file by file basis for destruction
1500	Fire Administration	C+9	<a href="#">GC 34090</a>	Review on file by file basis for destruction
1600	Information Resources	C+6	<a href="#">GC 34090</a>	Review on file by file basis for destruction

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## City of Palo Alto Records Retention Schedule

### CITY AUDITOR'S OFFICE

CAO: Harriet Richardson

RIM Coordinator: Deniz Tunc

Series	Description	Total Retention	Statutory Reference	Remarks
<b>ADMINISTRATIVE RECORDS</b>				
001	Office Budget and A/P	C+5		Department Policy
002	Meeting Notes, Memo's, Correspondence, Management Reports, Office Administrative files and Working files	C+5		Department Policy
003	Contracts (All Open Council Approved Contracts, Service Contracts, Purchase Orders, Blanket Purchase Orders, Solicitations, and Documents)	C+4		Duplicating of Purchasing and City Clerk
<b>SUBJECT FILES</b>				
004	Publications (Audit Reports), Status Reports, Revenue Reports, Council Reports	PER		Department Policy
005	Work Papers (supporting documentation for published reports)	C+7		Department Policy
006	Revenue Audit Work Papers (Sales, TOT, UUT, Prop. Tax etc.)	C+7		Department Policy (Confidential)
007	Fraud, Waste, and Abuse Hotline documentation	CL+5		Department Policy

# City of Palo Alto

## Records Retention Schedule

### CITY CLERK'S OFFICE

Department Head: Beth Minor

RIM Coordinator: David Carnahan

Series	Description	Total Retention	Statutory Reference	Remarks
<b>ADMINISTRATIVE RECORDS</b>				
	a) Budget	C+2	<a href="#">GC 34090.7</a>	Duplicate of Administrative Services Department Opinion
	b) Purchase Orders	C+2		
	c) Domestic Partnership Affidavits & Statements	PER		
	General Correspondence	C+2	<a href="#">GC 34090</a>	
	PUBLIC RECORDS REQUESTS – Requests, responses and log.	CL+2	<a href="#">GC 34090</a>	CL = Resolution Date
<b>LEGISLATIVE HISTORY</b>				
	COUNCIL & STANDING COMMITTEES			Department Opinion
	a) Agenda Packets – Docs. and information submitted to Council including questions and answers to Council agenda items.	C+2	<a href="#">GC 34090</a> ; <a href="#">GC 40801</a> <a href="#">54960.1(c)(1)</a>	
	b) Minutes	PER	<a href="#">GC 34090</a>	
	c) DVDs	PER		
	d) Proof of Agenda Posting	C+2		Department Opinion 10/2014
	STATE OF THE CITY ADDRESS – DVD and Speech Hard Copy	PER		Department Opinion 8/2014
	ORDINANCES	PER	<a href="#">GC 34090</a> ; <a href="#">PAMC 2.08.110</a>	
	RESOLUTIONS	PER	<a href="#">GC 34090</a> ; <a href="#">PAMC 2.08.110</a>	
	RECORDS & INFORMATION MANAGEMENT-			
	a) Retention Schedules & Manuals	C+4	<a href="#">CCP 343</a>	
	b) Destruction Certificates	PER		Department Opinion 8/2014
	c) Transfer Lists	C+2	<a href="#">GC 34090</a>	
	d) Inventory Database	C+2	<a href="#">GC 34090</a>	Department Opinion Record of on/off-site records
<b>SUBJECT FILES</b>				
	SUBJECT FILES – All subject files included, unless specifically set forth elsewhere.	C+2	<a href="#">GC 34090</a>	Confidential Legal Opinions are not public information and are restricted from public access.
	PROCLAMATIONS	C+2	<a href="#">GC 34090</a>	
	LEGAL ADVERTISING	C+4	<a href="#">CCP 337</a> ; <a href="#">54960.1(c)(1)</a> ; <a href="#">GC 34090</a>	Includes public hearing notices, legal publications
	EXTERNAL VENDORS –			
	a) Contracts awarded by City Clerk Department	TER+4	<a href="#">PAMC 2.08.110</a> ; <a href="#">CCP 337</a>	
	b) Contracts awarded by City Council	TER+4	<a href="#">PAMC 2.08.110</a> ; <a href="#">CCP 337</a>	
	STANFORD (Including Sand Hill Road, Willow Rd. Extension)	PER	<a href="#">PAMC 2.08.110</a>	City Attorney Opinion 9/1987
	YACHT HARBOR	PER	<a href="#">PAMC 2.08.110</a>	City Attorney Opinion 9/1987

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# City of Palo Alto

## Records Retention Schedule

### CITY CLERK'S OFFICE

Department Head: Beth Minor

RIM Coordinator: David Carnahan

Series	Description	Total Retention	Statutory Reference	Remarks
	NORTHERN CALIFORNIA POWER AGENCY – Agreements including Transmission Agency of Northern California	PER	<a href="#">PAMC 2.08.110</a>	City Attorney Opinion 9/1987
	CABLE TELEVISION – Franchise & Licenses	PER		City Attorney Opinion 9/1987
	FLOOD BASIN	PER		City Attorney Opinion 9/1987
	CLAIMS AGAINST THE CITY	C+2	<a href="#">PAMC 2.28.230</a> & <a href="#">2.28.240</a>	Duplicate of Attorney
	DIRECTOR'S HEARING APPEALS – Planning and Community Environment Director	TER+2		<i>TER = Project completion date</i> Department Opinion 4/2015
	POLICE AUDITOR REPORTS	PER		Department Opinion 4/2015
	WATER RIGHTS – Agreements and Clean Up	PER		City Attorney Opinion 1995
	PAC BELL/PG&E	PER		Department Opinion 1992
	SISTER CITIES	C+2	<a href="#">GC 34090</a>	Department Opinion 8/2014
<b>ELECTIONS/POLITICAL REFORM ACT</b>				
	CAMPAIGN DISCLOSURE STATEMENTS-		<a href="#">PAMC 2.08.110</a>	
	a) Elected Members & Log of Filers (paper)	PER	<a href="#">GC 81009(b)(g)</a>	
	b) Non-elected members (paper)	C+5	<a href="#">GC 81009(b)</a>	
	c) Others – Committees, Supporting/Opposing Measures (paper)	C+7	<a href="#">GC 81009(c)</a>	
	d) Copies received (e.g. Form 410) (paper)	C+4	<a href="#">GC 81009(f)</a> <a href="#">GC 84615(i)</a>	
	e) Electronically filed	C+10		
	CONFLICT OF INTEREST CODE	C+4		Code is Adopted by Resolution, Resolution is Permanent
	STATEMENT OF ECONOMIC INTEREST – Form 700 (Designated Filers) & Log of Filers	C+7	<a href="#">GC 81009(e)(g)</a>	Originals retained C+7 "Wet", paper filed forms can be digitized after 2 years
	STATEMENT OF ECONOMIC INTEREST – Form 700 (GC 87200 Filers) & Log of Filers	C+4	<a href="#">GC 81009(d)(g)</a>	Originals forwarded to State. Copies retained C+4 GC 87200 Filers include City Council Members, the City Attorney, City Manager, Planning Commissioners, and the Administrative Services Director (CFO)

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# City of Palo Alto

## Records Retention Schedule

### CITY CLERK'S OFFICE

Department Head: Beth Minor

RIM Coordinator: David Carnahan

Series	Description	Total Retention	Statutory Reference	Remarks
	FPPC AGENCY FORMS a) Gift to Agency Report – Form 801 b) Behested Payment Report – Form 803 b) 804 New Positions – Form 804 c) Consultants – Form 805 d) Public Official Appointments – Form 806	C+7 C+7 C+4 C+4 C+2	<a href="#">FPPC 18944</a> <a href="#">GC 82015</a> <a href="#">FPPC 18734</a> <a href="#">FPPC 18734</a> <a href="#">FPPC 18705.5</a> <a href="#">GC 34090</a>	Current on Agency Website     Current on Agency Website
	NOMINATIONS/CANDIDATES a) Elected b) Non-elected	PER TER+2	<a href="#">EC 17100</a>	Department Opinion 6/2014 <i>TER = Certif. of elections results date or failure date</i>
	AB1234 ETHICS TRAINING – Proof of training attendance	C+5	<a href="#">GC 53235.2(2)b</a>	
	OATHS OF OFFICE a) Elected Council Member	TER+2 PER		Department Opinion <i>TER = Leaving Office date</i> Department Opinion 8/2014
	PETITIONS, INITIATIVES, REFERENDUM, RECALL & CHARTER AMENDMENTS	TER+1	<a href="#">EC 17200</a> <a href="#">EC 17400</a> <a href="#">GC 6253.5</a>	RESTRICTED ACCESS <i>TER = Certif. of election results date or failure date</i> Department Opinion 8/2014
	BALLOTS	TER+1	<a href="#">EC 17302, 17304, 17306;</a>	RESTRICTED ACCESS <i>TER = date of election</i> Department Opinion 8/2014
	SAMPLE BALLOT	PER	<a href="#">GC 34090</a>	
	BOARDS & COMMISSIONS a) Applications & Appointments I. Appointed II. Not Appointed b) Letters of Appointment c) Notices of Termination d) Recruitment Outreach e) General Correspondence	TER+5 CL+2 TER+2 TER+2 C+2 C+2	<a href="#">GC 34090a;</a> <a href="#">GC 40801</a>	<i>TER = Leaving Office date</i> <i>CL = Close of recruitment</i> <i>TER = Leaving Office date</i> <i>TER = Leaving Office date</i>
	COUNCIL MEMBER – a) Individual Files b) Biographies c) Photos d) Emergency Standby Council Oaths of Office and Report	TER+2 PER PER PER		Department Opinion 10/2014
	ROSTER	PER		Department Opinion Paper C+2

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## City of Palo Alto Records Retention Schedule

### CITY CLERK'S OFFICE

Department Head: Beth Minor

RIM Coordinator: David Carnahan

Series	Description	Total Retention	Statutory Reference	Remarks
<b>REAL PROPERTY</b>				
	BINDING INSTRUMENTS	PER	<a href="#">GC 34090a</a>	Duplicate of County Recorder
	a) Land – Deeds, Easement			
	b) Easement Vacations, Leases & Purchases			
	c) Encroachments, Agreements & Conveyance			
	d) Community Development Block Grants (CDBG)			
	i. Deeds of Trust	TER		<i>TER = paid in full</i>
	ii. Promissory Notes	TER		<i>TER = paid in full</i>
	LIENS, CONDEMNATION	PER	<a href="#">GC 34090a</a>	
	ANNEXATIONS/ACQUISITIONS	PER	<a href="#">GC 34090a</a>	
	BONDS		While Useful	Duplicate of County Recorder
	ASSESSMENTS	TER+2		Department Opinion
	SUBDIVIDOR AGREEMENTS	PER	<a href="#">GC 65864 &amp; 65869.5</a>	
	DEED OF TRUST	TER+6	<a href="#">CCP 336a</a>	
<b>ADMINISTRATIVE HEARING RECORDS</b>				
001	Alarm Hearings	C+2	<a href="#">GC 34090</a>	
001	Animal Bite Hearings	C+15	<a href="#">GC 34090</a>	
001	Utility User Tax Hearings	C+10	<a href="#">GC 34090</a>	
001	Parking Ticket Hearings	C+2	<a href="#">GC 34090</a>	Includes Initial Review document
001t	Administrative Citation	C+5	<a href="#">GC 34090</a>	Noise, Animal

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## City of Palo Alto Records Retention Schedule

### CITY MANAGER'S DEPARTMENT

Department Head: James Keene

RIM Coordinator: Danille Rice

Series	Description	Total Retention	Statutory Reference	Remarks
<b>ADMINISTRATIVE RECORDS</b>				
001	Personnel Information, Budget Information, Records Retention Schedule	While useful		Duplicate of other departments
002	Staff Reports CMRs (City Manager Reports) – including supporting documents	PER	<a href="#">GC34090.5</a>	May be scanned after 5 years and paper copy offered to Palo Alto Historical Association
003	Economic Development Files for Projects throughout City of Palo Alto	PER		May be stored off-site
	Sister Cities	C+2	<a href="#">GC 34090</a>	
<b>LEGISLATIVE HISTORY</b>				
004	Legislative Letters	C+5		Consistent with State Legislation – Reviews and Changes
<b>SUBJECT FILES</b>				
005	Files established pertaining to various subjects, Project files, Chronological Files	C + 2	<a href="#">GC 34090</a>	
<b>POLICIES AND PROCEDURES</b>				
006	Official copies of all City Policies and procedures	PER		Each department should have a current copy of the Policies & Procedures

# City of Palo Alto

## Records Retention Schedule

### COMMUNITY SERVICES DEPARTMENT

Department Head: Rob de Geus

RIM Coordinator: Erin Solheim Perez

Series	Description	Total Retention	Statutory Reference	Remarks
<b>ADMINISTRATIVE RECORDS</b>				
001	Personnel – Current Employees Performance Reviews & Work Schedules	C+2		Performance reviews are duplicates of People Strategy and Operations
002	Security Documents, Work Orders, Correspondence Inventories, Logs & Reports	C+2	<a href="#">GC 34090</a>	
003	Policy – Policies, Procedures & Forms	C	CA Opinion	
004	Other Departments – Stores Requisition Purchase Orders, Contracts & Records Retention Schedule	C		Duplicate of Administrative Services (ASD) and City Clerk
005	Volunteer Records	C+2	<a href="#">GC 34090</a>	
006	Accounting – Sales Receipts, Deposits, Sales Logs, Ledgers, Fees/Fines, Contracts Under \$85,000, Bills & Transit Books	C+1		Department Opinion Duplicate of ASD
<b>ARTS &amp; SCIENCES DIVISION</b>				
007	Art Loan Program	C+2	<a href="#">GC 34090</a>	
008	Theatre Records – Costume & Prop Loans and Booth Level Settings	C+2	<a href="#">GC 34090</a>	
009	Art Collection	C	Community Services Opinion	
	Public Art Commission a) Action Agenda b) Proof of Publication c) Minutes of all meetings d) General Correspondence e) Proof of Agenda Posting	C+2 C+2 PER C+2 C+2	<a href="#">GC 34090</a>	
011	Exhibits – Junior Museum & Baylands Interpretive Center	PER		Department Opinion
012	Animal Permits – Junior Museum & Zoo	TER+2	<a href="#">Fish &amp; Game Sections 3200, 3204</a>	
<b>HUMAN SERVICES &amp; CUBBERLEY DIVISION</b>				
	Human Relations Commission a) Action Agenda b) Proof of Publication c) Minutes of all meetings d) General Correspondence e) Proof of Agenda Posting	C+2 C+2 PER C+2 C+2	<a href="#">GC 34090</a>	

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# City of Palo Alto

## Records Retention Schedule

### COMMUNITY SERVICES DEPARTMENT

Department Head: Rob de Geus

RIM Coordinator: Erin Solheim Perez

Series	Description	Total Retention	Statutory Reference	Remarks
<b>RECREATION &amp; GOLF DIVISION</b>				
020	Use Permits – Fields, Parks, Courts, Certificates of Insurance, Facilities Applications & Logs and Group Agreements	C+2	<a href="#">GC 34090</a>	
021	Waivers, Cancellation/Transfer Forms	C+2	<a href="#">GC 34090</a>	
022	Recreation Foundation – Minutes, Correspondence & Financial Information	C+1		Department Opinion
	Parks and Recreation Commission		<a href="#">GC 34090</a>	
	a) Action Agenda	C+2		
	b) Proof of Publication	C+2		
	c) Minutes of all meetings	PER		
	d) General Correspondence	C+2		
	e) Proof of Agenda Posting	C+2		
	Fee Reduction Program	C+1		Department Opinion 4/2015

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COUNCIL APPROVAL:

# City of Palo Alto

## Records Retention Schedule

### DEVELOPMENT SERVICES

Department Head: Peter Pirnejad

RIM Coordinator: Lisa Green

Series	Description	Total Retention	Statutory Reference	Remarks
<b>ADMINISTRATIVE RECORDS</b>				
001	OTHER DEPARTMENTS Personnel Records, Purchase Orders, Payment Claim, Vouchers, Legislation, Final Budget, Correspondence with Other Departments and Records Requests	While Useful	<a href="#">GC 34090</a>	Duplicate of other Departments
002	DEPARTMENT ADMINISTRATION Daily Deposit Copies, Department Procedures, Equipment, Inventories, Budget Preparation, Final Budget Correspondence, and Daily Counts & Wait Times.	C+2	<a href="#">GC 34090</a>	
003	CONTRACTS a) Contracts under \$85,000 plus all records associated b) Full Cost Recovery Contracts c) Contracts over \$85,000 plus all records associated	C+2  Until Completion C+2	<a href="#">PAMC 2.30.075</a>	Duplicate of Administrative Services  Duplicate of City Clerk
<b>SUBJECT FILES</b>				
004	PERMIT RECORDS Address changes, Permit applications, Building Use & Occupancy applications and certificates, Department correspondence.	PER	<a href="#">GC 34090</a>	Electronically Stored in Geographic Information System (GIS) or Accela
005	INSPECTION RECORDS Survey letters, Special inspection – final inspection reports, SB407 certificate of compliance forms, Stop work correspondence.	PER	<a href="#">GC 34090</a>	
006	Plans	PER	<a href="#">H&amp;S 19850</a>	

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COUNCIL APPROVAL:

# City of Palo Alto

## Records Retention Schedule

### FIRE DEPARTMENT

Department Head: Eric Nickel

RIM Coordinator: James Henrikson

Series	Description	Total Retention	Statutory Reference	Remarks
<b>ADMINISTRATIVE RECORDS</b>				
001	DEPARTMENT MANAGEMENT	C+2	<a href="#">GC 34090</a>	
	General Order, Special Orders, Bulletins	While Useful		
	Policies and Procedures	While Useful		
	Memorandum of Agreements	While Useful		Duplicate of People Strategy and Operations (PSO)
001(a)	Code Books, Ordinances	PER	<a href="#">GC 34090(e)</a>	<a href="#">California Fire Code</a> , <a href="#">PAMC amendments</a> , etc.
002	DEPARTMENT PLANS	PER		Department Opinion
	Strategic Plans/Master Planning Documents	While Useful		
003	GENERAL CORRESPONDENCE & REPORTS	C+2	<a href="#">GC 34090</a>	
	Correspondence, memos, emails, press releases	While Useful		
	Committee reports, minutes, public file review requests	While Useful		
	Special studies, community relations	While Useful		
004	BIDS-UNACCEPTED	While Useful		Duplicate of Purchasing
005	OTHER DEPARTMENTS	While Useful		Duplicate of other departments
	Staffing roster, timecards, leave reports	While Useful		Duplicate of Administrative Services (ASD)
	Contracts and accounting reports, purchase orders, deposits, receipts	While Useful		Duplicate of ASD and City Clerk
	Records retention schedule	SUP		Duplicate of City Clerk
006	EMPLOYEE FILES			
006(a)	Training records, certificates	C+2	<a href="#">GC 34090</a>	Duplicate of PSO
006(b)	Employee records	While Useful		Duplicate of PSO
006(c)	DMV Driver Tests and records	C+2	<a href="#">GC 34090</a>	Duplicate of PSO
007	EMPLOYEE INJURY/EXPOSURE	While Useful		Duplicate of PSO
	Employee accident and exposure reports	PER		
	Individual and summary statistics	PER		
<b>SUBJECT FILES</b>				
	<b>FIRE PREVENTION</b>			
008	FIRE PREVENTION: Code Enforcement actions	CL+5	<a href="#">CFC 104.6</a>	
	Site Plans	While Useful		
	Requests for service, complaints.	C+2		
	Sprinkler system & Fire Alarm periodic testing reports & inspections	C+6 Electronic		5 Year tests: Keep C+6 Stored by 3 <sup>rd</sup> Party Vendor
008(a)	FIRE INVESTIGATION REPORTS & PHOTOS	CL+6	<a href="#">CFC 104.3.2</a> ; <a href="#">PC 801</a>	

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CL=COMPLETION OF INSPECTION/PROJECT  
 LOB=LIFE OF BUILDING  
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COUNCIL APPROVAL:

## City of Palo Alto Records Retention Schedule

### FIRE DEPARTMENT

Department Head: Eric Nickel

RIM Coordinator: James Henrikson

Series	Description	Total Retention	Statutory Reference	Remarks
008(b)	FIRE/HOMICIDE INVESTIGATION REPORTS & PHOTOS	PER	<a href="#">PC 799</a>	C+6 onsite; PER offsite
008(c)	ARSON /JUVENILE FIRESETTER SUSPECTS	CL+6	<a href="#">CFC 104.3.2;</a> <a href="#">PC 801</a>	Include interviews, documentation and classroom materials for junior firesetters
009	ANNUAL FIRE (CFC) PERMITS	C+2	<a href="#">GC 34090</a>	
010	STREET & NUMBER ASSIGNMENT	While Useful		Duplicate of Planning and Community Environment
011	FIRE INSPECTIONS (Bureau and Engine Company inspections)	CL+6	<a href="#">CFC 103.3.4</a>	Department Opinion <a href="#">CFC 103.3.4</a> requires CL +3. However, longer period desired due to 3 year inspection cycle for some facilities
	Records of Inspection; routine, special, new construction & tenant improvement related.	PER		Electronically stored in Accela
	Pre-Citation letters, Notice of Violation letters.	While Useful		
012	CERTIFICATIONS		<a href="#">GC 34090</a>	
	Flame Resistance	PER		Electronically stored in Accela
	Use and Occupancy Certificate	PER		Electronically stored in Accela
013	SPRINKLERS & FIRE SUPPRESSION SYSTEMS	LoB	<a href="#">GC 34090(a)</a>	Pertains to real property. May include blueprints, reports, inspection results, permits. C+2 onsite; PER offsite
	Design, Flow, Installation documents	LoB		
	Plan review comments	LoB		
014	BUILDING PROJECTS	LoB	<a href="#">GC 34090(a)</a>	Pertains to real property. May include blueprints, reports, inspection results, permits. C+2 onsite; PER offsite
	New Construction & Tenant Improvement Projects, including Underground tank installations and repairs	PER Electronic		Electronically stored in Accela
	Alternate means & methods	PER		2007 <a href="#">CFC 104. 6.4</a> Electronically stored in Accela
	Plan review comments	PER		Electronically stored in Accela
	<b>SUPPRESSION</b>			
015	INCIDENTS (fire, medical, hazmat, etc.)	PER		Electronically stored in RMS
015(a)	Dispatch and daily logs	C+2	<a href="#">GC 34090</a>	Release to Union; do not destroy

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 LOB=LIFE OF BUILDING  
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COUNCIL APPROVAL:

# City of Palo Alto

## Records Retention Schedule

### FIRE DEPARTMENT

Department Head: Eric Nickel

RIM Coordinator: James Henrikson

Series	Description	Total Retention	Statutory Reference	Remarks
015(b)	Fire Incident Reports; all except arson related	PER	<a href="#">CFC 104.3.2;</a> <a href="#">PC 801</a>	Electronically stored in RMS
015(c)	Fire Incident and other Field Reports; arson related	PER	<a href="#">CFC 104.3.2;</a> <a href="#">PC 801</a>	Electronically stored in RMS
015(d)	Fire Incident and other Field Reports; arson with death involved	PER	<a href="#">PC 799</a>	Electronically stored in RMS
015(e)	Pre-Hospital Care Report (PCR)	PER	<a href="#">45 CFR Part 164.530</a>	Electronically stored in RMS
016	<b>ENGINE/TRUCK EQUIPMENT</b>			
016(a)	Daily & Monthly logs	C+2	<a href="#">GC 34090</a>	
016(c)	Maintenance Program.	C+2	<a href="#">GC 34090</a>	
	<b>HAZARDOUS MATERIALS</b>			
017	ANNUAL HAZARDOUS MATERIALS STORAGE PERMIT	C+2	<a href="#">GC 34090</a>	
018	CALCULATIONS- Seismic and secondary containment	C+2	<a href="#">GC 34090</a>	
019	SITE CLEANUP Spill Reports & facility closure related information; related inspections. Does not include reports for activities regulated by California Regional Water Resources Control Board or California Dept. of Toxic Substances.	PER	<a href="#">GC 34090(a)</a>	Pertains to real property. Previous retention was 30 years-OHSA Guideline cited no specific document reference. Electronically stored in California Environmental Reporting Service (CERS)
020	HAZARDOUS MATERIALS & UNDERGROUND TANK INSPECTIONS, routine, special, and enforcement related	CL+6	<a href="#">CCR 27. 15188</a>	Department Opinion C+5 Required. Keep additional time for consistency with other inspection records. Electronically stored in CERS
021	HAZARDOUS MATERIALS BUSINESS PLANS	C+2	<a href="#">GC 34090</a>	Electronically stored in CERS
022	<b>UNDERGROUND TANKS</b>			
022(a)	UST closures and/or removals and related documentation. Does not include reports for activities regulated by California Regional Water Resources Control Board or California Dept. of Toxic Substances.	PER	<a href="#">GC 34090(a)</a>	Pertains to real property. May include blueprints, reports, inspection results, permits Electronically stored in CERS
022(b)	Periodic testing, monitoring and special reports	C+2	<a href="#">GC 34090</a>	Electronically stored in CERS
022(e)	Reports, fact sheets and studies			

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COUNCIL APPROVAL:

# City of Palo Alto

## Records Retention Schedule

### FIRE DEPARTMENT

Department Head: Eric Nickel

RIM Coordinator: James Henrikson

Series	Description	Total Retention	Statutory Reference	Remarks
	<b>PROGRAMS</b>			
023	SPECIAL PROGRAMS: Strike teams and mutual aid response	C+12	<a href="#">GC 34090</a>	Existing Department Opinion Is C+12. Note that <a href="#">GC 34090</a> requires only C+ 2
023 (a)	Disaster Service Worker: All associated documents	TER+30	<a href="#">CCR 19, 2573.2</a> , <a href="#">GC 3105, 6250</a>	Required for injury claims
024	PARAMEDICS: Training and testing	C+4	<a href="#">CCR 22, Div 9, sec 100392</a>	Retained by Human Resources? (TER+3, <a href="#">29 CFR 1627.3</a> )
	Patient Care Report-See Suppression			

Codes referenced that set retention times are listed below.

<a href="#">Code of Federal Regulations 29 CFR 1602</a>	3 Years
<a href="#">Code of Federal Regulations 29 CFR 1627.3</a>	3 Years
<a href="#">Code of Federal Regulations 29 CFR 1910.1020</a>	30 Years
<a href="#">Code of Federal Regulations 45 CFR 160-164</a>	6 years
<a href="#">California Government Code Section 3105, 6250</a>	TER +30 Years
<a href="#">California Government Code Section 34090</a>	2 Years
<a href="#">California Government Code Section 34090.5</a>	Electronic retention
<a href="#">California Penal Code Section 799</a>	Permanent
<a href="#">California Penal Code Section 800</a>	6 Years
<a href="#">California Fire Code Section 103.3.4</a>	3 Years
<a href="#">California Fire Code Section 104.3.2</a>	3 Years
<a href="#">California Code of Regulations, Title 19 Section 2573.2</a>	TER + 30 Years
<a href="#">California Code of Regulations, Title 22 Section 100170</a>	5 Years
<a href="#">California Code of Regulations, Title 22 Section 100392</a>	4 Years
<a href="#">California Code of Regulations, Title 27 Section 15188</a>	5 Years
<a href="#">Palo Alto Municipal Code Section 17.28.050</a>	3 Years

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COUNCIL APPROVAL:

## City of Palo Alto Records Retention Schedule

### INFORMATION TECHNOLOGY (I.T.)

Department Head: Jonathan Reichental

RIM Coordinator: Darren Numoto

Series	Description	Total Retention	Statutory Reference	Remarks
<b>ADMINISTRATIVE RECORDS</b>				
	a) Budget	C+2	GC 34090.7	Duplicate of Administrative Services (ASD)
	b) Purchase Orders	C+2		Duplicate of ASD
<b>SUBJECT FILES</b>				
	Phone Log Files	C+2	GC 34090	Call records
	Service Desk Tickets	C+2	GC 34090	IT Service Desk Tickets
	Financial System Data Backup	C+7		SAP Database Backups
	Contracts			
	a) Under \$5,000	TER+3		
	b) \$5,000 and over	TER+3		
	c) \$85,000 and over	TER+3		Duplicate of ASD Duplicate of City Clerk

**City of Palo Alto**  
**Records Retention Schedule**

**LIBRARY DEPARTMENT**

Department Head: Monique Ziesenhenn

RIM Coordinator: Evelyn Cheng

Series	Description	Total Retention	Statutory Reference	Remarks
<b>ADMINISTRATIVE RECORDS -</b>				
	<u>Department Administration</u> Work Schedules, Volunteer Records, Budget Preparation, Surveys, Statistics, Projects, Staff Reports, Org Chart, Memberships, Legal Opinion, Staff Development and Training, Community Relations, Benchmark Data	C+2	<a href="#">GC34090</a>	
	<u>Standards</u> Department Policies and Procedures, Strategic Plan, Safety/Security Manual, Disaster Plan	Until Superseded	<a href="#">GC34090</a>	
	<u>General Correspondence &amp; Reports</u> Correspondence, Memos, Emails, Press Releases, Committee Reports, Meeting Notes, Working Files	C+2	<a href="#">GC34090</a>	E-mail messages related to a current project or a policy-making decision should be retained along with related records
	<u>Other Departments</u> Staffing Roster, Timecards, Leave Requests, Contracts, Amendments, Purchase Orders, Change Orders, Invoices, Travel, Final Budget, Fines and Fees Schedule, Library Bond Measures, Building Plans, Deposits, Cash Receipts, Information Technology Management Records, Records Retention Schedule	While useful	<a href="#">GC 34090</a>	Duplicate of other departments
	<u>Employee Files (Regular &amp; Hourly)</u> PAFs, Appraisals, Work Injury, Job Descriptions, Requests for Reclassification, Recruitment – applications, resumes,	While Useful		Duplicate of People Strategy and Operations
<b>LEGISLATIVE HISTORY</b>				
	<u>Library Advisory Commission</u> a)Agenda b)Proof of Publication c)Minutes of Meetings d)General Correspondence e) Proof of Agenda Posting	C+2 C+2 PER C+2 C+2	<a href="#">GC34090</a>	If posted by Library Staff

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COUNCIL APPROVAL:

# City of Palo Alto

## Records Retention Schedule

### LIBRARY DEPARTMENT

Department Head: Monique Ziesenhenne

RIM Coordinator: Evelyn Cheng

Series	Description	Total Retention	Statutory Reference	Remarks
<b>SUBJECT FILES</b>				
	<u>Library Databases</u> Customers, Circulation and Inventory Subscriptions and Licenses	C+2		Registration and circulation records are exempt from Public Records Act under certain conditions; <a href="#">GC6254</a> , <a href="#">GC6254.5</a> , <a href="#">GC6255</a> , <a href="#">GC6267</a>
	<u>Grants &amp; Donations</u> Applications Awards Non-Monetary Donations Reimbursements	C+5		
	<u>Capital Improvements</u> Project Files, Specifications, Contracts, Agreements, Equipment, Maintenance, Licenses, Inventory	Life of Building		
	<u>Publicity/Publications</u> Promotional Materials	C+2	<a href="#">GC34090</a>	
	<u>State Library</u> Public Library Survey Reimbursements	C+2		
	<u>Operational Reports</u> Daily Log, Cash Handling, Bank Deposits, Debt Collection Management Incident Reports	C+2 C+5		
	<u>Public Programming</u> Development and Administration of Programs for the Public (children, students, adults)	C+2		
	<u>Collection Development Records</u> Records documenting the selection and acquisition of new materials for the Library's collections.	C+2		
	<u>Collection Movement Records</u> Records documenting the physical movement of materials between the facilities and storage areas	C+2		
	<u>Historic Reference</u> History of Palo Alto City Library	PER		Department Opinion

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COUNCIL APPROVAL:

## City of Palo Alto Records Retention Schedule

### OFFICE OF EMERGENCY SERVICES

Department Head: Kenneth Dueker

RIM Coordinator: Nathan Rainey

Series	Description	Total Retention	Statutory Reference	Remarks
<b>ADMINISTRATIVE RECORDS</b>				
001	<b>DEPARTMENT MANAGEMENT</b>	C+2	<a href="#">GC 34090</a>	
	General Order, Special Orders, Bulletins Policies and Procedures			
	Memorandum of Agreements	While Useful		Duplicate of People Strategy and Operations (PSO)
002	<b>DEPARTMENT PLANS</b>	PER		Department Opinion
	Strategic Plans/Master Planning Documents			
003	<b>GENERAL CORRESPONDENCE &amp; REPORTS</b>	C+2	<a href="#">GC 34090</a>	
	Correspondence, memos, emails, press releases			
	Committee reports, minutes, public file review requests			
	Special studies, community relations			
003c	Budgets, PO's Time Keeping, Correspondence, Surveys, Statistical Reports	C+5	<a href="#">GC 34090</a>	
004h	Equipment Records	TER+2	<a href="#">GC 34090</a>	Retained until termination of equipment's use; Manuals, instructions, procedures, assignments, maintenance
<b>EMPLOYEE FILES</b>				
006(a)	Training records, certificates	C+2	GC 34090	Retained by PSO (TER+3, 29 CFR 1627.3)
006(b)	Employee records	While Useful		Retained by PSO (TER+3, 29 CFR 1627.3)
<b>SPECIAL PROGRAMS</b>				
023 (a)	Disaster Service Worker: Emergency Services Volunteers All associated documents	TER+30	<a href="#">CCR 19, 2573.2,</a> <a href="#">GC 3105, 6250</a>	Required for injury claims

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COUNCIL APPROVAL:

## City of Palo Alto Records Retention Schedule

### OFFICE OF EMERGENCY SERVICES

Department Head: Kenneth Dueker

RIM Coordinator: Nathan Rainey

Series	Description	Total Retention	Statutory Reference	Remarks
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Codes referenced that set retention times are listed below.

<a href="#">Code of Federal Regulations 29 CFR 1602</a>			3 Years	
<a href="#">Code of Federal Regulations 29 CFR 1627.3</a>			3 Years	
<a href="#">Code of Federal Regulations 29 CFR 1910.1020</a>			30 Years	
<a href="#">Code of Federal Regulations 45 CFR 160-164</a>			6 years	
<a href="#">California Government Code Section 3105, 6250</a>			TER +30 Years	
<a href="#">California Government Code Section 34090</a>			2 Years	
<a href="#">California Government Code Section 34090.5</a>			Electronic retention	
<a href="#">California Penal Code Section 799</a>			Permanent	
<a href="#">California Penal Code Section 800</a>			6 Years	
<a href="#">California Fire Code Section 103.3.4</a>			3 Years	
<a href="#">California Fire Code Section 104.3.2</a>			3 Years	
<a href="#">California Code of Regulations, Title 19 Section 2573.2</a>			TER + 30 Years	
<a href="#">California Code of Regulations, Title 22 Section 100170</a>			5 Years	
<a href="#">California Code of Regulations, Title 22 Section 100392</a>			4 Years	
<a href="#">California Code of Regulations, Title 27 Section 15188</a>			5 Years	
<a href="#">Palo Alto Municipal Code Section 17.28.050</a>			3 Years	

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COUNCIL APPROVAL:

# City of Palo Alto

## Records Retention Schedule

### PEOPLE STRATEGY AND OPERATIONS

Department Head: Kathy Shen

RIM Coordinator: Elizabeth Egli

Series	Description	Total Retention	Statutory Reference	Remarks
<b>ADMINISTRATIVE RECORDS</b>				
001	GENERAL – Correspondence, Timecards, Contracts, Subject Files, Budgets, Projects, and Records Retention Schedule*	C+2	<a href="#">GC 34090</a>	Duplicate of City Clerk and Administrative Services *Note: Records Retention Schedules are only maintained while in effect (current/superseded)
002	STANDARDS – Policies, Rules, Bills, & Regulations	C+2	<a href="#">GC 34090</a>	
<b>EMPLOYMENT</b>				
004	RECRUITMENT – Applications, Resumes, Alternate Lists, Testing	C+3	<a href="#">49 USC Sections 2000e-8; 2000e-12; 29 CFR Section 1602.12 and 1602.14</a>	Restricted Access
005	PERSONNEL FILES (a) Regular Employees	TER+15	<a href="#">29 CFR Section 1627.3 Labor Relations Section 1174</a>	Access May digitally store after 2 years and shred Restricted Access
	PERSONNEL FILES (b) Water Quality Control Plant – Senior Chemist, Chemist, Laboratory Tech, Senior Industrial Waste Investigator, Industrial Waste Investigator, Senior Mechanic, Mechanic, Senior Operator, WQC Plant Operators I/II, Industrial Waste Inspectors, Electricians, Supervisor, WQCP Operations, Manager/Assistant Manager, WQCP, and Manager, Laboratory Services*	TER+30	<a href="#">29 CFR 1910.1020; Cal OSHA 8 Cal Code Regs 3204</a>	Access May digitally store after 2 years and shred Restricted Access *There may be other employees in safety-sensitive positions in other locations with same extended retention schedule
005	PERSONNEL FILES (c) Hourly Employees	TER+5	<a href="#">29 CFR Section 1627.3 Labor Relations Section 1174</a>	Access May digitally store after 2 years and shred Restricted Access
006	RETIREMENT – Public Employee Retirement System	TER+4	<a href="#">29 USC Section 1001 – 1381</a>	Restricted Access
007	CLASSIFICATION: Requests for reclassification, PDQ's, Job Descriptions, Desk Audits	C+2	<a href="#">Labor Code Section 1197.5(d)</a>	
<b>BENEFITS</b>				
008	EMPLOYEE BENEFIT FILES – DCCAP (dependent care), Deferred Compensation, Dental, EAP, Life, Medical, Vision/LTD Claim Applications, Leave Domestic Partner Reimbursement	C+4	<a href="#">29 CFR Section 1627.3</a>	Restricted Access EAP = Employee Assistance Program LTD = Long Term Disability

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## City of Palo Alto Records Retention Schedule

### PEOPLE STRATEGY AND OPERATIONS

Department Head: Kathy Shen

RIM Coordinator: Elizabeth Egli

Series	Description	Total Retention	Statutory Reference	Remarks
	FPPC AGENCY FORMS a) 804 New Positions – Form 804 b) Consultants – Form 805	C+4 C+4	<a href="#">FPPC 18734</a> <a href="#">FPPC 18734</a>	Duplicate of City Clerk Duplicate of City Clerk
	<b>RISK MANAGEMENT/WORKERS' COMPENSATION</b>			
010	WORKERS COMPENSATION Claim Files, Timecards	TER+5 (if claim is active)	<a href="#">Labor Code Section 5410</a>	Files are held at Administrator's Office, City only keeps working file Restricted Access
011	ACCEL JPA Agenda Files	C+3		Department Opinion
012	DMV – Pull Notices	C+4 (only if employee has violation on record)		Department Opinion Restricted Access
013	DRUG TESTING	C+5	<a href="#">49 CFR Section 193-9</a>	Restricted Access
014	SAFETY REPORTS: a) Investigation Reports b) Hearing Tests	PER TERM+5 C+4		Department Opinion
	<b>HUMAN RESOURCES DEVELOPMENT</b>			
016	TRAINING – Program Lists, Instructor Lists, Class Rosters, & Evaluations	C+4		Department Opinion
	<b>EMPLOYEE RELATIONS</b>			
017	NEGOTIATIONS – Notes, Notebooks, Correspondence, Contracts, & Memorandum of Agreement (MOA)	C+10	<a href="#">29 USC Sections 211 (c), 203 (m), 207 (g)</a>	Restricted Access
018	COMPENSATION – Mgmt. Salary History Sheets, Job Descriptions, Salary Surveys, Compensation Plans	C+7		Department Opinion
019	GRIEVANCES – Arbitration, Grievances Reports, SEIU Window Period Requests, Sexual Harassment & Discrimination	C+7	<a href="#">29 CFR Section 1602.21 (h)</a>	Restricted Access

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# City of Palo Alto

## Records Retention Schedule

### PLANNING AND COMMUNITY ENVIRONMENT

Department Head: Hillary Gitelman

RIM Coordinator: Zariah Betten

Series	Description	Total Retention	Statutory Reference	Remarks
<b>ADMINISTRATIVE RECORDS</b>				
001	OTHER DEPARTMENTS Personnel Records, Purchase Orders, Payment Claim Vouchers, Legislation, Final Budget, , Correspondence with Other Departments and Records Requests	While Useful	<a href="#">GC 34090</a>	Duplicate of other Departments
002	DEPARTMENT ADMINISTRATION Department Procedures, Equipment, Inventories, Budget Preparation, and Final Budget Correspondence	C+2	<a href="#">GC 34090</a>	
003	CONTRACTS a) Contracts under 85,000 plus all records associated b) Full Cost Recovery Contracts	C+2  Until Completion	<a href="#">PAMC 2.30</a>	Department Opinion
004	ADMINISTRATIVE REFERENCE Fee Schedules, Orgs. List, Ordinance Binder, Planning Ethics, Data Collection.	While Useful plus online archives		Department Opinion
<b>LEGISLATIVE HISTORY</b>				
005	PLANNING AND TRANSPORTATION COMMISSION (PTC), ARCHITECTURAL REVIEW BOARD, HISTORIC RESOURCES BOARD AND DIRECTOR'S HEARINGS a) Minutes - Online b) Agendas - Online c) Correspondence with Staff/Public – project based d) Proof of Publication e) Proof of Agenda Posting	PER  C+2 C+2  C+2 C+2	<a href="#">GC 34090</a>	Video and Audio Tapes are recycled after 90 days except for Director's Hearing – 5 years of DVD/CD  Hardcopy format, Boards – Summary. PTC – Verbatim
<b>SUBJECT FILES</b>				
006	COUNTY OF SANTA CLARA	While Useful		Duplicate of Santa Clara County
007	PLANS a) Approved b) Superseded	PER C+2	<a href="#">GC 34090</a>	Digital Format Hardcopies
008	DISCRETIONARY PLANNING ENTITLEMENTS a) Applications b) Maps-Zoning, Tentative Subdivision, Preliminary Parcel, Comp Plan Land Use, et al c) Permit Extensions (currently a 2-year window with a 1-yr extension) d) Record of Land Use Actions e) CEQA-EIR-Negative Declarations	PER  C+2  PER	<a href="#">GC 34090</a>	Digital Format (stored offsite)   Digital format  Saved within Application files that are scanned into GIS/DOXview
010	HISTORIC INVENTORY	PER	<a href="#">GC 34090</a>	Digital Format – Currently updated via GIST
011	ZONING ORDINANCES	PER		Duplicate of City Clerk

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## City of Palo Alto Records Retention Schedule

### PLANNING AND COMMUNITY ENVIRONMENT

Department Head: Hillary Gitelman

RIM Coordinator: Zariah Betten

Series	Description	Total Retention	Statutory Reference	Remarks
012	COMPREHENSIVE PLAN AND AMENDMENTS – Available Website reference only (Amendments acknowledged by Resolutions)	PER	<a href="#">GC 34090</a>	Duplicate stored offsite as vital copy backup w/ Amendments Resolutions Duplicate of City Clerk
013	COMMUNITY DEVELOPMENT BLOCK GRANTS (CDBG) a) Project Files b) Deeds of Trust and Promissory Notes	C+2		State of California Duplicate of City Clerk
014	COMMUNITY DEVELOPMENT BLOCK GRANTS (CDBG) Program Reference Forms, Procedures and Brochures	C+3		Human Relations Commission acts as Committee Department Opinion
015	HOUSING a) General Information and References-Outside Materials b) Housing Studies and Programs c) HOME Funding-General (If individual home loans keep permanently) d) Below Market Rate (BMR) Units, In Lieu Hosing Mitigation e) Below Market Rate Administration	While Useful C+3 C+3 PER While Useful		Department Opinion Federal regulation federally funded programs and labor standard compliance files Department Opinion
016	TRANSPORTATION-BICYCLES a) Bike Boulevard Final Studies and Plans, Specs & Est. b) Bike Counts c) Bike Facilities, Lockers and Racks d) Bike Locker Rental Program e) Bike Operations (signing/stripping, signal detection), paths, Routes and Trails f) Pedestrian and Bicycle Advisory Committee	PER C+5 C+5 C+5 PER C+2	<a href="#">GC 34090</a> <a href="#">GC 34090</a> <a href="#">GC 34090</a>	Unique project, historical significance, model for other jurisdictions in and out of U.S.  Department Opinion
017	FUNDING-Fuel Efficient Traffic Signal Management Program (FETSIM) Applications, Prop 116 Applications, Surface Transportation Program (STDP)/Congestion Mitigation and Air Quality (CMAQ)Applications and Transportation Development Act (TDA) Article 3 Applications	PER		
018	NEIGHBORHOOD STUDIES	C+2		Department Opinion
019	Parking a) Assessment Districts b) Carpool/Vanpool Program c) Facilities(garages/lots) d) Permit Policy/Management e) Residential Permit Parking f) Structures g) Surveys h) Zones i) Congestion Pricing	PER C+2 PER C+2 C+5 PER C+2 C+2 C+5	<a href="#">GC 34090</a> <a href="#">GC 34090</a>	Multiple Depts. Department Opinion Department Opinion Department Opinion Department Opinion Department Opinion

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## City of Palo Alto Records Retention Schedule

### PLANNING AND COMMUNITY ENVIRONMENT

Department Head: Hillary Gitelman

RIM Coordinator: Zariah Betten

Series	Description	Total Retention	Statutory Reference	Remarks
020	PERMITS/TRAFFIC CONTROL- Certificates of Insurance and Traffic Control Plans	C+2	<a href="#">GC 34090</a>	
021	TRAFFIC REFERENCE a) Bike-correspondence, other jurisdiction bike plans, safety/education b) Demographic Data c) Traffic Flow Maps	C+2 PER C+5	<a href="#">GC 34090</a>  <a href="#">GC 34090</a>	Department Opinion/Online Reference
022	REGIONAL AGENCIES	C+2	<a href="#">GC 34090</a>	
023	SCHOOL SAFETY	C+2	<a href="#">GC 34090</a>	
024	TRAFFIC STUDIES a) Traffic Calming b) Traffic Signals c) Other Traffic Studies	C+5	<a href="#">GC 34090</a>	Department Opinion
025	TRAFFIC OPERATIONS Accidents (high accident location/accident data and reports)	C+2	<a href="#">GC 34090</a>	Department Opinion
028	Plans	PER	<a href="#">H&amp;S 19850</a>	

# City of Palo Alto

## Records Retention Schedule

### POLICE DEPARTMENT

Department Head: Chief Dennis Burns

RIM Coordinator: Lisa Scheff

Series	Description	Total Retention	Statutory Reference	Remarks
<b>ADMINISTRATIVE RECORDS</b>				
003	(a) Personnel Training	SUP	<a href="#">GC 34090</a>	Bulletins
003	(a)(1) Lesson Plans	C+15	<a href="#">GC 34090</a>	Scope, content, time period of courses
003	(a)(2) Applicant Fingerprint Files	TER+2	<a href="#">GC 34090</a>	Includes paperwork authorizing fingerprinting and background checks for City employment applicants, all license and permit applicants and volunteer applicants
003	(a)(3) Personnel (copies)	TER+7	<a href="#">GC 34090</a>	Paperwork documenting officer & non-sworn internal and external training
003	(a)(b) Volunteer Files	TER+2	<a href="#">GC 34090</a>	Volunteer identification, contact information
003b	Forms, Brochures	TER+2	<a href="#">GC 34090</a>	
003c	Budgets, PO's, Time Keeping, Correspondence, Surveys, Statistical Reports	C+5	<a href="#">GC 34090</a>	
003d	Demographic Data Collection Cards	C+2	<a href="#">GC 34090</a>	Program ended 6-30-2010
003e	Alarm Records	C+2	<a href="#">GC 34090</a>	Alarm packets, documents & correspondence
001q	Administrative/Internal Affairs Investigations – Documents relating to complaints or investigations in response to citizen complaints regarding members of the Department.	C+5	<a href="#">PC 832.5</a> , <a href="#">EVC 1045</a> , <a href="#">PC 801.5</a> , <a href="#">PC 803(c)</a> , <a href="#">VC 2547</a>	Provided documents are not evidence in any claim filed or pending litigation exists.
001k	Press Releases	C+2	<a href="#">GC 34090</a>	
001t	Administrative Citations	C+5	<a href="#">GC 34090</a>	
001r	PAPD Policy Manual	SUP	<a href="#">GC 34090</a>	Living Document
<b>ANIMAL SERVICES RECORDS</b>				
001p	Nuisance Complaints, Animal Bite Reports, PAMC Violations and warnings issued.	C+10	<a href="#">GC 34090</a>	PAMC = Palo Alto Municipal Code
001s	Veterinary Medical Records	C+3	<a href="#">BP 4081</a>	
0010	Animal Licenses	C+2	<a href="#">GC 34090</a>	Dog – 3 years from expiration
001n	Humane Officer – Activity records and logs	C+2	<a href="#">GC 34090</a>	
001m	Animal Control – All records relating to animal inventory and care	C+2	<a href="#">GC 34090</a>	
<b>COMMUNICATION RECORDS</b>				
001	(a) 911 Recordings (b) Other Phone Recordings, not on 911 lines	180 Days 180 Days	<a href="#">GC 34090.6</a> <a href="#">PC 1054</a>	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action

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# City of Palo Alto

## Records Retention Schedule

### POLICE DEPARTMENT

Department Head: Chief Dennis Burns

RIM Coordinator: Lisa Scheff

Series	Description	Total Retention	Statutory Reference	Remarks
003f	Mobile Audio Video Records (MAV)  DAR – Digital Audio Recordings	C+2	<a href="#">GC 34090.6</a> <a href="#">PC 1054</a>	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
003g	Interior Video Recordings Booking/AIB or Investigative Services Division (ISD) when initiated	C+1	<a href="#">GC 34090.6</a> <a href="#">PC 1054</a>	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
003h	Routine Perimeter Security Video	100 Days	<a href="#">GC 34090.6</a>	Automated self-recycled/re-use technology
<b>INVESTIGATIVE RECORDS</b>				
001e	Police Reports – ODI (Optical Document Imaging) System and supporting hard copy Reports	PER	<a href="#">GC 34090</a> <a href="#">PC 800</a> <a href="#">PC 801</a> <a href="#">PC 799</a>	Reports scanned into the ODI system from 6-15-92 to 12-31-06 Unless report is a Permanent Record or ordered Sealed by Court Order
001f	Non-Criminal Police Reports – Lost/Found Property, Injured or sick persons; missing persons where person has returned; traffic collision reports not used as the basis for criminal charges etc.	C+20	<a href="#">GC 34090</a>	Any CLETS entry must be canceled prior to purge if applicable. Applies to Police Reports taken prior to 6-15-1992, prior to Optical Imaging.
001e	Traffic Collision Fatality Reports	PER	<a href="#">GC 34090</a>	Regardless of the medium
001e	(1) Police Reports/PDF Scanned – All Felonies, high Misdemeanor cases.	PER	<a href="#">PC 800</a> <a href="#">PC 801</a> <a href="#">PC 799</a> (Felony Capital Crimes punishable by Death, Life Imprisonment <a href="#">PC 1054</a>	Starting 2007 Hard Copies will be kept in conjunction with PDF Prosecution for an offense punishable by imprisonment in state prison for 8 years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. *Exception: PC 803 – Tolling/Extension of time periods; Appeals process and “Three Strikes” also considerations in assigning retention.
001f	(1) Noncriminal Police Reports/PDF Scanned – Lost/Found Property, Injured or sick persons; missing persons where person has returned; traffic collision reports not used as the basis for criminal charges etc.	C+15	<a href="#">GC 34090</a>	Starting 2007 Reports will be scanned to PDF. Any CLETS entry must be canceled prior to purge if applicable.

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## City of Palo Alto Records Retention Schedule

### POLICE DEPARTMENT

Department Head: Chief Dennis Burns

RIM Coordinator: Lisa Scheff

Series	Description	Total Retention	Statutory Reference	Remarks
001v	Arrest/Conviction HS Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations – Occurring after January 1, 1996	Mandatory destruction from date of conviction or date of arrest with no conviction C+2	<a href="#">HS 11361.5</a>	Applicable to convictions occurring after 1-1-1996 or arrests not followed by a conviction occurring after 1-1-1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains 18 years of age – then destroyed pursuant to 11361.5
001l	FI Cards – Field interview Cards	C+2	<a href="#">GC 34090</a>	Includes photo if taken
001k	(1) Daily Bulletins	C+2	<a href="#">GC 34090</a>	
001e	(2) Registrants – Sex, Arson, Narcotics	PER	DOJ Guidelines	Fingerprint Card, Photo and info forwarded to DOJ
001e	(3) Criminal Reports (Misdemeanor low Felony) and Domestic Violence Reports	C+15	<a href="#">FC 6228(e)</a> <a href="#">GC 34090</a>	Remove property from CLETS, no suspect or open investigations pending
<b>MISC REPORTS AND DOCUMENTS</b>				
004a	Court Board	C+1	<a href="#">GC 34090</a>	Court Notices
004b	Court Liaison Tracking List	C+2	<a href="#">GC 34090</a>	Booking/Filing Lists and Logs, Informal Discovery requests and Correspondence
004c	Subpoenas (Duplicate)	C+2	<a href="#">GC 34090</a>	Subpoena Duces Tecum (SDT) filed with case Report once completed
004d	Statistical – Crime Analysis	C+2	<a href="#">GC 34090</a>	Internally generated information using activity logs, citizen calls, and current and past crime statistics. Reports created for a variety of purposes
004e	Statistical – UCR (Uniform Crime Report) LEOKA, Homicide, Arson, DV, Hate, Arrest & Citation, Death in Custody, Crimes against Senior	C+5	<a href="#">GC 34090</a>	Originals to CA DOJ&FBI
004f	Sealed – Adult/Factual Innocent	Mandatory Destruction upon and pursuant to Court Order	<a href="#">PC 851.8</a>	Does not include letter of finding send to the defendant for grants/denials
001j	Restraining Orders	C or until SUP		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of Restraining Order has expired
001g	Traffic Citations (copies) *Except Juvenile offender program graduates – those not forwarded to court of program successfully completed.	C+2	<a href="#">GC 34090</a>	Original is forwarded to court. Agency copy kept for processing. Parking Citations forwarded to Revenue Collections

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### POLICE DEPARTMENT

Department Head: Chief Dennis Burns

RIM Coordinator: Lisa Scheff

Series	Description	Total Retention	Statutory Reference	Remarks
004h	Equipment Records – PAS Records and Radar Calibration Logs, Weapons	TER+2	<a href="#">GC 34090</a>	Retained until termination of equipment use; Manuals, instructions, procedures, assignments, maintenance
004i	License/Permits	C+2	<a href="#">GC 34090</a>	Parade, Noise Exemption, Special Events, Block Party, Taxi, Masseuse, Second Hand Dealer. No Longer Interested forms to be sent to DOJ for expired applicant information.
004j	Warrants: (1) Felony (2) Misdemeanor (3) Infraction	Felony – 10 Misdemeanor – 7 Infraction 7	<a href="#">GC 34090</a> <a href="#">PC 799</a> <a href="#">PC 800/801</a>	Warrants attaining purge date are sent to Santa Clara Co DA's office for review of extension of warrant/Active case or purge. All CLETS/AWS systems must be updated or cancelled.
004k	NCIC Validations	C+2	<a href="#">GC 34090</a>	Copies sent monthly to DOJ
004l	Records requests, correspondence, no record	C+2	<a href="#">GC 34090</a>	

\*\* The destruction of felony, misdemeanor, and infraction Crime/Supplemental Reports is permitted providing:

- (1) Not related to an un-adjudicated arrest except for eligible HS 11357 or HS 11360 violations;
- (2) Not related to un-served warrants;
- (3) They do not involve identifiable items which have not been recovered;
- (4) Not related to PC 290, PC 457.1, or HS 11590 Registrants;
- (5) Not related relate to violations listed in PC Sections 799 and PC 800;
- (6) The cases are not presently involved in either a known civil or criminal litigation/Evidence

## City of Palo Alto Records Retention Schedule

### PUBLIC WORKS DEPARTMENT

Department Head: Mike Sartor

RIM Coordinator: Lisa Navarret

Series	Description	Total Retention	Statutory Reference	Remarks
<b>ADMINISTRATION</b>				
004 004	PERSONNEL Confidential Documents	While useful		Duplicate of People Strategy and Operations (PSO)
<b>AIRPORT</b>				
	AGREEMENTS/CONTRACTS	While useful		Duplicate of Administrative Services (ASD) and City Clerk (CLK)
	BUDGET Budget Change Requests	PER		Duplicate of Office of Management & Budget Life of Structure
	CAPITAL IMPROVEMENTS a) Project Files, Work Orders, Schedules, Bidders List, Correspondence, Change Order b) Specifications, Reports Plans, Contracts and Subdivisions	PER		
	GENERAL Correspondence Membership Information Notice to Airmen (NOTAM)	C+2	<a href="#">GC 34090</a>	
	GRANTS Applications Awards	PER		
	OPERATIONAL REPORTS Daily, Weekly, Monthly, Quarterly and Annually	C+4	<a href="#">GC 34090</a>	Federal Aviation Administration (FAA)
	PERMITS	PER		
	STAFF Evaluations Personnel Action Forms	SUP		Duplicate of PSO
	TENANT FILES Applications Payments/Receipts Log Leases	PER		
<b>ENGINEERING SERVICES</b>				
005 013	ASSESSMENT DISTRICT Boundaries & Rolls	PER	<a href="#">GC 34090</a>	
006 020	BENCHMARK DATA Horizontal, Vertical & Control	PER	<a href="#">GC 34090</a>	Department Opinion

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COUNCIL APPROVAL:

## City of Palo Alto Records Retention Schedule

### PUBLIC WORKS DEPARTMENT

Department Head: Mike Sartor

RIM Coordinator: Lisa Navarret

Series	Description	Total Retention	Statutory Reference	Remarks
007 044	CAPITAL IMPROVEMENTS a) Project Files, Work Orders, Schedules, Bidders List, Correspondence, Change Order b) Specifications, Reports Plans, Contracts and Subdivisions c) Street Reports	PER		Life of Structure
008 044	CERTIFICATES OF COMPLIANCE	PER	<a href="#">GC 34090</a>	Duplicate of CLK
009 040	CERTIFICATES OF INSURANCE	SUP	<a href="#">GC 34090</a>	
010 009	ENCROACHMENT PERMITS a) Permanent Encroachments b) Temporary Encroachments	PER C+2	<a href="#">GC 34090</a>	
011 042	FLOOD ZONE Elevation Certificates & Letter of Map Amendments	PER	<a href="#">GC 34090</a>	
012 047	MAPS – Annexations, Park Dedication, Tract, & Block	SUP	<a href="#">GC 34090</a>	Keep current map version only
013	PERSONNEL Evaluations Personnel Action Forms	SUP		Duplicate of PSO
014 048	PRIVATE DEVELOPMENT REVIEWS	C+2	<a href="#">GC 34090</a>	
015 046	SOIL REPORTS	PER		Department Opinion
016 008	STREET WORK PERMITS	PER	<a href="#">GC 34090</a>	
017 045	SUBDIVISIONS a) Agreements b) Parcels and Subdivision Maps	While Useful C	<a href="#">GC 34090</a>	Duplicate of CLK Keep current map version only
018 049	SURVEYS – Recording Data and Maps	PER	<a href="#">GC 34090</a>	Department Opinion
<b>ENVIRONMENTAL SERVICES</b>				
019 022	ENVIRONMENTAL FILES	PER		Department Opinion
	Discharger permits and permit support documents	Permit expiration or facility closure + 3 years	<a href="#">40CFR</a>	Federal Pretreatment Regulations
020 021	Other discharger data and records	C+2	<a href="#">40CFR</a>	Federal Pretreatment Regulations

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## City of Palo Alto Records Retention Schedule

### PUBLIC WORKS DEPARTMENT

Department Head: Mike Sartor

RIM Coordinator: Lisa Navarret

Series	Description	Total Retention	Statutory Reference	Remarks
<b>Water Quality Control Plant</b>				
035 <del>033</del>	FLOW Discharge Data & Reports	PER		Department Opinion
036 <del>030</del>	MAINTENANCE Flow Strip charts, Instrument Calibrations, Operations, Maintenance & Laboratory Records, & Crane Maintenance and Certification, State Certification	C+4		Department Opinion
037 <del>032</del>	NPDES (National Pollution Discharge Elimination System) – Permits and Reports	PER		Department Opinion
038 <del>034</del>	PERMITS Pressurized Vessels, Air & Industrial Waste	C+4	<a href="#">GC 34090</a>	
039 <del>031</del>	SAFETY Training and accident reports Routine tailgate topics	PER C+4	<a href="#">GC 34090</a>	
040	SEPTIC & RECLAIMED WATER Permits, Fees, Billings	C+4	<a href="#">GC 34090</a>	Department Opinion
	PERSONNEL Staff with accident report, accident investigation, or important disciplinary matter resulting in change of policy	TER+30		Department Opinion Duplicate of PSO
<b>Zero Waste</b>				
	Landfill Daily Log Operator assignments and Maintenance activities	C+5		
	Landfill reports & records	PER		
	Landfill tollbooth receipts	C+5		
	Household Hazardous Waste Manifest & Reports	PER		
	SMaRT Station & Kirby contract data	C+10		Department Opinion
	Waste Contractor data – GreenWaste of Palo Alto	C+10		Department Opinion
<b>PUBLIC SERVICES</b>				
<b>Equipment Management</b>				
021 <del>020</del>	Transactions – Parts, Fuel, and Gas Tags	C+2	<a href="#">GC 34090</a>	
022 <del>028</del>	Vehicles – Registrations & DMV Correspondence	Life of Vehicle	<a href="#">VC 4000</a>	DMV Requirement

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## City of Palo Alto Records Retention Schedule

### PUBLIC WORKS DEPARTMENT

Department Head: Mike Sartor

RIM Coordinator: Lisa Navarret

Series	Description	Total Retention	Statutory Reference	Remarks
<b>Facilities Management</b>				
023	BUILDING MAINTENANCE Custodial contract City Manager Reports Specifications Bidders List Change Orders Payment Files	C+2	<a href="#">GC 34090</a>	
024	CAPITAL IMPROVEMENTS a) Project Files, Work Orders, schedules, Bidders List, Change Orders & Correspondence b) Specifications, Reports, Calculations, Plans, & Subdivision, Contracts	PER  PER	<a href="#">CCP 337.15</a>	Department Opinion
025	GENERAL - Correspondence Forms	C+2	<a href="#">GC 34090</a>	
026	PERSONNEL Division Staff Schedules Personnel Action Forms Injury/Accident Reports	TER		Originals to PSO, copy kept in individual's file until employee termination
027	REPORTS Quarterly Summary of maintenance labor and material costs for Parking Lots	C+2	<a href="#">GC 34090</a>	
028 022	SUBJECT FILES Internal Working Files	C+2	<a href="#">GC 34090</a>	
029	WORK REQUESTS Labor and Material Tracking Key Requests Service Calls	C+2	<a href="#">GC 34090</a>	
<b>Streets/Sidewalks/Storm Drain</b>				
030 026	DAILY REPORTS Operator assignments & equipment status	C+5		
032 025	Storm drain Work orders	C+5		
033 027	Tree line clearing, landscaping plans, pesticide spraying, inventory & irrigation plans	C+2		
034	WORK ORDERS Streets, sidewalk, signs, sweeping, trees	C+5		

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# City of Palo Alto

## Records Retention Schedule

### UTILITIES DEPARTMENT

Department Head: Val Fong

RIM Coordinator: Jennie Castelino

Series	Description	Total Retention	Statutory Reference	Remarks
<b>ADMINISTRATIVE RECORDS</b>				
001	Management books, CIP Budget, Working Files, Operating & Safety, Staff Meetings, Budget Change Requests, Journal Entries Shipping Receipts, Depreciation, Proof of Publication	C+2	<a href="#">GC 34090</a>	
	Master Plans	PER		Department Opinion
	WGW Ops Dailies	C+2		Department Opinion
	WGW Ops Stand-by/Call Out Time Report	C+2		
	Shipping records Internal vs. Outside Vendor	C+2		
<b>SUBJECT FILES</b>				
002	Policies, Procedures, Processes, Marking Requirements, Engineering Standards, Electric Service Requirements, Cable Specs, Forms, Best Management Practices	C+2	<a href="#">GC 34090</a>	Department Opinion
003	Drivers License Records	While Useful		Duplicate of DMV
004	Other Departments – City Manager Reports, Personnel, Purchase Orders, Time Cards, Claim Vouchers, Invoices, Abandonments, Annexations, Council Agendas, Unaccepted bids, Finance Reports, Encroachment Permits & Records Retention Schedule	While Useful		Duplicate records – originating department maintains official record
<b>CONTRACTS</b>				
005	Construction & Services/Products over \$85,000	While Useful		Duplicate of City Clerk
005	Services/Products under \$85,000	TER+5		City Attorney Opinion
005	Unaccepted Bids	C+2	<a href="#">GC 34090</a>	
	Electric and Gas Meter	SUP+7		Duplicate of City Clerk
	Purchase and Sales Agreements -EEI & NAESB	SUP+7		Department Opinion for retention in Dept. files
	Renewable Energy Certificate Master Agreement	SUP+7		Duplicate of City Clerk Dept. Opinion for retention in Dept. files
	Master Agreement – Transaction and/or Confirmation Agreements – including supporting documentation (deal sheet, shopping sheet, authorization etc.)	TER+7		Retained in Utilities Dept.

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# City of Palo Alto

## Records Retention Schedule

### UTILITIES DEPARTMENT

Department Head: Val Fong

RIM Coordinator: Jennie Castelino

Series	Description	Total Retention	Statutory Reference	Remarks
	Bilateral Commodity and/or related service agreements	TER+7		If within City Manager authority, then retained in Utilities Dept. If Council approved, retained in City Clerk's Office
<b>PROJECT FILES</b>				
006	Internal working files	PER		Department opinion
<b>RATES</b>				
007	Rates – All Services	PER		Department opinion
<b>REPORTS</b>				
009	Statistical, sales, annual consumption analysis and various spreadsheets	C+2	<a href="#">GC 34090</a>	
<b>UTILITY ADVISORY COMMISSION</b>				
010	Agenda Proof of Publication Minutes of all meetings General Correspondence Proof of Agenda Posting	C+2 C+2 PER C+2 C+2		Duplicate of City Clerk
010	Correspondence and Data Tapes	C+2	<a href="#">GC 34090</a>	
<b>TASK FORCE</b>				
011	City of Palo Alto and SCVWD Meetings	C+2	<a href="#">GC 34090</a>	SCVWD = Santa Clara Valley Water District
011	Any task force – internal and/or external	C+2	<a href="#">GC 34090</a>	
<b>REGULATIONS</b>				
013	National Gas Act Pipeline Safety Act Natural Gas Policy Act CVPIA	While Useful		Duplicate of Other Agency CVPIA = Central Valley Project Improvement Act
013	Correspondence w/ Agency	C+2	<a href="#">GC 34090</a>	
<b>STUDIES - SURVEYS</b>				
014	Gas System Study Distribution Electro Magnetic Field Survey and Energy Case Studies Commodity Resource	C+2	<a href="#">GC 34090</a>	
<b>CUSTOMER SERVICES</b>				
	Customer Correspondence Letters, faxes, emails	C+2		Department Opinion
	Service: Residential Service Agreement Residential Service Application Commercial Service Agreement Commercial Service Application Utilities Account Change Make Change to Account Account Closure Request Close Utilities Account Revert to Owner Request Revert to Owner Application	C+3 C+3 PER PER C+3 C+3 C+3 C+3 PER PER	<a href="#">GC 34090</a>	All listed will be scanned and retained electronically

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# City of Palo Alto

## Records Retention Schedule

### UTILITIES DEPARTMENT

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RIM Coordinator: Jennie Castelino

Series	Description	Total Retention	Statutory Reference	Remarks
	Demolition Request	C+3		Department Opinion
	Demolition Application	C+3		Department Opinion
	Temporary Power	C+2		
	Temporary Power Application	C+2		
	Hydrant Water Application	C+2		
	Hydrant Meter Application NN	C+2		
	Billing			All are created and saved on electronic templates
	Consumption Adjustment	C+2		
	Correct Misread and Billings	C+2		
	Miscellaneous Adjustment	C+2		
	Apply Credit or Debit	C+2		
	Invoice Cancellation	C+2		
	Cancel Rebill Invoice	C+2		
	PV Statements	C+2		
	Monthly PV Status	C+2		
	Bank drafts			Duplicate of Admin. Services Bank Items
	Bank Draft Confirmation	C+2		
	Returned Items	C+2		
	Bank Draft Applications	C+2		
	Credit & Collections			Department Opinion
	Rate Assistance	C+1		
	Annual Application Renewal	C+1		
	Project Pledge	PER		
	One time Submission	PER		
	Bankruptcy	C+3		
	LIHeap	C+2		LIHeap = Low Income Home Energy Assistance Program
	LIHeap send discs	C+2		
	Meter Reading			Department Opinion
	Customer Read Cards	C+1		
	Reads Submitted by Customers	C+1		
	Customer Read Emails	C+2		
	Electronic Read Submitted by Customers	C+2		
	On/and Off Orders	C+1		
	Electronic in SAP	C+1		
<b>CONSTRUCTION</b>				
016	Acquisitions, Easement, Design, Drawings, Specifications, Photos, Permits, Soil Reports, Correspondence, Quotes, Payments & Schedules	PER	<a href="#">GC 34090</a>	Historical
	CPAU Work Orders	PER		Department of Transportation
	As-Built Maps			
	Valve Cards			
	CPAU Work Orders of Abandoned Pipe	PER		Department Opinion
	As-Built Maps of Abandoned Pipe			
	Valve Cards of Abandoned Valves			
	ICOMMM Lateral Work Orders	C+5		Department Opinion
	ACP Forms	C+5		

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# City of Palo Alto

## Records Retention Schedule

### UTILITIES DEPARTMENT

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RIM Coordinator: Jennie Castelino

Series	Description	Total Retention	Statutory Reference	Remarks
<b>REGULATORY AGENCIES</b>				
017	Reports to Federal Register U.S. Dept of Energy PG&E State Regulatory Agencies (e.g., Public Utilities Commission) California Energy Commission California Air Resource Board	C+2 For reports required on a period basis, retain for two report cycles	<a href="#">GC 34090</a>	
<b>REGULATORY RECORDS</b>				
	Sanitary Sewer Overflow (SSO) Reports	C+5		RWQCB
	Water Discharge Form	C+5		Annual Report for Public Works Storm Water Department
	Paradigm Data Sheets Cathodic Work Orders Cathodic Protection with Gas Distribution Map Exposed Pipe Reports Steel Pipeline Tapping Coupon Records Annual Report to DOT Emergency Response Plan Operations and Maintenance Manual	PER PER PER  PER TER+5  C+5 C+5 C+5		Department of Transportation
<b>EMPLOYEE TEST RECORDS</b>				
	Gas Operator Qualification	C+5		Department of Transportation
	Employee Water Distribution Certification Employee Water Treatment Certification Employee Backflow Certification Employee Cross Connection Certification	C+3  C+3  C+3 C+3		State
	Welding Record (form 225A)	PER		Department of Transportation
<b>TESTS / INSPECTIONS / SURVEYS</b>				
	Backflow Annual Certifications	C+3		State
	FSR Gas Leak Investigations  (818 Form) FSR Stop Card Database Gas Shop Stop Card Water Shop Stop Card	C+7  PER PER PER		Department of Transportation
	Gas Receiving Stations Odorant and Oil Drip Water Meter Test Results Gas Meter Test Results Meter Leak Tags Abnormal Operating Conditions (AOC)	PER PER PER PER PER PER		Department of Transportation
	Water Quality -Water Sources: ▪ Testing	C+10		State

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# City of Palo Alto

## Records Retention Schedule

### UTILITIES DEPARTMENT

Department Head: Val Fong

RIM Coordinator: Jennie Castelino

Series	Description	Total Retention	Statutory Reference	Remarks
	Applications Plans, Invoices			
<b>ELECTRIC OPERATIONS</b>				
059	Compliance/Inspection/Locating *Field Switch/Man on Line Logs *Overhead/Underground Compliance Records *Underground Service Alert Notices a. Completed Tickets b. Original Email Notices	PER PER  C+6 C+1		C+1 on site C+1 on site    On site
060	Customer Service – UCC *Dispatch Logs	PER		Electronic copy on S drive
	Safety/Security *Daily Worksite Safety Tailboard Check List	C+6		Current year On site
061	Street Lights/Traffic Signal/Fiber * *Notifications – SL & TS *Maintenance W.O. – TS	C+6		Work transaction recorded in SAP. Mark-up records maintained on-site.
062 055	Substations a) Equipment (transformers, switches, breakers, capacitors & relays Specifications Inspection Inventory Replacement Disposal	Life of Equip +2		Department Opinion Duplicate stored offsite as vital copy backup
063 055	Substations b) Operations: troubleshooting, line logs, load reports, power factor, fences & cost data	C+6	<a href="#">18 CFR Sections 125.3(23) &amp; 125.3(26)</a>	Inspection records and equipment test records stored electronically on F:drive C+3 on site + 3 years off site
064 055	Substations c) Relay and fuse curves, fault current, calculations, supervisory control, automation and distribution automation (SCADA) and Control Information	C+2	<a href="#">GC 34090</a>	Duplicate stored offsite as vital backup copy
<b>MARKETING SERVICES</b>				
	Program Development	PER		Department Opinion
061	Customer Applications	C+2	<a href="#">GC 34090</a>	
064	Smart Energy Program	C+2		Department Opinion
	CAP	C+2		Department Opinion
	PV Partners Program	C+2		Department Opinion
	Solar Water Heating Program	C+2		Department Opinion
	Solar Water Heating Loan Program 1970 – 1990	C+2		
	Palo Alto Green Program	C+2		
	Palo Alto Green Gas/New PA Green	C+2		

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# City of Palo Alto

## Records Retention Schedule

### UTILITIES DEPARTMENT

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Series	Description	Total Retention	Statutory Reference	Remarks
	Fiber Program	C+2		
	Customer Applications	C+2		
	Rebate Application & agreement	C+2		
	Rebate Applications	C+2		
	Old Program – files at The State	C+2		
	Old 10 yr program – Applications	C+2		
	Customer Applications	C+2		
	Signed agreements	C+2		Duplicate of City Clerk
062	Vendor contract invoices	While contract is in effect		Department Opinion
065	3 <sup>rd</sup> Party Programs Monthly/qtrly/annual electronic records			Department Opinion
063	Key Account Engineering Audit Reports	C+2	<a href="#">GC 34090</a>	Department Opinion
066	BI Reports Pcard receipts	C+2 C+2		
067	Public Outreach Program marketing materials Customer Workshops & Facility Manager Meetings	C+6 C+2		Department Opinion
<b>SUPPLY RESOURCE GROUP</b>				
070	Settlement Date Commodity Invoices/payment records	TER+2 PER		Department Opinion Keep for two years past contractual limitation of invoice dispute.
071	Regulatory Reference reference materials (e.g. – laws, rulings, orders, court cases, settlements)	While Useful		Duplicate of Other Agency
	Risk Management FO and BO Transaction oversight Monthly BO reports FO and BO Quarterly reports FO Weekly Reports	C+6		Department Opinion
078	Rates Documents Rates/Pricing Cost of Service Studies	SUP+7		
080	Resource Plans Long-term Electric Acquisition Plan, Gas Long-term Plan, Water Integrated Resource Plan	SUP+2		Department Opinion Adopted plans duplicate of City Manager and City Clerk
	Electric Portfolio Models Commodity Costs Protections & Uncertainty Assessment load and resource balance supply costs transmission cost interconnection agency costs	C+7 for annual budget models		Maintained in electronic models – overwritten as necessary

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## UTILITIES DEPARTMENT

Department Head: Val Fong

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Series	Description	Total Retention	Statutory Reference	Remarks
	hydrology plant operation and maintenance regulatory costs			
	Electric Procurement Plan Procurement Plans – Needs Analysis Load/Resource Balance Targets Authorizations	C+5		Department Opinion
	Voluntary Certification and Verification Reports to certifying and verifying agencies such as The Climate Registry for GHG inventory and for Carbon Neutral Plan (Electric Power Sector) Reports from certifying and verification agencies such as audit reports	C+7		
	R&D Program PET Projects related documentation	C+6		
	Policies Analysis of plans, programs and policies that become adopted by Council	C+2		Department Opinion

### Certificate Of Completion

Envelope Id: 2E1FD514D26B4C6C8E9FA11153DB4551 Status: Completed  
 Subject: Please DocuSign these documents: RESO 9565 - Attachment A - Records Retention Policy Update.pdf, ...  
 Source Envelope:  
 Document Pages: 58 Signatures: 2 Envelope Originator:  
 Certificate Pages: 5 Initials: 0 Kim Lunt  
 AutoNav: Enabled 250 Hamilton Ave  
 EnvelopeId Stamping: Enabled Palo Alto , CA 94301  
 Time Zone: (UTC-08:00) Pacific Time (US & Canada) kimberly.lunt@cityofpaloalto.org  
IP Address: 199.33.32.254

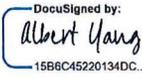
### Record Tracking

Status: Original Holder: Kim Lunt Location: DocuSign  
 12/10/2015 10:50:18 AM kimberly.lunt@cityofpaloalto.org

### Signer Events

Albert Yang  
 Albert.Yang@CityofPaloAlto.org  
 Senior Deputy City Attorney  
 City of Palo Alto  
 Security Level: Email, Account Authentication (None)  
 Electronic Record and Signature Disclosure: Not Offered  
 ID:

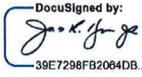
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 DocuSigned by:  
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James Keene  
 james.keene@cityofpaloalto.org  
 City Manager  
 City of Palo Alto  
 Security Level: Email, Account Authentication (None)  
 Electronic Record and Signature Disclosure:  
 Accepted: 4/14/2015 5:40:07 PM  
 ID: 44fe333a-6a81-4cb7-b7d4-925473ac82e3

  
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 James Keene  
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### Editor Delivery Events

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### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

Jillian Sullivan  
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 Legal Secretary  
 City of Palo Alto  
 Security Level: Email, Account Authentication (None)  
 Electronic Record and Signature Disclosure:  
 Not Offered  
 ID:



Using IP Address:

Sent: 12/10/2015 10:53:33 AM  
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