

City of Santa Clara  
Citywide Records Retention Schedule

**ACRONYMS USED IN LEGAL CITATIONS**

AC = While Active    CU = Current Year    CL = Closed    D = Day    FR = Final Resolution    LA = Limitation on Action    LI = Life (of program, asset)  
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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
001	<b>Accounts Payable and Receivable</b>  Records and information related to the accounting of monies paid or received by the City, as well as the Mendota Community Corporation (MCC), including payment for financial obligations.	Aging Reports AR Memos Asset Forfeiture Funds Bankruptcy Notices Cash Management Records ( <i>cash disbursement, cash register receipts, cash receipts, petty cash</i> ) Collections and Bad Debt Confidential Payment Supporting Information (that does not go to Finance) Credit Memos Donations ( <i>monetary, in-kind</i> ) Expense Reports, Reimbursements for Employees and Officials (including travel) FEMA/DHS Reimbursements Form 1099 and Form W-9 Records Fund Transfers ( <i>inter-departmental memos, etc.</i> ) Invoices and Vouchers Payables Purchasing Card Expense Reconciliation/Allocations Receivables (including deposit forms) Reclass Forms and Vouchers Reconciliations Refunds Request Forms Restitution Files from the County Sales and Use Taxes Paid Tax Payments and Revenue ( <i>e.g., transient occupancy taxes, gas taxes, property taxes, utility user taxes</i> ) Utility Billing	All Departments	6Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 18 CFR 125.3(11) - (5Y) US - 26 CFR 31.6001-1(e)(2) - (5Y) US - 26 USC 6531 - (LA6Y) US - 48 CFR 4.705-1 - (4Y; 2Y)
002	<b>Agreements, Contracts and Leases - Goods and Services</b>  Executed agreements and contracts for goods and services (which includes all types of contracts, such as an agreement, franchise, lease, JPA, MOA, MOU and associated ancillary documents, between the City and other parties.	Addendums and Amendments Attachments / Exhibits Bids, Awards ( <i>including responses to RFPs, RFQs, and RFBs, evaluation sheets, quotations</i> ) Bonds Certificates of Insurance and Endorsements Change Orders Compliance with City Purchasing Requirements Concessions Disclosures Exhibits Franchises Letters of Intent Notices of Intent Price Lists Proposals, Quotations Proof of Insurance Certificates Purchase Orders Receiving Reports Requisitions Receiving Reports Specifications Statements of Work (SOWs) Successful Requests for Proposal (RFP) Warranties	All Departments	While Active+4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 29 CFR 516.5 - (3Y) US - 48 CFR 4.705-1(b) - (4Y) US - 48 CFR 4.705-3(f) - (4Y) Santa Clara Municipal Code 17.30.010 - (MAINT)

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003	<b>Audits - Internal, External and Administration</b>  Records and information related to both internal and external audits of City activities and administration of auditing activities, including reviewing and documenting operational, compliance, or financial information created as a part of an audit.	Annual Audit Reports Audit Files, Plans Audit Schedules Audit Workpapers Auditors Reports General Purpose Financial Audits, Single Audits Management Responses Responses	All Departments	6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1(e)(2) - (5Y) US - 26 USC 6531 - (LA6Y) Santa Clara Municipal Code 2.80.050 - (MAINT)
004	<b>Bond Proceeds Drawdown</b>  Records and information supporting debt proceeds drawdown requests for capital improvement program (CIP) project reimbursements for potential Internal Revenue Service (IRS) audits.	Drawdown Requests Reimbursements	All Departments	While Active+10Y	CA - CCP 336a - (LA6Y) CA - CCP 337.5 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y)
005	<b>Community Assistance, Engagement, Outreach and Public Relations</b>  Records and information regarding external-facing services, communications, advertising and press relations materials, including documentation of outreach activities/events held in cooperation or for the benefit of City staff and for the local community, including:  - Annual ComicCon - Mobile Shower & Laundry Services - Adopt-A-Spot/Creek Cleanup  NOTE: For Police Department outreach records, see category 110.	Applications Brochures, Flyers City Hall News Documents City Manager Updates Community Event and Services Records Community Meeting Documents ( <i>agendas, minutes, correspondence</i> ) FAQs News Releases/Media Advisories Newsletter PowerPoint Presentations Press Releases Public / Media Inquiries Public Information / Outreach / Education Public Surveys Registrations Sister City Program(s) Social Media Documentation Training Offered to the Public ( <i>e.g., fire extinguisher use</i> ) Volunteer Documentation ( <i>sign-up sheets, application forms, waiver forms</i> )	All Departments	4Y	CA - CCP 337 - (LA4Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 18 CFR 125.3(42) - (2Y) Santa Clara Municipal Code 2.80.050 - (MAINT)

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
006	<p><b>Department Administration</b></p> <p>General internal administrative records of City departments, including:</p> <ul style="list-style-type: none"> <li>- Documentation of department internal activities</li> <li>- Routine department reports</li> <li>- Information captured on a log or a list</li> <li>- Correspondence, memos, notes and emails that do not require acknowledgment and do not pertain to another category</li> <li>- Special projects</li> <li>- Unsuccessful applications, including those for grant funding</li> </ul>	<p>Ad Hoc Committees and Subcommittees</p> <p>Constituent Correspondence</p> <p>Department Administrative Documents (<i>budgets, budget memos, calendars, committees, goals, objectives, meeting agendas, meeting minutes, meeting tapes/recording, plans, spreadsheets</i>)</p> <p>Department Awards and/or Community Accolades</p> <p>Department Generated Routine Studies / Reports</p> <p>Department Project Files</p> <p>Employee Communication Letters (<i>announcements, new programs, notices</i>)</p> <p>Fuel Card Authorizations</p> <p>Gifts Received by the City</p> <p>Internal Committees / Employee Committees</p> <p>Inter-departmental Receipts</p> <p>Letters Signed by City Officials</p> <p>Logs and Lists (<i>e.g., emergency contacts</i>)</p> <p>Organization Charts</p> <p>Photos</p> <p>Routine Correspondence</p> <p>Safety Team Meeting Minutes</p> <p>Shipping and Receiving Records</p>	All Departments	While Active+2Y	<p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>Santa Clara Municipal Code 2.80.050 - (MAINT)</p>
007	<p><b>Emergency Management</b></p> <p>All documentation for dealing with preparation for and responses to emergencies, disasters and/or system failures for City facilities. Includes the Emergency Operations Center.</p>	<p>Business Continuity Plans</p> <p>Business Response Plans (<i>hazardous materials, hazardous waste, hazardous spills</i>)</p> <p>Emergency Communication</p> <p>Disaster Recovery Plan</p> <p>Drill Records and Employee Training</p> <p>Emergency Contact Lists, Employee Lists, Roster of Workers</p> <p>Emergency Evacuation Procedures</p> <p>Emergency Operation Plans</p> <p>Emergency Operations Center</p> <p>Emergency Preparedness</p> <p>Emergency Response Programs</p> <p>Evacuation Plans</p> <p>Hazard/Risk Mitigation Plans (<i>Cal-Arp, etc.</i>)</p>	All Departments	While Active+2Y	<p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>Santa Clara Municipal Code 2.80.050 - (MAINT)</p>
008	<p><b>Employee Training</b></p> <p>All documents related to general and specialized technical education and training taken by officials, paid employees and unpaid volunteers, beyond what is required for position. Includes:</p> <ul style="list-style-type: none"> <li>- Compliance (including for CIP, SWPPP, SPCC, NERC, UST)</li> <li>- Ethics</li> <li>- FEMA/SEMS/CSTI</li> <li>- Fire Extinguisher</li> <li>- First Aid/CPR</li> <li>- Harassment</li> <li>- IT Training (The Learning Café Classes)</li> <li>- Privacy</li> <li>- Safety (including for Asbestos Workers, OSHA, CalOSHA)</li> <li>- Specialized Equipment</li> <li>- Child Protective Services &amp; Boundaries</li> </ul>	<p>Briefing/Unit Training</p> <p>Certification Records</p> <p>Compliance Training</p> <p>Individual Education, Development</p>	All Departments	Separation+5Y	<p>CA - 8 CCR 3203(b)(2) - (1Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - GOV 53235.2(b) - (5Y)</p> <p>CA - GOV 53237.2(b) - (5Y)</p> <p>CA - HSC 25505(a)(4) - (3Y)</p> <p>CA - LAB 6401.9(e) - (1Y)</p> <p>US - 29 CFR 1602.14 - (AC+1Y)</p> <p>US - 29 CFR 1602.31 - (2Y)</p> <p>US - NERC Standard CIP-004-7 - (AC+3Y)</p> <p>US - NERC Standard PER-005-2 - (Audit Closeout+3Y)</p> <p>Santa Clara Municipal Code 2.80.045 - (MAINT)</p> <p>Santa Clara Municipal Code 2.80.050 - (MAINT)</p>

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009	<b>Employee Training Materials, Courses, Scheduling</b>  Documentation regarding the content of courses and schedules for training offered to employees, officials and volunteers.	Attendance Lists Presentation Materials PowerPoint Slide Decks Rosters Sign-in Sheets Testing/Qualifications Training Bulletins	All Departments	Superseded+5Y	CA - 8 CCR 3203(b)(2) - (AC+1) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 34090 - (2Y) CA - GOV 53235.2(b) - (5Y) CA - GOV 53237.2(b) - (5Y) US - 29 CFR 1602.14 - (1Y) Santa Clara Municipal Code 2.80.045 - (MAINT) Santa Clara Municipal Code 2.80.050 - (MAINT)
010	<b>Grants and External Funding Sources</b>  Documents the application, evaluation, awarding, administration, monitoring, reporting, and status of grants and other funding sources in which the City is the recipient, grantor, allocator, or administrator, other than HUD grants (for HUD grants see 066). Includes:  - Community Grants - Combined Federal, State, Local Grants - Federal Grants - Local Grants - State Grants	Applications ( <i>including project proposals</i> ) Audits Award Notification Funding Requests Grant Administration Grant Evaluations Grant Funding Grant Reconciliation Reports Grant Reimbursement Documents Monitoring Visit Letters ( <i>and related correspondence</i> ) Payroll ( <i>certified, Davis Bacon</i> ) Program Rules, Regulations, Procedures Reports to Funding Agencies Required Financial Reports (e.g., SF-425) Semi-annual Labor Reports	All Departments	While Active+7Y	CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) CA - Office of Emergency Services 2019 Subrecipient Handbook §11210 - (AC+7Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y) Santa Clara Municipal Code 2.80.050 - (MAINT)  NOTE: If a grant requires longer retention, its specific requirements will take precedence.
011	<b>Historical Documents, Events, and Collections</b>  Records and information documenting the history and significant milestones of the City.	Awards to the City Biographies of City Officials Census Information City Seal and Logo City Incorporation City Publications City-Owned Property Records Elections ( <i>historic, significant</i> ) Executive, City Official Communications, Speeches, Videos Historic Districts Historical Events, Artifacts, Architecture, Designations, Projects Memorial Programs Photo Collections Significant News Clippings, Releases	All Departments	Permanent*	CA - GOV 34090 - (2Y)  *Note: Only those records determined to have significant and ongoing long-term usefulness and value to the City will be designated as historical or archival.
012	<b>Legislative Administrative Records</b>  Administrative documents associated with meetings and activities of the City's legislative bodies, as well as documentation of non-legislative commissions, committees and task forces.	Activity Reports Agendas Annual Administrative Reports Commendations General Correspondence Memos to Council Presentations Proclamations Staff Reports	All Departments	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)

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013	<p><b>Payroll</b></p> <p>Records and information related to the accounting of payroll earnings, deductions, and issuance. This also includes records and information reflecting all earnings and benefits paid to each employee, including:</p> <ul style="list-style-type: none"> <li>- Name, address, SSN</li> <li>- Total amount and date of payments</li> <li>- Period of service covered for each</li> <li>- Withholding</li> <li>- Tax collected</li> <li>- Administrative support for use of electronic timekeeping system</li> </ul>	Adjustments ( <i>including requests, request forms, queries and supporting documents</i> ) Benefit and Deduction Payments ( <i>including invoices, reports, interface files</i> ) Bi-Weekly Direct Deposit and Positive Pay Interface Files Bi-Weekly Payroll Processing Binders ( <i>time and labor</i> ) Checks ( <i>off-cycle, stale dated</i> ) Deduction Authorizations, Registers, and Reports Deferred Compensation Reports Direct Deposit Documentation ( <i>authorization forms, ESS direct deposit verifications</i> ) Federal Labor Standards Act (FLSA) Analyses Garnishments IRS Lock-In Letters Overtime Authorizations Password Reset Requests Payroll Adjustments Payroll Payroll and Timekeeping Memos ( <i>including related action items</i> ) Payroll Taxes and Withholding Forms ( <i>DE-4, electronic W-2 consent, W-2, W-4</i> ) Payroll Registers PERS Reporting Processed Repayment Agreements Processing Reports, Reports to Government Reconciliations ( <i>general ledger (GL), military pay</i> ) Retroactive Payments/Deductions ( <i>HR authorizations and calculation</i> ) Salary Schedules ( <i>including calculations</i> ) Separation Records ( <i>lists, payoffs</i> ) Timekeeping Records ( <i>timecards, as-needed employee timesheets, extra help requests, DOT timesheets, prior period adjustments, FLSA report, payroll reclass forms</i> )	All Departments	6Y*	CA - 2 CCR 570.5 - (5Y) CA - 2 CCR 571(b)(1)(E) - (5Y) CA - 8 CCR 11040(7)(c) - (3Y) CA - 22 CCR 1085-2(c) - (4Y) CA - GOV 12946 - (4Y) CA - GOV 34090 - (2Y) CA - LAB 226a - (3Y) CA - LAB 1174(d) - (3Y) CA - LAB 1197.5(e) - (3Y) CA - UIC 1132 - (LA3Y) US - 20 CFR 655.760 - (3Y) US - 26 CFR 31.6001-1(e)(2) - (5Y) US - 26 USC 6531 - (LA6Y) US - 29 CFR 516.5 - (3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1620.32 - (2Y) US - 29 CFR 1627.3(a) - (3Y) US - 29 USC 436 - (5Y) US - 48 CFR 4.705-2 - (4Y; 2Y) Santa Clara Municipal Code 2.80.050 - (MAINT)
014	<p><b>Policies and Procedures</b></p> <p>All administrative documentation of City policies and procedures.</p>	Acronyms Administrative Policies Administrative Regulations Directives ( <i>including City Manager memos</i> ) General Orders Guidelines Handbooks Policies Procedure Manuals Procedures Program / Initiative Plans Standards	All Departments	While Active+3Y	CA - GOV 34090 - (2Y) US - 26 CFR 301.6501(a)-1 - (3Y) US - 29 CFR 1602.14 - (AC+1Y) Santa Clara Municipal Code 2.80.050 - (MAINT)
015	<p><b>Procurement - RFP, RFQ, RFI, Bids <u>Not</u> Awarded</b></p> <p>Records and information received in response to the City's requisitioning of goods services, or real property, but where the purchase order, contract, or agreement was not awarded.</p>	Bids ( <i>unaccepted, rejected</i> ) Exhibits Price Lists Quotations Requisitions Scorecards Specifications Unsuccessful Invitation for Bids (IFB) Unsuccessful Requests for Information (RFI) Unsuccessful Requests for Proposal (RFP) Unsuccessful Requests for Quote (RFQ)	All Departments	While Active+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)

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016	<b>Public Notices</b>  Records documenting compliance with laws requiring public notice of government activities, excluding agendas and legislative body-related documents. Subjects may include assessments, elections, land use changes, public meetings and hearings, sale of property, and others.	Affidavits of Mailing Affidavits of Posting Affidavits of Publication/Legal Notices Maddy Act Lists and Notices Public Hearing Notices Public Meeting Notices Publication Documents Vacancy Notices	All Departments	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
017	<b>Real Estate Financial Transactions</b>  Records and information related to the ownership, acquisition, disposition, transfer of, lease of, infrastructure and facilities including grant deeds, owned by or used by the City.	Acquisitions Appraisals Attachments Buildings Capital Improvements Community Development Block Grant (CDBG) Property Deeds of Trust Development Agreements Dispositions Easements Land Loan Agreements Mortgages Possessory Interest Promissory Notes Regulatory Agreement Right of Way Sales Subdivision Improvement Agreements (SIAs) Title Reports Valuation Information	All Departments	Permanent	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090(a) - (PR) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y)
018	<b>Service Requests, Issues, and Complaints</b>  Documentation regarding complaints and requests for service received by City departments.	Complaints and Inquiries and Related Correspondence Follow-up Investigations Issues Log Municipal Services Call Recordings Trouble Reports Work Orders	All Departments	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
019	<b>Strategic Planning</b>  Records and information relating to financial planning.	Business Plans Consolidated Action Plans Council Priorities Financial Plans Forecasts Strategic Plans	All Departments	2Y	CA - GOV 34090 - (2Y)
020	<b>Building Plans, Building Permits, Fire Plans, Fire Permits - Permit Never Issued</b>  Applications for building or fire permits, with associated documents, where the application is abandoned or cancelled.	Addressing Forms Applications ( <i>and related correspondence</i> ) CF1R Form Drawings Owner Authorization Letters Permit Cancellation Form Proof of Ownership/Escrow Documents Refund Supporting Documents Structural Calculations Waste C&D Form	Building Fire	Current Year+2Y	CA - CBC 105.5.1 - (1Y) CA - CFC 105.2.3 - (180D; 270D) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)

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021	<b>Building Plans, Building Permits, Fire Plans, Fire Permits, Appeals and Decisions</b>  Records and information documenting the building or fire services provided by the City regulating private property.	Addressing Paperwork Alternate Materials and Methods of Construction Appeals Building Inspections Building Permits ( <i>issued, active, history</i> ) Building Plans - Commercial & Residential Certificates of Occupancy Compaction and Soil Reports Correction Notices Design and Construction Standards Developer Fee's and Waivers Electric Meter Releases Environmental Impact Reports (EIRs) Building Permits ( <i>issued, active, history</i> ) Gas Meter Releases Modifications and Related Tests Owner Authorization Letters Smoke and Carbon Monoxide Certification Special Inspection Final Affidavit Letter Special Testing Agreement Temporary Certificate of Occupancy	Building Fire	Permanent	CA - CBC 107.5 - (Completion+180D) CA - CFC 105.2.3 - (180D; 270D) CA - CRC R106.5 - (Completion+180D) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 17974.1(e) - (MAINT) CA - HSC 19850 - (LI)* CA - HSC 50515.10(b) - (MAINT)  * Life of Building
022	<b>Code Enforcement</b>  Records and information documenting compliance with City codes, including such issues as:  - Abandoned shopping carts - Fire code violations - Graffiti - Home occupations - Illegal dumping - Prohibited signage - Property maintenance - Vacant/abandoned buildings - Vehicle related, e.g., abandoned, parking - Weed abatement - Yard/garage sales	Administrative Citations Administrative Enforcement Orders Audio Recordings of Hearings Certificates of Nuisance and Abatement Citations ( <i>and related documents</i> ) Compliance with Conditions of Approval Inspections / Enforcement ( <i>business, residential</i> ) Investigations Notices of Noncompliance Notices of Violation Photographs Violations	Building Fire Housing Planning Police Public Works - Streets Water & Sewer	4Y	CA - CCP 329 - (LA2Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802 - (2Y) CA - Law Enforcement Evidence and Property Management Guide Santa Clara Municipal Code 2.80.050 - (MAINT) Santa Clara Municipal Code 9.05.025 - (LA1Y)  NOTE: Records for repeat offenders may be retained longer to document a history of violations

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023	<b>Technical Documents &amp; Standards, Real Property Maps and Record Drawings</b>  Final standards, technical requirements, maps, record drawings and geographical information pertaining to City infrastructure.	Aerial Photos Assessor Parcel Maps Annexations Benchmarks Block Books Building Site Determination Center Line Ties Construction Drawings Drainage Flood Hazard Boundary Maps (FHBMs) Geographic Information System (GIS) Grading Plan Drawings Improvement Plans, Drawings Lot Line Adjustments Lot Numbers Parcel Mergers Parcels, Plats Record of Survey Maps Rights of Way Site Maps Sphere of Influence Street Address Files Subdivisions Technical Documents and Standards Tentative Maps Tracts Utility Maps	Building Planning Public Works	Permanent	CA - CCP 337.15 - (LA10Y) CA - GOV 34090(a) - (PR) CA - HSC 19850 - (LI)* US - 44 CFR 60.3(b)(5) - (MAINT)  * Life of Building, Asset or Facility
024	<b>Assignment Management</b>  Documentation associated with administration and management of requests for assistance received by the City Attorney's office, including actions taken.	Assignment Binders Assignment Log	City Attorney	Current Year+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
025	<b>Legal Advice and Opinions</b>  Official written legal advice and/or opinions prepared by the City Attorney.	Amicus Briefs Attorney Opinions Legal Memorandum	City Attorney	While Active+10Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
026	<b>Litigation Files - Eminent Domain Orders</b>  Records generated for or related to litigation where an eminent domain order has been issued and carried out.	Court Orders Judgments Related Correspondence	City Attorney	Permanent	CA - CCP 315 - (LA10Y) CA - CCP 318 - (LA5Y) CA - CCP 319 - (LA5Y) CA - CCP 337 - (LA4Y) CA - CCP 338 - (3Y) CA - GOV 911.2 - (LA6M; LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
027	<b>Risk Management - Insurance Coverage</b>  Records detailing the City's general coverage against property damage and liability, including renewal submission information, insurance quotes, broker correspondence, and oversight of third party administrators.	Binding Information Broker Correspondence California Joint Powers Insurance Authority (CJPIA) Certificates of Insurance Completed Applications Excess Insurance Authority (EIA) Flood Insurance Insurance Policies Insurance Quotes Insurance Submissions Liability Insurance Renewal Strategy Third Party Administrator (TPA) Management Records	City Attorney	While Active+6Y	CA - 22 CCR 3267-2 - (MAINT) CA - CCP 337 - (LA4Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 18 CFR 125.3(12) - (AC+6Y)
028	<b>Litigation Files - Ancillary Documents</b>  Records generated for or related to cases or action before a judicial, arbitral, or administrative officer or body but not directly related to the final resolution of the case.	Alternative Dispute Resolution (ADR) Documents Correspondence Discovery Exhibits Lawsuits Memos Notes Pleadings Prosecutions Research Subpoenas ( <i>civil subpoenas and criminal subpoenas, service of legal documents</i> )	City Attorney City Clerk	Final Resolution+10Y	CA - 2 CCR 11013 - (FR+4Y) CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - CCP 338.1 - (LA5Y) CA - GOV 911.2 - (LA6M; LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - LAB 5410 - (LA5Y) CA - RTC 19704 - (LA6Y) CA - UIC 1132 - (LA3Y) US - 26 USC 6531 - (LA6Y) US - 26 USC 6532 - (LA2Y) US - 29 USC 255 - (LA2Y) US - 29 USC 626(d) - (LA300D) US - 42 USC 2000e-5(e) - (LA180D; LA300D) US - 42 USC 2000e-5(f) - (LA180D)
029	<b>Litigation Files - Charging and Resolution Documents</b>  Records generated for or related to cases or action before a judicial, arbitral, or administrative officer or body where the case has been resolved.	Claims Complaints Court Orders Court Rulings/Decisions Dismissals Judgments Releases Settlements Verdicts Writs	City Attorney City Clerk	Final Resolution+25Y	CA - 2 CCR 11013 - (FR+4Y) CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - CCP 338.1 - (LA5Y) CA - GOV 911.2 - (LA6M; LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - LAB 5410 - (LA5Y) CA - RTC 19704 - (LA6Y) CA - UIC 1132 - (LA3Y) US - 26 USC 6531 - (LA6Y) US - 26 USC 6532 - (LA2Y) US - 29 USC 255 - (LA2Y) US - 29 USC 626(d) - (LA300D) US - 42 USC 2000e-5(e) - (LA180D; LA300D) US - 42 USC 2000e-5(f) - (LA180D)

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
030	<b>Insurance Claims by the City</b>  Records detailing claims lodged by the City for damages to City property.	Accident/Incident Reports Actuarial Reports Annual Audit of Open Claims Appraisals Claims Against the City Claims By the City Closing Letters Damage Estimate Reports Supporting Documentation Insurance Claims, Appraisals, Reports, Settlements Investigations	City Attorney Finance	Final Resolution+5Y	CA - CCP 337 - (LA4Y) CA - CCP 338.1 - (LA5Y) CA - GOV 34090 - (2Y)
031	<b>Administrative Citation Appeals Records</b>  Records and information resulting from oversight of appeals to administrative citations, regardless of which City department or other local agency originally issued the appeal.	Department Responses Evidence Final Decision Statements Hearings	City Clerk	Current Year+2Y	CA - GOV 911.2 - (LA6M; LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802(a) - (LA1Y)
032	<b>Agreements, Contracts and Leases - Construction, Improvements to City Real Property and City Facilities and Infrastructure</b>  Executed agreements and contracts for construction and/or improvements to the City's real property and facilities, including Encroachment Permit Agreements but not including projects related to affordable housing (see Record No. 082).	Addendums and Amendments Attachments / Exhibits Bids, Awards ( <i>including responses to RFPs, RFQs, and RFBs, evaluation sheets, quotations</i> ) Bonds Certificates of Insurance and Endorsements Change Orders Compliance with City Purchasing Requirements Construction Drawings Construction Notices ( <i>including notices of award, notices of completion, etc.</i> ) Disclosures Escrow Bid Documents* Exhibits Letters of Intent Memoranda of Agreement (MOAs) Preliminary Notices (from third-party subcontractors) Price Lists Professional Services Agreements Proposals, Quotations Proof of Insurance Certificates Purchase Orders Receiving Reports Requisitions Report to Council (RTC) Specifications Statements of Work (SOWs) Successful Requests for Proposal (RFP) Warranties	City Clerk	Permanent	CA - CCP 315 - (LA10Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090(a) - (PR) US - 2 CFR 200.334 - (CL+3Y) US - 18 CFR 125.3(22) - (CL+6Y) US - 18 CFR 125.3(25) - (6Y) US - 48 CFR 4.705-3(h) - (4Y) Santa Clara Municipal Code 17.30.010 - (MAINT)
033	<b>Appointments to Boards and Commissions</b>  Staff records related to appointments and membership made by authorized elected officials to councils, committees, boards, and commissions.	Applications ( <i>appointed, unsuccessful</i> ) Interview Notes Letters of Appointment Letters of Recommendation Oaths of Office Resumes	City Clerk	Term of Office+2Y	CA - GOV 34090 - (2Y)

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
034	<b>Election Records - Administrative Files</b>  Documentation of the administration of City elections as well as the submission and processing of initiatives, referenda, recalls, or ballot measures, excluding petitions.	Ballot Measure ( <i>initiatives, arguments for/against, full text, rebuttals, impartial analyses</i> ) Cancelled Affidavits of Registration City Attorney Opinion Election Correspondence Election Results Research Notes Rosters of Voters	City Clerk	5Y	CA - ELEC 17000 - (5Y) CA - ELEC 17300 - (5Y) CA - GOV 81009(f) - (4Y)
035	<b>Election Records - Candidates Not Elected</b>  Campaign statements and election documentation for candidates who are not elected.	Campaign Disclosures Campaign Statements Nomination Papers	City Clerk	5Y	CA - ELEC 17100(a) - (Term of Office+4Y) CA - GOV 81009(b) - (5Y) CA - GOV 84616(b) - (4Y)
036	<b>Election Records - Committee Campaign Forms</b>  Campaign statements for Political Action Committees, General Purpose Committees and related FPPC campaign reports, public financing reports and forms.	FPPC Series 400 Forms Public Financing Vouchers Public Financing Reimbursement Claims	City Clerk	7Y	CA - GOV 81009(e) - (7Y)
037	<b>Election Records - Initiative, Recall, or Referendum Petitions</b>  Petitions for initiative, referendum, or recall, whether successful or not.	Petitions ( <i>initiatives, recall or referendum</i> )	City Clerk	8M	CA - ELEC 17200 - (8 Months) CA - ELEC 17400 - (8 Months)
038	<b>Election Records - Officeholders, Candidates Elected, and Supporting Committees</b>  Campaign statements and election documentation for candidates who are elected or appointed to City offices, their controlled and supporting committees, and officeholders.	Campaign Disclosures Campaign Statements ( <i>candidates, candidate-controlled committees, primarily-formed committees in support, officeholders</i> ) Nomination Papers	City Clerk	Permanent	CA - ELEC 17100(a) - (Term of Office+4Y) CA - GOV 81009(b) - (PR)
039	<b>FPPC Forms - Mandated Reporting</b>  Forms mandated by state law related to related to conflict of interest, receipt and redistribution of gifts and honoraria, ceremonial roles, and holding of multiple positions for certain employees, elected or appointed officials, or consultants.	Form 700 Form 801 Form 802 Form 803 Form 804 Form 805 Form 806	City Clerk	7Y	CA - GOV 81009(e) - (7Y)

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Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
040	<p><b>Legislative Records - Audio/Video Records</b></p> <p>Audio and Video Recordings of City legislative bodies subject to the Brown Act, including:</p> <ul style="list-style-type: none"> <li>- Ad Hoc Committees</li> <li>- Americans with Disabilities Act (ADA) Committee</li> <li>- Architectural Review Committee</li> <li>- Bicycle Pedestrian Advisory Committee</li> <li>- Board of Library Trustees</li> <li>- City Council</li> <li>- Civil Service Commission</li> <li>- Cultural Commission</li> <li>- Historical and Landmarks Commission</li> <li>- Parks and Recreation Commission</li> <li>- Planning Commission</li> <li>- Salary Setting Commission</li> <li>- Senior Advisory Commission</li> <li>- Subdivision Committee</li> <li>- Various Task Forces</li> <li>- Youth Commission</li> </ul>	Audio and Video Recordings	City Clerk	2Y	CA - GOV 54953.5(b) - (30D)
041	<p><b>Lobbyist Registration and Activity Disclosures</b></p> <p>Registration records and reports disclosing lobbyist activity required by the Lobbyist Registration Act.</p>	Lobbyist Quarterly Activity Reports Lobbyist Registration Lobbyist Registration Termination Training Records	City Clerk	While Active+3Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) CA - GOV 86106 - (2Y) CA - GOV 86110 - (MAINT) US - 11 CFR 102.9(c) - (3Y) US - 11 CFR 104.14(b) - (3Y) Santa Clara Municipal Code 2.155.100 - (MAINT)
042	<p><b>Records, Information Management</b></p> <p>Documentation of the compliance with Records and Information Management policy and procedures.</p>	Certificates of Destruction Inactive Records Storage Information Lists of Stored / Destroyed Records Records Transfers ( <i>to storage, to other depts.</i> )	City Clerk	10Y	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)
043	<p><b>Grand Jury Reports Pertaining to City Operations</b></p> <p>Official reports issued by a grand jury pertaining to City operations, as well as related corrective actions.</p>	Corrective Action Plans Grand Jury Reports	City Clerk City Manager	While Active+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
044	<p><b>Capital Project Files - Administrative Documents</b></p> <p>Records and information related to the administration of public works, Capital Improvement Program (CIP) and Engineering &amp; Capital Projects for City facilities and infrastructure.</p>	Bid and Proposal Documents ( <i>list of bidders, openings, proposals, RFIs, RFPs, summaries</i> ) Certified Payrolls Construction Management Logs Daily Inspection Diary Developer Payment / Trusts (Contractor's Trusts) Engineering Comments Estimates Notices to Proceed Plan Check Comments Progress Meetings Project Administration Project Schedules	City Clerk Electric Utility Parks & Recreation Public Works Water & Sewer	While Active+10Y	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - 14 CCR 15095 - (Reasonable) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 18 CFR 125.3(17) - (AC+5Y) US - 24 CFR 92.508(c) - (AC+5Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y)

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
045	<p><b>Recorded Documents</b></p> <p>Records and information pertaining to those original key documents recorded by the County on behalf of the City.</p>	<p>Abandonments Address Records Annexations Certificate of Correction Conveyances from the City (<i>deeds, easements, abandonments/vacations</i>) Conveyances to the City (<i>deeds, easements, dedications</i>) Deeds Detachments Easements (<i>emergency vehicle access easement, sidewalk easement, street light easement, pedestrian access easements, public access easements, storm drain easements, underground electric easement, water utility easement</i>) Grant Deeds Irrevocable Offers to Dedicate Liens Rights-of-Way Vacations</p>	<p>City Clerk Housing &amp; Community Services</p>	<p>Permanent</p>	<p>CA - CCP 337.15 - (LA10Y) CA - GOV 34090(a) - (PR)</p>
046	<p><b>Legislative and Advisory Body Records</b></p> <p>Records of all action taken by City legislative and advisory bodies taken during public and closed sessions meetings, including those subject to the rules of the Brown Act. Such bodies include:</p> <ul style="list-style-type: none"> <li>- Ad Hoc Committees</li> <li>- Americans with Disabilities Act (ADA) Committee</li> <li>- Architectural Review Committee</li> <li>- Bicycle Pedestrian and Advisory Committee</li> <li>- Board of Library Trustees</li> <li>- City Council</li> <li>- Civil Service Commission</li> <li>- Cultural Commission</li> <li>- Historical and Landmarks Commission</li> <li>- Parks and Recreation Commission</li> <li>- Planning Commission</li> <li>- Salary Setting Commission</li> <li>- Senior Advisory Commission</li> <li>- Subdivision Committee</li> <li>- Various Task Forces</li> <li>- Youth Commission</li> </ul>	<p>Agenda Packets Agendas Annual Reports Bylaws City Charter City Codes City-wide Plans/Programs Adopted Formation Documents Meeting Minutes Minute Books &amp; Index Municipal Code Ordinances Resignation Letters Resolutions</p>	<p>City Clerk Human Resources Planning Public Works - Engineering</p>	<p>Permanent</p>	<p>CA - GOV 34090(e) - (PR)</p>
047	<p><b>Public Information Requests</b></p> <p>Records requested by the public, required for provision to the public, and related inquiries.</p>	<p>Collection Lists Formal Public Records Requests Inquiries Local Appointments List (Maddy Act) Subpoenas duces tecum Subpoenas for Records (other than for City legal actions)</p>	<p>City Clerk Police</p>	<p>While Active+2Y</p>	<p>CA - GOV 34090 - (2Y)</p>

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
048	<b>Economic Development Programs and Services</b>  Records and information documenting the City's economic development programs and redevelopment successor programs including marketing, events and customer relationships management.	Business Incentive Programs ( <i>grants, funding</i> ) Business Recruitment Programs Climate Action Plan Community Activities Demographics Economic Development Programs Economic Development Strategy Emergency Funding Job Connect and Listings Job Fairs and Recruitment Marketing ( <i>website</i> ) On-the-Job Training for Adults and Youth Outreach Signage and Facade Program Workforce Statistics and Data	City Manager	While Active+4Y	CA - CCP 337 - (LA4) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502 - (CL+4Y)
049	<b>Real Estate Acquisition and Management</b>  Records and information pertaining to the oversight and administration of acquiring and maintaining City real estate assets.	Appraisal Reports Deeds Related Correspondence Title Insurance	City Manager	Permanent	CA - CCP 315 - (LA10Y) CA - CCP 318 - (LA5Y) CA - CCP 337 - (4Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y) US - 48 CFR 4.705-1 - (4Y)
050	<b>Redevelopment/Successor Agency Official Reports</b>  Official reports issued by the former Santa Clara Redevelopment Agency or the Successor agency to the Santa Clara Redevelopment Agency.	Annual Report to State Due Diligence Reviews Enforceable Obligation Payment Schedule (EOPS) Excess Bond Proceeds Prior Period Adjustment Records Recognized Obligation Payment Schedule (ROPS) State Controllers Report State Department of Finance Determination Letter Statement of Indebtedness Successor Agency Property Management Plans	City Manager	Bond Payoff+4Y	CA - GOV 34090 - (2Y) CA - HSC 34177(n) - (1Y) US - 24 CFR 570.502 - (CL+4Y)
051	<b>Funding Districts</b>  Records and information documenting the formation and operations of the City's funding districts.  , including:  - Parking Maintenance District - Quimby - Lawrence Station - Stadium Authority Community Facilities District	Continuing Disclosures Debt Reporting District Formation Documents	City Manager Community Services Finance Parks and Recreation Police Public Works - Facility Services Public Works - Streets	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090(a) - (PR) CA - GOV 60201 - (PR)

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments		
052	<p><b>Electrical Power Generation</b></p> <p>Records and information associated with the generation of electricity, power generation facilities, the sale of electricity, and associated federal and state licenses.</p>	<p>FERC Licenses Power Generation Agreements Power Generation Regulatory Reports Power Monitoring Switching Orders</p>	Electric Utility	While Active+25Y	<p>CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 34090 - (2Y) US - 16 USC 825 – (MAINT) US - 18 CFR 125.3 - (25Y)</p> <p>* Exception: Documentation associated with relicensing of SVP's Grizzley Power Plant, as well as any other power plant that has a FERC license, to be retained for 40 years.</p>		
053	<p><b>Electrical Power Trading</b></p> <p>Records and information associated with the generation and sale of electricity.</p>	<p>CAP-Trade Documentation Carbon Allowances Commodity (<i>gas, electric</i>) Purchase and Sales Energy Storage Service Agreements Natural Gas Transactions Pathing Sheets Power Generation Agreements Power Purchase Agreements Power Sale Agreements Resource Adequacy Agreements Renewable Energy Credits (RECs) Transmission Trades WSPF Confirmations</p>	Electric Utility	While Active+10Y	<p>CA - 17 CCR 95105(a) - (10Y) CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 34090 - (2Y) US - 16 USC 825 – (MAINT) US - 18 CFR 125.3(3) - (FR+4Y)</p>		
054	<p><b>Electrical Power Transmission and Distribution</b></p> <p>Records and information associated with transmission and distribution of City electricity, including substations.</p>	<p>Complaints and Responses Maps (<i>patrols, inspections</i>) Repairs (<i>street lights, power poles, transformers</i>) Work Orders</p>	Electric Utility	While Active+5Y	<p>CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 34090 - (2Y) US - 16 USC 825 – (MAINT) US - 18 CFR 125.3(13.1)(d) - (3Y) US - 18 CFR 125.3(13.1)(3) - (3Y) US - 18 CFR 125.3(14)(a-b) - (3Y) US - 18 CFR 125.3(14)(c) - (Life of Transformer) US - 18 CFR 125.3(14)(d) - (MAINT) US - 18 CFR 125.3(15) - (5Y) US - 40 CFR 761.180 - (Life of Transformer + 3Y)</p>		
055	<p><b>Electrical Utilities Compliance</b></p> <p>Records and documentation demonstrating compliance with laws and regulations for electrical utilities in the following areas:</p> <ul style="list-style-type: none"> <li>- Cybersecurity</li> <li>- Data requests</li> <li>- Environmental</li> <li>- Health and safety</li> <li>- Inspections and CPUC Audits</li> <li>- NERC and FERC</li> <li>- Reporting to various regulatory agencies including BAAQMD, CEC, City of San Jose, CUPA, DTSC, EPA, and other departments within the City of Santa Clara</li> </ul>	<p>Cal e-GGRT Reports CARB Reports Correspondence with Regulatory Agencies EIA Reports Electricity Service Orders (on/off) Environmental Standards/Plans (<i>e.g., stormwater pollution prevention plans, spill prevention control and countermeasures</i>) Incident Reports and Remediation Reports to Federal and State Regulatory Commissions SMARTS WECC/NERC Audit Evidence</p>	Electric Utility	While Active+10Y	<p>CA - 17 CCR 95105(a) - (10Y) CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 16 USC 825 – (MAINT) US - 18 CFR 125.3(4) – (5Y) US - 18 CFR 125.3(29) - (AC+4Y) US - 18 CFR 125.3(41) - (5Y) US - 40 CFR 98.3(g) - (3Y)</p>		

City of Santa Clara  
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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
056	<b>Electrical Utilities Customer Management</b>  Records and information of SVP's interactions with, management of, and planning for its utility customers.	Customer Energy Audits List Serve Notifications ( <i>such as power quality events</i> ) Long Term Planning Documents & Plans ( <i>e.g., electric vehicle blueprint &amp; electrification mitigation plan</i> ) Meeting Notes ( <i>e.g., with large customers or discovery calls</i> ) Meter Record Cards Outage Notifications ( <i>unplanned and planned</i> ) Rebate Documents ( <i>including applications</i> ) Utility Rates	Electric Utility	While Active+6Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 18 CFR 125.3(29) - (AC+4Y) US - 18 CFR 125.3(30) - (S+6Y) US - 18 CFR 125.3(31) - (1Y) US - 18 CFR 125.3(39) - (3Y)
057	<b>Electrical Utilities Engineering System Planning</b>  Records and information pertaining to SVP's activities to plan for its engineering systems.	Amount of Paid Capacity at a Site ( <i>load ramp</i> ) Any Old Will Serve Letters Design Plans and As-Builts System Impact Studies System Modeling Studies Transmission Planning Process (TPP) Documents	Electric Utility	Life of Facility	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 18 CFR 125.3(13.1) - (3Y) US - 18 CFR 125.3(21) - (Life of Facility) US - 18 CFR 125.3(39) - (3Y)
058	<b>Electrical Utilities Management</b>  Records and information associated with planning and managing the City's electrical services system, including:  - Audits - Benchmarking - Conservation programs - Installation and maintenance of meters - Power outages - Rebates - Solar projects	Electricity Service Orders ( <i>on/off</i> ) Incident Reports and Remediation Industrial Wastewater Permit (DVR) Inspection Maps Internal Inspection Records ( <i>related to line patrols, substations</i> ) Inventories (equipment, materials, meters) Power Plant Operating Permits ( <i>BAAQMD, CeC</i> ) Reports to Federal and State Regulatory Commissions Statistical Reports Underground Service Alerts (USA)	Electric Utility	While Active+6Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 16 USC 825 - (MAINT) US - 18 CFR 125.3(4) - (5Y) US - 18 CFR 125.3(15) - (5Y) US - 18 CFR 125.3(19) - (5Y) US - 18 CFR 125.3(27) - (6Y) US - 18 CFR 125.3(28) - (3Y) US - 18 CFR 125.3(38) - (5Y) US - 18 CFR 125.3(39) - (3Y)
059	<b>Hazardous Materials &amp; Hazardous Waste - Monitoring and Remediation</b>  Planning, monitoring and contingency/emergency action plans for hazardous materials, hazardous waste, emergency and spill response, natural and exposure emergencies, notifications and response; environmental action plans and supporting documentation; hazardous communications plans, including labeling, MSDS controls, training programs and procedures.	Correspondence with Regulatory Agencies Emergency Response Programs Employee Hazardous Chemical Exposure Hazardous Material Incident Reports Hazardous Substances Manifests Hazardous Waste Material Safety Data Sheets ( <i>MSDS</i> ) Proposition 65 Monitoring Site Mitigation Toxic Substance Inventory	Electric Utility Fire Parks & Recreation Public Works Water & Sewer	While Active+30Y	CA - 8 CCR 3204(d) - (CL+30Y) CA - 22 CCR 66262.40 - (3Y) CA - 22 CCR 66263.22 - (3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25160.8(c)(3)(D) - (AC+3Y) US - 29 CFR 1910.1020 - (CL+30Y)

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
060	<p><b>Capital Project Files - Permanent Documents</b></p> <p>Records and information related to the analysis, design, development, planning, construction and maintenance of public works, Capital Improvement Program (CIP) and Engineering &amp; Capital Projects for City facilities and infrastructure.</p>	ADA Plans Assessments Capacity ( <i>water, wastewater</i> ) Fees Certificates of Compliance/Notice of Non-Compliance Daily Inspections and Progress Meetings E.I.R., Notice of Determination, Categorical Exemptions Encroachment Permits, Certificates Field Inspections, Closures Final Improvement Plans/As-Built Plans MASTER Plans (Sanitary Sewer, Storm Drain System, etc.) NPDES Permits Photos/Pictures Project Plans and Permits Real Estate Appraisals Reports: ( <i>Geotechnical, Soil, Drainage, Stormwater, Sewer, and Traffic</i> ) Specifications, Calculations, Change Orders Studies and Surveys Underground Utilities Maps	Electric Utility Parks & Recreation Public Works Water & Sewer	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - 14 CCR 15095 - (Reasonable) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 92.508(c) - (AC+5Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y)
061	<p><b>Asset Management and Maintenance</b></p> <p>Records related to the management and maintenance of City assets, including equipment and fleet vehicles:</p> <ul style="list-style-type: none"> <li>- Irrigation (parks, public green space)</li> <li>- Landscaping</li> <li>- Playground equipment</li> <li>- Pump Stations</li> <li>- Traffic signals</li> <li>- Streetlights</li> <li>- Swimming Pools</li> <li>- Trees</li> <li>- Vehicles/Fleet</li> </ul>	Calibration Records Chemical Readings Equipment Certifications Equipment Inspections Inventory of City Trees Maintenance and Repair Work Orders Maintenance Inspection Reports ( <i>equipment, trees</i> ) Maintenance Reports Pressure Vessel Certifications or Permits Pesticide Applications Repair Records Smog Reports Tree Trimming Schedules Vehicle Safety Checks Vehicle Titles ( <i>pink slips</i> ) Work Orders	Electric Utility Parks & Recreation Public Works - Engineering Public Works - Fleet Public Works - Maintenance & Operations Public Works - Streets Water & Sewer	Life*+4Y	CA - 3 CCR 6624(g) - (2Y) CA - 22 CCR 65523(e) - (2Y) CA - 22 CCR 66266.130(c)(5) - (3Y) CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 4216.2(f) - (3Y) CA - GOV 34090 - (2Y) CA - HSC 25250.18(b) - (3Y) CA - HSC 44019(b) - (3Y) CA - VEH 34505.5(c) - (2Y) US - 18 CFR 125.3(15) - (5Y)  * Life of Asset
062	<p><b>Bank Account Information</b></p> <p>Records and information related to banking authorities, activities, transactions and correspondence. This category includes reconciliations.</p>	Bank Account Administration Bank Statements Checks, Canceled Check Registers, Journals Corrections / Returns / Adjustments Credit Card Merchant Activity Statements Deposit Permits, Deposits Reconciliations Signature Cards	Finance	5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 18 CFR 125.3(36) - (3Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 48 CFR 4.705-1 - (4Y)
063	<p><b>Business Licenses</b></p> <p>Records and information documenting the issuance of City business licenses.</p>	Annual Business Tax Certificates Business Licenses ( <i>affidavits, applications, fees, financial history, reports</i> )	Finance	While Active+4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
064	<b>Customer Account Information - Utilities</b>  Records and information for customers of City utilities services.	Account Setup Closed Accounts Customer Complaints Customer History ( <i>address files, applications, meter changes</i> ) Customer Service Records Turn-on/Turn-off Requests Uncollected Amounts	Finance	While Active+4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 18 CFR 125.3(3) - (AC+4Y) US - 18 CFR 125.3(29) - (AC+4Y)
065	<b>Debt Management</b>  Records and information relating to City debt issuances of all types and for all departments.	Arbitrage Reports California Debt and Investment Advisory Commission (CDIAC) Filings ( <i>and related documents</i> ) CDIAC Annual Debt Transparency Reports (ADTR) Continuing Disclosure Documents ( <i>including supplemental information and no-default certificates</i> ) Cost of Issuance Documents ( <i>including copies of agreements and invoices</i> ) Credit Rating Agency Rating Reports Debt Management Policy Financing Analyses Monthly Fiscal Agent Statements Transcripts of Debt Issuances by Each Series	Finance	Maturity*+10Y	CA - CCP 336a - (LA6Y) CA - CCP 337.5 - (LA10Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)  *Maturity includes cancellation and redemption
066	<b>Financial Reporting - Internal</b>  Annual and periodic financial reports, whether required by regulations or generated to track financial transactions and achievements by the City.	Cashier's Report Debt Report Deferred Compensation Reports FHRMS Report Revenue/Expenditures Reports Utility Billing Reports	Finance	6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 18 CFR 125.3(33) - (5Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 USC 6531 - (LA6Y)
067	<b>Financial Reporting - Official</b>  Official financial reports of the City.	AB1600 Report AB2854 Sales Tax Sharing Report Annual Report of Financial Transactions To State Audited Financial Statements CalPERS Reports and Retirement Plans COVID-related FEMA Projects Equitable Sharing Agreement and Certification to DOJ Monthly Financial Reports Monthly Investment Reports PFFC Tax Return Possessory Interest Report Public Safety Sales Tax AB2788 Filing to County of Santa Clara Quarterly SLFEF Compliance Report to Depart of the Treasury Underground Tank Report	Finance	10Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 18 CFR 125.3(35) - (3Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 USC 6531 - (LA6Y)
068	<b>Fixed Assets</b>  Fixed asset records and information related to the ownership, transfer, acquisition, disposition, or improvement of fixed assets (including machinery and equipment, infrastructure, and vehicles) owned by or used by the City.	Acquisitions Amortization Asset Retirement Records Asset Tags Capital Asset Records Capital Improvements Depreciation Schedules Dispositions Fixed Asset Ledger Fixed Asset Reports Fixed/Capital Asset Accounting Transfers	Finance	Life*+25Y	CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 18 CFR 125.3(22) - (LI*+6Y) US - 18 CFR 125.3(24) - (25Y) US - 26 USC 6531 - (LA6Y) Santa Clara Municipal Code 2.105.030 - (MAINT)  * Life of Asset

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
069	<b>General Ledger, Journal Entries, Budget Adjustments</b>  Records and information related to the transfer of charges between accounts and summaries of account information, including year end summaries of general ledger transactions.	Account Ledgers Balance Sheets Budget Adjustments Cash Journal Entries Chart of Accounts Downloads / Data Exports Expenditure Reports General Ledger Journal Entries, Journal Vouchers, and Backup Documentation Revenue Sub-Ledgers Summary Reports Trial Balance Year-End / Account Detail History Report	Finance	10Y	CA - GOV 34090 - (2Y) US - 18 CFR 125.3(19) - (5Y) US - 18 CFR 125.3(6) - (10Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y)
070	<b>Investments and Treasury</b>  Records and information relating to City investment activities.	Certificates of Deposit (CDs) Money Market Investment Statements Financial Investment Planning Investment Reporting and Portfolio Management Investment Reports ( <i>monthly, etc.</i> ) Joint Powers Authority (JPA) Pool Investment Fund Statements Local Agency Investment Fund (LAIF) Statements Quarterly Investment Committee Reports Security Instruments Third Party Trustee Account Statements	Finance	Maturity*+5Y	CA - CCP 336 - (LA5Y) CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)  * Maturity includes cancellation and redemption
071	<b>Unclaimed Funds</b>  Records and information pertaining to unclaimed or outstanding checks not cashed by recipient.	Uncashed Checks Unclaimed Funds	Finance	3Y	CA - CCP 1519 - (3Y) CA - GOV 34090 - (2Y)
072	<b>Budget and Financial Planning</b>  Records and information regarding the development of City budgets and plans.	Budget Planning Documents Budget Presentations Five-Year Capital Improvement Plans Minimum Wage Rate Bulletins Municipal Fee Schedules Program / Initiative Plans Revenue/Expenditure Reports Ten-year Forecasts	Finance	4Y	CA - GOV 34090 - (2Y) US - 18 CFR 125.3(39) - (3Y) Santa Clara Municipal Code 3.20.060 - (MAINT)
073	<b>Fire Academy and Volunteers</b>  Records and information documenting the activities of the City-run Fire academy and any volunteer programs.	Applications Course Syllabus Reports Testing Materials	Fire	4Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - State Fire Training Procedures Manual 5.1.11(A) - (4Y) CA - State Fire Training Procedures Manual 5.1.11(B) - (4Y)
074	<b>Station Activity Records</b>  Records and information created and maintained by the department for activities at the fire station.	Equipment and station maintenance logs Fire Incident Logs Station Logs	Fire	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
075	<b>Compliance and Regulatory Reporting</b>  Official non-financial reports issued by City organizations to comply with regulatory requirements.	AB-939 Reports Annual Asbestos Notification CUPA Self-Audit Documentation EEO-4 Reports IRS Form 1095-C Labor Reports OSHA 300 Reports Reports to Regulatory Agencies	Fire Human Resources Public Works - Streets Water & Sewers	6Y	CA - 2 CCR 11013(c)(1) - (4Y) CA - 8 CCR 14300.33(a) - (CU+5Y) CA - 14 CCR 18811.4(a)(4) - (3Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6056 - (1Y) US - 29 CFR 405.9 - (5Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1904.33 - (5Y)
076	<b>Short-Term Permits Issued</b>  Documentation of permits issued by the City for the short-term purposes and activities within the City limits.  - Fire code permits (e.g., assembly, candles, fireworks, fire hydrant use, open flames) - Garage sales - Party tents - Sewer discharge permits - Special events - Temporary barricades - Temporary event permits (Xmas tree lots, pumpkin patches) - Temporary signs - Temporary use permits - Transportation permits (traffic control, wide load, etc.) - Tree Removals  (For permits issued by the Police Department, see category 114)	Applications Backup Documentation Fingerprints Renewals	Fire Planning Public Works - Engineering Water & Sewer	While Active+5Y	CA - CCP 337 - (4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) Santa Clara Municipal Code 13.10.430 - (5Y)
077	<b>Case Files - Fire Investigations</b>  Records and information associated with arson investigations.	Case Files Evidence Files Fire Origin and Cause Investigation Reports Investigations Photographs	Fire Police	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) CA - PEN 799 (PR) CA - PEN 800 (LA6Y) CA - PEN 801 - (LA3Y) Santa Clara Municipal Code 2.80.050 - (MAINT)
078	<b>Fire and Police Dispatch Telephone and Radio Communications Records</b>  Routine daily recording of telephone communications and all radio communications relating to the operations of the department.	Audio Telephone Recordings Audio Radio Recordings 911 Call Recordings	Fire Police	6M*	CA - GOV 34090.6 - (Routine Audio: 100D) Santa Clara Municipal Code 2.80.050 - (MAINT)  * Note: If recordings are evidence in any criminal prosecution, the recording becomes part of the case file. In the event that the recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved.

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
079	<b>Incident Responses and Reports</b>  Records and information associated with department responses to fires and emergency incidents, including ambulance responses to medical emergencies.	Death Declarations Emergency Medical Services Forms Emergency Services False Alarm Reports Hazardous Waste Spills Incident Reports Investigation Files and Reports Mandated Reporting: Child Abuse, Elder Abuse Narcotic Inventory Patient Care Reports (PCRs)* Refusal of Treatment/Release of Liability Forms Strike Team Records Suspicious Activity Reports (SARs)	Fire Police	7Y	CA - California Fire Code, 104.7 - (5Y) CA - 13 CCR 1100.7 - (3Y) CA - 17 CCR 1469(a)(11) - (CL+4Y) CA - 22 CCR 70751(c) - (7Y)* CA - CCP 340.5 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 11191 - (3Y) US - 21 CFR 1304.04(a) - (2Y)  * PCRs for minors must be retained for AC+7Y or until the minor reaches the Age of Majority Status (18Y), whichever is longer.
080	<b>Fire Equipment</b>  Records and information associated with fire protection and emergency response equipment.	Apparatus and Maintenance Records Certification Binder Equipment Checks Inventories ( <i>apparatus, equipment, fixture</i> )	Fire Public Works - Fleet	Life*+2Y	CA - 8 CCR 3203(b)(1) - (1Y) CA - GOV 34090 - (2Y) US - 29 CFR 1910.157 - (Life of extinguisher)  * Life of Equipment
081	<b>Fire Prevention, Inspections and Programs</b>  Records and information associated with Fire Inspection activities.	Commercial Facility Files Fire Education Fire Flow / Hydraulic Model Requests Fire Permits ( <i>fire alarms, sprinklers</i> ) Inspection File and Reports ( <i>business, residential, aboveground fuel tanks, underground fuel tanks</i> ) Knox Box Program Records ( <i>site map, original hold harmless agreement, inventory update forms</i> ) Lien and Cost Recovery Information	Fire Water & Sewer	Life*+5Y	CA - CFC 104.7 - (5Y or Life of Structure or Activity, whichever is longer) CA - 19 CCR 401(b) - (5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25270.5(a) - (3Y) CA - HSC 25503(d)(2) - (3Y) CA - HSC 25511(b) - (3Y) CA - HSC 25537 - (3Y)  * Life of Structure or Activity
082	<b>Affordable Multi-Family Housing Development and Monitoring</b>  Records and information associated with the City's efforts to improve the availability of below market residential units and inclusionary/affordable housing resources. Includes administrative review and monitoring of long-term development agreements that incorporate requirements for low-cost housing.  (Also see related categories for loans, developments, grants, etc.)	Agreements and Amendments Analyses Annual Plans Applications Attachments / Exhibits Bonds Correspondence Developer Compliance Documents ( <i>construction, pre-conversion, covenant, deeds of trust, promissory notes, marketing plans, certificates of insurance</i> ) Draw-down Plans Grant & Loan Documentation Implementation Plans Letters of Intent Monitoring Files Notices Proposals, Quotations Statements of Work (SOWs) Successful Requests for Proposal (RFP) Warranties	Housing & Community Services	Closed*+5Y	CA - 25 CCR 7721 - (MAINT) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 5.514(h) - (5Y) US - 24 CFR 92.508(c) - (AC+5Y) US - 24 CFR 908.101 - (AC+3Y)  * Closes when loan ends and/or all restrictions have been released

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments		
083	<b>Housing &amp; Urban Development (HUD) Grant Project Files</b>  Records and information associated with CDBG, HOME, and HOME-ARP projects.  (Also see related categories for loans, developments, grants, etc.)	Applications Awards Bid Packets Project Files	Housing & Community Services	Closed+5Y	CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 92.508(c) - (AC+5Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y)		
084	<b>Housing Funding Assistance to Homeowners</b>  Records and information regarding programs that provide financial assistance to home owners, including:  - Neighborhood Conservation and Improvement Program (NCIP) grants and loans - Below Market Purchase (BMP) Program - First-Time Homebuyer (FTHB) Program  (Also see related categories for loans, developments, grants, etc.)	Applications Correspondence Grant Documentation Loan Documentation Monitoring Files Notices	Housing & Community Services	Closed*+5Y	CA - 25 CCR 7721 - (MAINT) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 5.514 - (5Y) US - 24 CFR 92.508(c) - (AC+5Y) US - 24 CFR 908.101 - (AC+3Y)  * Closes when loan is fully paid or a reconveyance is issued, whichever occurs later		
085	<b>Reconveyances and Releases of Affordable Housing Restrictions</b>  Records of reconveyances of property ownership back to homeowners or developers when loans are fully paid and/or all affordable housing restrictions have expired.  (Also see related categories for loans, developments, grants, etc.)	Reconveyance Files Releases of Restrictions	Housing & Community Services	Permanent	CA - 25 CCR 7721 - (MAINT) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 5.514 - (5Y) US - 24 CFR 92.508(c) - (AC+5Y) US - 24 CFR 908.101 - (AC+3Y)		
086	<b>Benefit Plans and Programs</b>  Benefit Plans established to provide employee benefits and associated administrative documents.	COBRA Rates, Records, Histories Employee Benefit Plans (e.g. medical, dental, vision, EAP, FMLA, etc.) Group Insurance Cost Data Retirement Plans Summary Plan Descriptions	Human Resources	Life*+6Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 29 CFR 1627.3(b)(2) - (T+1Y) US - 29 CFR 4007.10(a)(1) - (6Y) US - 29 CFR 4041.5 - (LI*+6Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (T+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y)  *Life of Plan or Benefit		
087	<b>Civil Rights Complaint Records</b>  Records of complaints received, actions taken, and associated documentation.	Board of Review Packets Civil Rights Complaints EEO Case Files EEO Complaints Exhibits Investigation Files	Human Resources	While Active+4Y	CA - 2 CCR 11013(c) - (AC+4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (AC+4Y) CA - GOV 12965 - (LA2Y) CA - GOV 34090 - (2Y)		

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
088	<b>Employee Benefit Files</b>  Employee election (selection), enrollment or termination forms and related correspondence, including transmissions to carriers of additions, changes, claims and deletions (includes employee medical records subject to HIPAA requirements).	Benefits Files, Enrollments, Appeals Beneficiary Designations Death Claims, Life Event Documents Disability Claims Employment Status Changes ( <i>authorizations, terminations, confirmations, status changes, coverage changes</i> ) Flexible Spending Enrollment Life Insurance Notification Letters/EOI Premium Information Required Benefits Reporting Retiree Medical Benefit Claims and Reimbursements Supplemental Forms Unemployment Claims and Appeals	Human Resources	While Active+6Y	CA - 2 CCR 11013(c) - (AC+4Y) CA - 22 CCR 1085-2 - (CU+4Y) CA - GOV 12946 - (AC+4Y) CA - GOV 34090 - (2Y) US - 26 CFR 301.6501(a)(1) - (CU+3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1602.31 - (AC+2Y) US - 29 CFR 4007.10(a)(1) - (6Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (T+1Y)
089	<b>Employee Hazardous Exposure and Medical Records</b>  Documents pertaining to medical and hazardous exposure records of City staff, City officials, and others performing work on behalf of the City.  NOTE: May include employee medical information subject to HIPAA requirements.	ADA Compliance and Reasonable Accommodation Drug Testing Exposure Files Exposure Monitoring Field Exposure Fitness for Duty Medical Leaves of Absence Medical Records Pre-employment Medical Exams Vaccination Records	Human Resources	Separation+30Y	CA - 8 CCR 3204(d) - (T+30Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y; T+4Y) CA - GOV 34090 - (2Y) CA - 29 CFR 1904.33 - (CU+5Y) US - 29 CFR 1910.95(m)(3)(ii) - (T) US - 29 CFR 1910.1020(d) - (T+30Y)
090	<b>Labor Relations Grievances</b>  Documentation related to labor grievances filed under current collective bargaining agreements.	Grievance Files/Commission Hearing Grievance/Hearing Logs Union Grievances	Human Resources	Final Resolution+4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 12960 - (LA3Y) CA - GOV 12965 - (LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.31 - (CL+2Y) US - 29 USC 255 - (LA2Y)
091	<b>Labor Relations Negotiations</b>  Documentation related to the negotiations between labor unions for collective bargaining purposes.	Confidential Memos Costing Ground Rules Handouts Information Requests Miscellaneous Information Notes Proposals - City Proposals - Union	Human Resources	While Active+4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) US - 29 CFR 516.5(b) - (3Y)
092	<b>Salary, Compensation</b>  Documentation of job classification compensation.	Classification Studies Compensation Plans, Planning, Analysis Cost of Living Adjustments Job Descriptions Salary Range History Salary Surveys	Human Resources	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (2Y) Santa Clara Municipal Code 2.80.015 - (2Y)
093	<b>Work Authorizations and Supporting Documentation</b>  Employment eligibility verification forms collected for active employees and supporting documentation regarding immigration status.	I-9 Documents	Human Resources	Termination+3Y	CA - GOV 34090 - (2Y) US - 20 CFR 655.760 Subpart H - (T+1Y) US - 8 CFR 274a.2 - (3Y or T+1Y, whichever is longer)

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
094	<p><b>Worker Compensation Records</b></p> <p>Documents pertaining to work-related injuries and related claims for workers' compensation.</p> <p>NOTE: May include employee medical information subject to HIPAA requirements.</p>	<p>Claims and Incident Files</p> <p>Workers Compensation</p>	Human Resources	While Active+6Y	<p>CA - 8 CCR 10102 - (Injury+5Y or Closed+1Y)</p> <p>CA - 8 CCR 14300.33 - (5Y)</p> <p>CA - CCP 338.1 - (LA5Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 12946 - (4Y; T+4Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - 29 CFR 1904.33 - (CU+5Y)</p>
095	<p><b>Personnel Records</b></p> <p>All documents related to paid employees (full and part-time), unpaid volunteers, and interns including but not limited to:</p> <ul style="list-style-type: none"> <li>- selection/hiring</li> <li>- assignments</li> <li>- promotion</li> <li>- demotion</li> <li>- transfer</li> <li>- layoff / recall / out-placement</li> <li>- separation / discharge / resignation</li> <li>- pay rates / other terms of compensation</li> <li>- work authorizations</li> <li>- leave records</li> </ul>	<p>Applications</p> <p>Awards, Commendations, Certificates</p> <p>DMV Records (<i>pull notices</i>)</p> <p>Employee Driver Qualification Files</p> <p>Employee Policy Acknowledgements</p> <p>Individual Education, Development, Training Records</p> <p>Job Offer Letters, Conditional Offers of Employment</p> <p>LiveScan Records (<i>hired staff</i>)</p> <p>New Hire Checklist</p> <p>Oaths of Office</p> <p>Performance Evaluations, Reviews or PIPs</p> <p>Personnel Action Forms (<i>PAF</i>)</p> <p>Recognition</p> <p>Volunteer Acknowledgements, Waivers, Executed Policy Receipts</p>	Human Resources Police	Separation+5Y	<p>CA - 2 CCR 11013(c) - (AC+4Y)</p> <p>CA - GOV 12946 - (T+4Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - LAB 1198.5(c)(1) - (T+3Y)</p> <p>CA - LAB 2810.8(b)(4) - (3Y)</p> <p>CA - VEH 1808.1(c) - (1Y)</p> <p>US - 29 CFR 825.500(b) - (3Y)</p> <p>US - 29 CFR 1602.14 - (AC+1Y)</p> <p>US - 29 CFR 1602.31 - (AC+2Y)</p> <p>US - 29 CFR 1627.3(b) - (T+1Y)</p> <p>US - 41 CFR 60-1.12(a) - (AC+2Y)</p> <p>US - 41 CFR 60-741.80 - (AC+2Y)</p> <p>Santa Clara Municipal Code 2.80.050 - (MAINT)</p>
096	<p><b>Recruitment</b></p> <p>Records and information related to recruitment of qualified persons for both paid and unpaid position with the City, whether full time or temporary, including:</p> <ul style="list-style-type: none"> <li>- Applications and related records of candidates interviewed but not hired or accepted</li> <li>- Applications received but not acted upon</li> </ul>	<p>Applications, CVs, Resumes (<i>rejected, unsolicited</i>)</p> <p>Applicant Tracking Records (<i>hired, rejected</i>)</p> <p>Drug Testing, Pre-Hire Screening - candidates not hired/accepted</p> <p>Eligible Lists</p> <p>Job Postings, Announcements</p> <p>Job Requisition Requests</p> <p>Job Specifications</p> <p>LiveScan Records (<i>unsuccessful candidates</i>)</p> <p>Miscellaneous Hiring Process Notes</p> <p>Personal History Statement (PHS)</p> <p>Position Information</p> <p>Offers - Conditional and Formal</p> <p>Rating Sheets</p> <p>Temporary Staffing</p> <p>Test Results</p> <p>Test and Examination Materials</p> <p>Unpaid Interns (<i>rejected</i>)</p> <p>Volunteers (<i>rejected</i>)</p>	Human Resources Police	4Y	<p>CA - 2 CCR 11013(c)(2) - (4Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 12946 - (4Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>US - 29 CFR 1602.31 - (2Y)</p> <p>US - 29 CFR 1627.3(b)(1) - (1Y)</p> <p>US - 41 CFR 60-741.44(f)(4) - (3Y)</p> <p>US - 41 CFR 60-741.44(k) - (3Y)</p> <p>Santa Clara Municipal Code 2.80.050 - (MAINT)</p>

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
097	<p><b>Employee Health &amp; Safety</b></p> <p>Documents related to the protection of employee health and safety and employee drug screening.</p> <p>NOTE: May include employee medical information subject to HIPAA requirements.</p>	<p>Accident (Injury or Illness) Investigation Reports Bloodborne Pathogen/Exposure Control Plan Covid Contact Tracing Emergency Action Plans Employee Safety Training Records Ergonomic Evaluations Health and Safety Bulletins Health &amp; Safety Reviews Lockout/Tagout (LOTO) New Hire Health &amp; Safety Orientation Checklist Forms Public Access Defibrillation Reports (<i>Unsafe Conditions, Hazards, Hazard Correction, Workplace Violence</i>) Safety Committee (<i>employee suggestions and responses, safety letters/memos, meeting minutes</i>) Safety Inspections</p>	Human Resources	5Y	<p>CA - 8 CCR 3203(b)(1) - (1Y) CA - 8 CCR 5157 - (1Y) CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - LAB 6401.7 - (MAINT) CA - LAB 6409.6(f) - (5Y) CA - LAB 6410 - (MAINT) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (AC+2Y) US - 29 CFR 1904.33 - (5Y) US - 29 CFR 1910.95(m)(3)(i) - (2Y) US - 49 CFR 382.401(b)(1) - (5Y)</p>
098	<p><b>Application, System Maintenance</b></p> <p>Technical documentation related to management of City technology processes, applications, or systems.</p>	<p>Business, Functional Requirements Change Requests System, Application Maintenance Documentation (<i>hardware/operating system requirements, monitoring logs, operating manuals</i>)</p>	Information Technology	Life*+2Y	<p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)</p> <p>*Life of Application.</p>
099	<p><b>Library Operations</b></p> <p>Records related to the operations and programs of the City's public Library.</p>	<p>Artist Releases Circulation Records Correspondence and Communication Disruptive Patrons Outreach Overdue Records Patron Requests Reports</p>	Library	While Active+4Y	<p>CA - CCP 335.1 - (LA2Y) CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)</p>
100	<p><b>Facility Rentals</b></p> <p>Records and information documenting rental arrangements for the City's facilities, including those for:</p> <ul style="list-style-type: none"> <li>- Meeting rooms</li> <li>- Event and party rentals</li> <li>- Picnic areas</li> <li>- Sports fields</li> <li>- Agnews Campus auditorium and mansion</li> <li>- Mission City Center for Performing Arts</li> <li>- Triton Museum of Art</li> </ul>	<p>Applications (<i>approved, unapproved</i>) Insurance Certificates Permits Releases of Liability Reports</p>	<p>Library Parks &amp; Recreation Public Works - Streets</p>	While Active+4Y	<p>CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)</p>

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
101	<b>Cemetery Administration</b>  Records and information documenting administration of the Mission City Memorial Park.	Burial Index Burial Permits Cremation Index Deed Books Graves Interment Interment Cards Maps of Gravesites Niches Owner Information Plot Books Plot Locations/Relocations Repurchase of Graves Statement Books	Parks & Recreation	Permanent	CA - BPC 7686.5 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 8110 - (MAINT) Santa Clara Municipal Code 2.135.610 - (MAINT)
102	<b>Parks and Recreation Programs and Services</b>  Records and information documenting the City's parks and recreational programs and services, including those for:  - Preschool - Program/Class/Leagues - Senior Center - Special Events - Sports Team Rosters - Summer Camp - Swim Centers - Youth & Teen Center	Applications ( <i>programs, scholarships</i> ) Mandated Reporting: Child or Elder Abuse Program/Event Evaluations Recreation Schedules Registrations/Withdrawal Reports and Forms Reservations and Waivers Scholarship Award Records	Parks & Recreation	While Active+4Y	CA - CCP 337 - (LA4Y) CA - 22 CCR 65523 - (2Y) CA - 22 CCR 101221 - (AC+3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
103	<b>Maintenance and Inspection Records</b>  Reports of inspections of maintenance performed on City facilities and infrastructure including:  - Buildings - Janitorial - Parking Lots - Parks - Sewers - Streets - Sidewalks - Storm Drains - Water	Backflow Inspections Elevator Certificates Facility Inspection Reports Graffiti Removal Facility Inspections Reports Street Striping and Signing Street Sweeping Maps Work Orders	Parks & Recreation Public Works - Facility Services Public Works - Streets Water & Sewers	5Y	CA - 22 CCR 65523 - (2Y) CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 4216.2(f) - (3Y) CA - GOV 34090 - (2Y) US - 18 CFR 125.3(15) - (5Y)

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
104	<b>Planning and Zoning Services</b>  Records and information pertaining to the activities of the planning division, including zoning.	Boundaries CEQA Documents Design Review Development Plans General Plans Land Use Studies Master Plans and Specific Plans Planning Permit Application Files ( <i>annexations, appeals, development applications and permits, entitlements, land use permits, planned development, variances, zoning, rezoning, map amendments</i> ) Planning Review Case Files ( <i>notices, neighbor letters, plans</i> ) Street Naming Documents ( <i>new or changes</i> ) Zoning Clearances	Planning	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12981 - (1Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)
105	<b>Criminal Registrations - Adult Arsonists and Sex Offenders</b>  Records for those required to register as sex offenders or adult arsonists.	Case Files Reports	Police	Life*	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 290(d) - (Tier 1 - 10Y; Tier 2 - 20Y; Tier 3 - Life of Offender) CA - PEN 457.1(b)(2) - (Life of Arsonist) Santa Clara Municipal Code 2.80.050 - (MAINT)  * Life of the offender
106	<b>Criminal Registrations - Gangs</b>  Records for those required to register as gang violence offenders.	Case Files Reports	Police	Current Year+5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 186.32(c) - (5Y) Santa Clara Municipal Code 2.80.050 - (MAINT)
107	<b>Criminal Registrations - Juvenile Arsonists</b>  Records for those juveniles required to register as arsonists.	Compliance History Offender Information Offense Information Registration Information Reporting Requirements	Police	Age 25 or SEAL+5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 457.1(d) - (Upon reaching age of 25 or when records are sealed) CA - WIC 781(d) - (SEAL+5Y) Santa Clara Municipal Code 2.80.050 - (MAINT)
108	<b>Non-Criminal Police Incident Reports</b>  Records and information of suspicious circumstances, overdoses, reports of assistance granted to outside agencies, reports of incidents taken at Levi Stadium, and any other non-criminal police reports not described elsewhere.	Reports Statements	Police	Current Year+5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 (2) Santa Clara Municipal Code 2.80.050 - (MAINT)
109	<b>Parking Enforcement and Traffic Control</b>  Records and information of the Police Department's activities to enforce parking ordinances and control City traffic.	Parking Citations Payment Information Residential Parking Permits	Police	4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802 - (LA1Y; LA2Y; LA3Y) Santa Clara Municipal Code 2.80.050 - (MAINT)

City of Santa Clara  
Citywide Records Retention Schedule

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110	<p><b>Police - Community Outreach, Engagement, and Public Relations</b></p> <p>Records and information regarding internal and external-facing communications, advertising and press relations materials, including documentation of outreach activities/events held in cooperation or for the benefit of Police Department staff and for the local community, including:</p> <ul style="list-style-type: none"> <li>- Coffee with a Cop</li> <li>- Community Policing</li> <li>- National Night Out</li> <li>- Police Citizens' Academy</li> <li>- Resources for Schools</li> <li>- Chiefs Advisory Committee</li> </ul>	Applications Brochures, Flyers Equipment Demonstrations FAQs Flyers Media Packets Newsletter PowerPoint Presentations Press Releases Public / Media Inquiries Public Information / Outreach / Education Public Surveys Publicity Files Registrations Social Media Documentation Speeches Tours	Police	4Y	CA - CCP 337 - (LA4Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) Santa Clara Municipal Code 2.80.050 - (MAINT)
111	<p><b>Police - Complaints, Internal Investigations - No Sustained Finding of Misconduct</b></p> <p>Documentation of complaints received, formal inquiries, and investigations, including those by Internal Affairs, involving Police department employees (includes officer involved shootings) where this is no sustained finding of misconduct.</p>	Actions Taken Citizen Complaints Personnel Complaint Packet Statistics and Reports	Police	Completion of Investigation+5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) CA - PEN 801.5 - (4Y) CA - PEN 832.5(b) - (5Y, where there is not a sustained finding of misconduct) CA - VEH 2547 - (3Y) Santa Clara Municipal Code 2.80.050 - (MAINT)
112	<p><b>Police - Complaints, Internal Investigations - Sustained Finding of Misconduct</b></p> <p>Documentation of complaints received, formal inquiries, and investigations, including those by Internal Affairs, involving Police department employees (includes officer involved shootings) where this is a sustained finding of misconduct.</p>	Citizen Complaints Departmental Actions	Police	Final Resolution+15Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) CA - PEN 801.5 - (4Y) CA - PEN 832.5(b) - (15Y, where there is a sustained finding of misconduct) CA - VEH 2547 - (3Y) Santa Clara Municipal Code 2.80.050 - (MAINT)

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
113	<p><b>Police - General Support and Administrative Records</b></p> <p>Records of general department support activities and administrative reports received and/or generated in the routine course of law enforcement activities and not associated with a case number.</p>	Activity Reports Annual Summaries Citizen's Academy Daily Bulletins Donations ( <i>monetary, in-kind</i> ) Hospital Mandated Reports Logs ( <i>booking, incidents, gun/narcotics destruction, training</i> ) Juvenile Detention Logs LiveScan Research ( <i>for non-City organizations</i> ) Military Equipment Reports NIBRS Reports Official Department Correspondence Organization Charts Published Reports Racial Identity and Profiling Act Data Regulatory Reports Ride-Along Program Records ( <i>waiver forms</i> ) Shift Rosters Statistics ( <i>criminal, non-criminal</i> ) Traffic Stops Reporting Vehicles Assignments Watch Commander Reports	Police	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) Santa Clara Municipal Code 2.80.050 - (MAINT) Santa Clara Municipal Code 2.80.080 - (1Y)
114	<p><b>Police - Permits Issued</b></p> <p>Documentation of permits issued by the Police department for activities including those for:</p> <ul style="list-style-type: none"> <li>- Adult Book Stores</li> <li>- Alarms (residential, commercial)</li> <li>- Bicycles</li> <li>- Bingo Establishments</li> <li>- Closing-out Sales</li> <li>- Concealed Weapon</li> <li>- Curb Painters</li> <li>- Firearm Dealers</li> <li>- Food Trucks</li> <li>- Massage Establishments</li> <li>- Mobile Food Trucks</li> <li>- Motor Funeral Escort Drivers</li> <li>- Pawn/Second-hand Dealers</li> <li>- Private Security</li> <li>- Public Entertainment</li> <li>- Residential Parking</li> <li>- Solicitor/Peddler/Street Vending</li> <li>- Taxicabs/Pedicabs</li> <li>- Tow Drivers</li> </ul> <p>(For permits issued by other departments, see category 076)</p>	Applications Complaints Fees Collected Renewals	Police	While Active+4Y	CA - CCP 337 - (LA4Y) CA - GOV 34090 - (2Y) Santa Clara Municipal Code 2.80.050 - (MAINT) Santa Clara Municipal Code 5.05.250 - (1Y) Santa Clara Municipal Code 5.30.090 - (2Y) Santa Clara Municipal Code 5.35.060 - (1Y) Santa Clara Municipal Code 5.35.370 - (1Y) Santa Clara Municipal Code 5.35.470 - (1Y) Santa Clara Municipal Code 5.40.090 - (1Y) Santa Clara Municipal Code 5.75.190 - (1Y) Santa Clara Municipal Code 8.40.030 - (1Y)
115	<p><b>Police - Seized or Unclaimed Property Records</b></p> <p>Records documenting tracking and management of physical property seized by the Police department, or collected by the Police department but unclaimed, and not assigned to a case number or considered as evidence in a criminal investigation.</p>	Notice to Claim Property Letters Property Dispositions Property Receipts Purge Manifest	Police	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide Santa Clara Municipal Code 2.80.050 - (MAINT)

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
116	<b>Police Case Files - Assaults on Police Officers</b>  Records and information created in the documenting of a felony or misdemeanor assault of a police officer with or without weapons.	Reports Statements	Police	While Active+6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 (2) CA - PEN 800 - (LA6Y) CA - PEN 801 - (LA3Y) CA - PEN 802 - (LA1Y; LA2Y; LA3Y) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) Santa Clara Municipal Code 2.80.050 - (MAINT)
117	<b>Police Case Files - Dead Bodies</b>  Records, crime reports and evidence associated with investigations of dead bodies, whether by natural causes or found.	Reports Statements	Police	While Active+10Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) CA - PEN 799 - (PR) Santa Clara Municipal Code 2.80.050 - (MAINT)  * Case is active until body has been identified and cause of death determined. If determination is made that the death was a homicide, records are recategorized as "Felony Murder/Homicide" case files (see "Police Case Files - Felony Murder/Homicide, Capital Offenses, Child Abuse, Elder Abuse, and Violations of Public Trust" below).
118	<b>Police Case Files - Domestic Violence</b>  Records, crime reports and evidence associated with investigations and served protective orders for domestic violence.	Criminal Protective Orders Reports Restraining Orders Statements	Police	While Active+10Y	CA - CCP 340.15 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) CA - PEN 13710 - (MAINT) Santa Clara Municipal Code 2.80.050 - (MAINT)
119	<b>Police Case Files - Felonies, Excluding Murder/Homicide, Capital Offenses, Crimes of Sexual Violence, Child Abuse, Elder Abuse, and Violations of Public Trust</b>  Records, crime reports and evidence associated with felony violations of laws, excluding homicide and capital violations.	Case Files Reports	Police	While Active*+6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (MAINT) CA - PEN 800 - (LA6Y) CA - PEN 801 - (LA3Y) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) Santa Clara Municipal Code 2.80.050 - (MAINT)  * Case becomes inactive when it has been adjudicated, all appeals exhausted or all time served.
120	<b>Police Case Files - Felony Murder/Homicide, Capital Offenses, Child Abuse, Elder Abuse, and Violations of Public Trust</b>  Records, crime reports and evidence associated with capital felony violations of laws, including homicide, child abuse, elder abuse, embezzlement of public funds, 5150 cases, mental health, or falsification of public documents.	Case Files Reports	Police	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (PR) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) Santa Clara Municipal Code 2.80.050 - (MAINT)  No limitation on commencement of action; PC §261, 286, 288, 288a, 288.5, 289, 289.5, and 799.

City of Santa Clara  
Citywide Records Retention Schedule

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
121	<b>Police Case Files - Misdemeanors, Infractions</b>  Records, crime reports and evidence of misdemeanors and infractions, including traffic incidents and parking/moving citations and appeals.	Appeals Case Files Reports	Police	3Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802 - (LA1Y; LA2Y; LA3Y) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) Santa Clara Municipal Code 2.80.050 - (MAINT)
122	<b>Police Case Files - Missing Persons, Protective Custody and Runaways</b>  Records, crime reports and evidence associated with missing persons and runaways.	Case Files Reports	Police	While Active+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide Santa Clara Municipal Code 2.80.050 - (MAINT)  * Case remains active until solved
123	<b>Police Case Files - Sealing of Records</b>  Records of court orders to seal records.	Case Files Reports	Police	SEAL*+3Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 851.8 - (SEAL+3Y) CA - PEN 851.90 - (MAINT) CA - WIC 781.5(a) - (SEAL+3Y) Santa Clara Municipal Code 2.80.050 - (MAINT)  *SEAL = Date Records Sealed
124	<b>Police Case Files - Stolen Property</b>  Records, crime reports and evidence associated with stolen property.	Case Files Reports	Police	While Active+3Y	CA - CCP 338(c) - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) Santa Clara Municipal Code 2.80.050 - (MAINT)  * Case remains active until solved
125	<b>Police Case Files - Traffic Collisions - Fatal</b>  Records, crime reports and evidence associated with traffic collisions involving fatalities.	Case Files Reports	Police	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (PR) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) Santa Clara Municipal Code 2.80.050 - (MAINT)
126	<b>Police K-9 Records</b>  Records documenting the acquisition, assignment and care of the Police Department's K-9 unit.	Acquisition Records Assignment and Ownership Records K-9 Program Records Maintenance and Care	Police	Life*+3Y	CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) Santa Clara Municipal Code 2.80.050 - (MAINT)  *Life of the animal.

City of Santa Clara  
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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
127	<b>Police Routine Body-Worn Camera Records</b>  Recordings of routine body-worn camera (BWC) video monitoring to include time and date of video, location of video and other related information not assigned to a case.	Body-Worn Camera Recordings ( <i>body cam, BWC</i> )	Police	60D*	CA - PEN 832.18(b)(5)(A) - (60D) Santa Clara Municipal Code 2.80.050 - (MAINT)  *Note: 60 day retention is for non-evidentiary recordings, only. Evidentiary recordings become part of the case file.  *Exception: If the recording is of an incident involving the use of force by a peace officer or an officer-involved shooting, or it is relevant to a formal or informal complaint against a law enforcement officer or a law enforcement agency, the recording should be retained for applicable retention period.
128	<b>Police Routine Body-Worn Camera Video - Records of Access and Deletion of Recordings</b>  Records and logs of access and subsequent deletion of body-worn camera video recordings.	Access Log Deletion Logs Reason for Access Video File information	Police	Permanent	CA - PEN 832.18(b)(5)(E) - (PR) Santa Clara Municipal Code 2.80.050 - (MAINT)
129	<b>Police Routine Data Collection and Video Records</b>  Recordings of routine audio and video monitoring, other than body-worn camera recordings, to include time and date of recording, location, and other related information.	Automated License Plate Reader Building Surveillance Recordings Interview Rooms Routine ECD Downloads	Police	1Y*	CA - GOV 34090.6 - (Routine Video: 1Y) Santa Clara Municipal Code 2.80.050 - (MAINT)  *Note: If recordings are evidence in any criminal prosecution, the recording becomes part of the case file. In the event that the recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved.
130	<b>Security, Access Operations</b>  Records and information regarding physical access controls and protection for City buildings and facilities.	Access Controls Access Reports Building Security Forms Daily Activity Logs Facility Key Lists/Logs Key Cards Security Guards Transaction Logs Visitor's Logs	Police Public Works - Facility Services	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) Santa Clara Municipal Code 2.80.050 - (MAINT)
131	<b>Encroachments</b>  Records documenting long-term encroachments upon City property, public right-of-way, public easement, or by the City on the property of others that are not stored in a project file.  (For Executed Encroachment Permit Agreements, see Record No. 032).	Certificates of Compliance Encroachment Permits and Related Documents Private Encroachments in Public Right-of-Way Documents Rights of Entry Documents	Public Works - Engineering	While Active+10Y	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y)

City of Santa Clara  
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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
132	<p><b>Traffic and Transportation Design and Planning</b></p> <p>Records and information of activities impacting City streets and traffic, as well as transportation projects and efforts to manage traffic circulation and plan for upcoming improvements, including</p> <ul style="list-style-type: none"> <li>- Bicycle and pedestrian program</li> <li>- Highway corridors</li> <li>- Parking restrictions</li> <li>- Signs and street markings</li> <li>- Studies and surveys</li> <li>- Traffic calming programs</li> <li>- Traffic signals</li> </ul>	Parking Plans Rights-of-Way Shared Mobility Permits Speed Surveys Traffic Counts Impact Studies Shared Mobility Permits Traffic Management Plans Traffic Signal Studies Transportation Planning Warrants and Justification Memos Work Orders	Public Works - Engineering	While Active+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
133	<p><b>Building, Property Management</b></p> <p>Records and information regarding the structure of City buildings.</p>	As-Built Blueprints Construction Records Electrical Wiring Schematics Floor Plans Property Inventory Utility Consumption Tracking	Public Works - Engineering Public Works - Facility Services	Life*+10Y	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)*  * LI = Life of Building or Facility
134	<p><b>Fuel Management</b></p> <p>Records related to the storage and management of fuel for City vehicles.</p>	California Air Resources Board Certificate Fuel Pump Maintenance and Testing Fuel Reports, Billing Reports, Journals, Fuel Tickets Fuel Tank Integrity Testing Fuel Tank Maintenance ( <i>aboveground, below ground</i> )	Public Works - Fleet	Life*+5Y	CA - 23 CCR 2712 - (LI)* CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GC 34090 - (2Y) CA - HSC 25283.5(a)(3) - (MAINT) CA - HSC 25285 - (5Y) CA - HSC 25292(b)(4) - (1Y) CA - HSC 25293 - (MAINT)  * LI - Life of Tank  Exceptions - For testing and maintenance of underground storage tanks, the following exceptions apply:  - Monitoring and maintenance records - retain 3Y - Release detection system, such as written performance claims, calibration, and maintenance records - retain 5Y - Records pertaining to a cathodic protection system - retain 6.5Y
135	<p><b>Solid Waste and Storm Drainage Management and Services</b></p> <p>Records and information associated with the City's solid waste services and maintenance of the City's storm drain system.</p>	Inventories ( <i>equipment, materials, meters, pipes</i> ) Pollution Control Permits Storm Drains Storm Water Monitoring Water Runoff Testing Weight Tickets	Public Works - Streets	While Active+5Y	CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25244.19 - (4Y) CA - HSC 25244.20 - (4Y) US - 40 CFR 122.21(p) - (3Y) US - 40 CFR 122.41(j) - (3Y) US - 40 CFR 122.44(i)(4)(ii) - (3Y)

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
136	<p><b>Water and Sewer Management and Services</b></p> <p>Records and information associated with the maintenance of sewer and water systems for the City.</p> <ul style="list-style-type: none"> <li>- Water Conservation (rain barrel rebate program, water-saving devices, solar water heating)</li> <li>- Water service connections</li> <li>- Water meters, cross connections, fees and billing</li> <li>- Recycled water pipelines, meters, connections, fees and billing</li> <li>- Sewer connections, fees and billing</li> <li>- Sewer service calls</li> <li>- Hydrant flushing and sewer jetting</li> </ul>	<p>Air Quality Permits</p> <p>Backflow Prevention and Testing</p> <p>Complaints and Problem Resolution Records</p> <p>Environmental Conservation, Programs</p> <p>Generator Operation Logs</p> <p>Inventories (<i>equipment, materials, meters, pipes</i>)</p> <p>Irrigation (<i>management, plans, SCVWD</i>)</p> <p>Pollution Control Permits</p> <p>Underground Service Alerts (<i>USA</i>)</p> <p>Video Footage (<i>sewer line inspections</i>)</p> <p>Waste Water (<i>lab groups, reports to state</i>)</p> <p>Water Sampling and Testing</p> <p>Work Orders and Service Requests</p>	Water & Sewers	While Active+5Y	<p>CA - CCP 338 - (LA3Y)</p> <p>CA - CCP 338.1 - (LA5Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - HSC 25244.19 - (4Y)</p> <p>CA - HSC 25244.20 - (4Y)</p> <p>US - 40 CFR 122.21(p) - (3Y)</p> <p>US - 40 CFR 122.41(j) - (3Y)</p> <p>US - 40 CFR 122.44(i)(4)(ii) - (3Y)</p>