

City of Santa Rosa - Retention Schedule

Exhibit D

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Action    LI = Life (of program, asset) M = Month    MA = Maturity    MAINT = Maintain Records    PR = Permanent    S = Superseded    T = Termination    Y = Year					
Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
001	<b>Community Outreach and Public Relations</b>  Records and information regarding internal and external-facing communications, advertising and press relations materials, including documentation of outreach activities/events held by departments in cooperation with or for the benefit of City staff and for the local community.	Brochures, Flyers Correspondence Events Registrations ( <i>job fairs, top businesses, etc.</i> ) FAQs Flyers Media Packets PowerPoint Presentations Press Releases Public / Media Inquiries Public Information / Outreach / Education Public Surveys Publications Produced by the City ( <i>newsletter, visitors guide</i> ) Publicity Files Social Media Documentation Speeches Tours	All Departments	4Y	CA - CCP 337 - (LA4Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)
002	<b>Department Administration</b>  General internal administrative records of City departments, including: - Documentation of department activities - Routine reports generated by the City - Information captured on a log or a list - Routine correspondence, memos, notes and emails that do not pertain to another category - Department projects and proposed projects - Resident requests, inquiries, complaints (emails or letters)	Assignment Lists ( <i>council members, staff projects</i> ) Backup Documentation ( <i>for invoices, incidents, etc.</i> ) City Generated Routine Studies / Reports Commemorations, Memoriums, Proclamations Department Administrative Documents ( <i>calendars, goals, objectives, meeting agendas, meeting minutes, meeting tapes/recording, notices, plans</i> ) Employee Communication Letters ( <i>announcements, new programs, notices</i> ) Employee Surveys In-House Committees / Employee Committees List of Enterprise Systems Lists and Logs ( <i>booking number, case number, daily DR#, housing waiting lists, subpoenas received, meetings</i> ) Office Files, Office Manager Files Operating Plans Organization Charts Potential Claims Proclamations Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc. Reports ( <i>distribution, activity, tracking, monthly, periodic</i> ) Special Notices Statistics and Metrics Weekly Updates Work Schedules	All Departments	While Active+2Y	CA - GOV 34090 - (2Y)
003	<b>Emergency Management</b>  All documentation for dealing with preparation for and responses to emergencies, disasters and/or system failures for City facilities. Includes the Emergency Operations Center.	After-Hours Binder Communication Drill Records and Employee Training Emergency Contact Lists, Employee Lists, Roster of Workers Emergency Evacuation Procedures Emergency Plans Emergency Operations Center Activations Emergency Preparedness Emergency Responses Telephone Trees Vulnerability Assessments	All Departments	While Active+7Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 14 CFR 139.325(h) - (3Y) US - 24 CFR 91.105(h) - (5Y) US - 29 CFR 97.42(b) - (3Y)

**Note: The Police Department maintains its own Records Retention Schedule in compliance with Sonoma County Public Safety Consortium.  
Contact the Santa Rosa Police Department with any questions.**

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
004	<b>Employee Training - Not Required for Position</b>  All documents related to general and specialized technical education and training beyond what is required for position, whether taken by officials, paid employees or unpaid volunteers.	Attendance Briefing/Unit Training Certification Records Compliance Training Individual Education, Development Tailgates	All Departments	5Y	CA - 8 CCR 3203 - (1Y) CA - GOV 34090 - (2Y) CA - GOV 53235.2b - (5Y) CA - GOV 53237.2b - (5Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (2Y)
005	<b>Employee Training Materials, Courses, Scheduling</b>  Documentation regarding the content of courses and schedules for training offered to employees, officials and volunteers.	AB 1234 Attendance Lists Employee Development Presentation Materials PowerPoint Slide Decks Rosters Sign-in Sheets Testing/Qualifications Training Bulletins	All Departments	5Y	CA - 8 CCR 3203 - (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)
006	<b>Financial and Strategic Planning</b>  Records and information relating to financial and strategic planning.	Business Plans Financial Plans Forecasts	All Departments	5Y	CA - GOV 34090 - (2Y)
007	<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. Includes:  - Community Improvement Grants - Combined Federal, State, Local Grants - Federal Grants - Local Grants - State Grants - Transportation Agency Funding - Violence Prevention Grants	Applications ( <i>including project proposals</i> ) Audits Award Notification Funding Requests ( <i>State Funded</i> ) Grant Administration Grant Evaluations Grant Funding Grant Invoices Payroll ( <i>certified, Davis Bacon</i> ) Program Rules, Regulations, Procedures Reports to Funding Agencies Semi-annual Labor Reports	All Departments	Subsequent to Formal Notice of Completion from Funding Agency+5Y	CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 91.105(h) - (5Y) US - 24 CFR 570.490(d) - (CL+3Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y) US - 24 CFR 884.214 - (3Y) US - 24 CFR 982.158 - (AC+3Y)  Unsuccessful applications are retained for 2 years.  NOTE: If a grant requires longer retention, its specific requirements will take precedence.

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
008	<b>Historical Documents, Events, Memorabilia, Collections, Artifacts</b>  Records and information documenting the history and significant milestones of the City as determined by the City Manager or City Clerk	Biographies of City Officials Census Information City Seal City Incorporation City Publications ( <i>historic, significant</i> ) Dedications and Memoriums Demographics Elections ( <i>historic, significant</i> ) Executive, City Official Communications, Speeches, Videos ( <i>historic, significant</i> ) Historically Significant Studies / Reports Luther Burbank Home & Gardens ( <i>archives collection and historical records</i> ) Memorial Programs News, Press Releases ( <i>historic, significant</i> ) Newspaper Clippings Park Historical Files ( <i>plans, specifications, successful proposals, materials testing reports, surveys, environmental documents, land acquisition</i> ) Picture Collections Publicity Photographs Redevelopment/Successor Agency Documentation Registered Logos Water Historical Documents - Facility Plans - Projects	All Departments	Permanent	CA - GOV 34090 - (2Y) US - 24 CFR 91 Subpart C - (MAINT)
009	<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 advisory bodies, commissions, committees, subcommittees, and task forces.	Agenda Packets (can include the following items: agendas, staff reports, correspondence, memos to Council, petitions to Council, presentations, commendations, proclamations, public hearings and/or appeals, supplemental communications, transcriptions, activity reports, summary of actions / statements of actions (SOAs), annual administrative reports) Rosters Secretary of State Statement of Facts	All Departments	15Y*	CA - CCP 315 - (LA10Y) CA - CCP 321 - (LA5Y) CA - CCP 336 - (LA5Y) CA - CCP 336a - (LA6Y) CA - CCP 337 - (LA4Y) CA - CCP 337.5 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - GOV 50115 - (1Y)

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010	<p><b>Legislative Affairs</b></p> <p>Records of all action taken by City legislative and advisory bodies during public and closed session meeting, including:</p> <ul style="list-style-type: none"> <li>- Art in Public Places Committee</li> <li>- Bicycle and Pedestrian Advisory Board</li> <li>- Board of Community Services</li> <li>- Board of Building Regulation Appeals</li> <li>- Board of Public Utilities</li> <li>- City Charter Review Committee</li> <li>- City Council and its Subcommittees and Task Forces</li> <li>- Community Advisory Board</li> <li>- Cultural Heritage Board</li> <li>- Design Review Board</li> <li>- Downtown Station Area Specific Plan CAC</li> <li>- Housing Authority</li> <li>- Marin/Sonoma Mosquito and Vector Control District</li> <li>- Measure "O" Oversight Committee</li> <li>- Personnel Board</li> <li>- Planning Commission</li> <li>- Subregional Technical Advisory Committee</li> <li>- Successor Agency Oversight Board</li> <li>- Tourism Business Improvement Area Advisory Board</li> <li>- Zoning Administrator</li> </ul>	<p>Minutes Resolutions Ordinances City Code Formation Documents Bylaws</p>	All Departments	Permanent	CA - GOV 34090(e) - (PR)
011	<p><b>Meetings - Audio/Video Records</b></p> <p>Audio and Video Recordings of meetings of the City Council, Commissions, City Committees, Redevelopment/Successor Agency, and their governing boards.</p>	Audio and Video Recordings	All Departments	15Y*	CA - GOV 34090.7 - (90D) CA - GOV 54953.5(b) - (30D)

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012	<p><b>Permits and Temporary Entitlements</b></p> <p>Documentation of permits issued by City departments and divisions, other than building permits or permits as part of a project file. Includes permits for:</p> <ul style="list-style-type: none"> <li>- Assembly</li> <li>- Busking</li> <li>- Candle</li> <li>- Concealed weapons</li> <li>- Debris boxes</li> <li>- Gun dealers, including second-hand dealers</li> <li>- Limited use propane</li> <li>- Live entertainment, parades, and special events</li> <li>- One-time groundwater</li> <li>- Outdoor dining (emergency, outdoor display)</li> <li>- Propane burns</li> <li>- Revokable license agreements – e.g., newspaper stands</li> <li>- Short term rentals</li> <li>- Solicitors</li> <li>- Special events</li> <li>- Taxis</li> <li>- Temporary signs/banners, including political signs</li> <li>- Tent, canopy, temporary membrane structures</li> <li>- Tobacco retailer</li> <li>- Traffic and wide loads</li> <li>- Tree removals</li> </ul>	<p>Applications</p> <p>Proof-of-insurance</p>	All Departments	While Active+4Y	<p>CA - CCP 337 - (LA4Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p>
013	<p><b>Policies and Procedures</b></p> <p>All administrative documentation of City policies and procedures.</p> <p>* Does not include Emergency Operations Policies and Procedures</p>	<p>Acronyms</p> <p>Administrative Policies</p> <p>Administrative Regulations</p> <p>Directives</p> <p>General Orders</p> <p>Guidelines</p> <p>Handbooks</p> <p>Policies</p> <p>Procedure Manuals</p> <p>Procedures</p> <p>Process Controls</p> <p>Program / Initiative Plans</p> <p>Retention Schedule</p> <p>Standard Operating Procedures (SOPs)</p> <p>Standards</p>	All Departments	While Active+4Y	<p>CA - GOV 34090 - (2Y)</p> <p>US - 26 CFR 301.6501(a)-1 - (4Y)</p> <p>US - 29 CFR 1602.14 - (AC+1Y)</p> <p>US - 29 CFR 1627.3 - (AC+1Y)</p> <p>US - 29 USC 1059 - (T+1Y)</p>
014	<p><b>Procurement - Agreements and Contracts <u>Not</u> Awarded</b></p> <p>Records and information created or retained in the preparation of purchasing or acquisition of goods and services, but where the purchase order, contract, or agreement was not awarded.</p>	<p>Bids, Awards (<i>unaccepted, rejected</i>)</p> <p>Exhibits</p> <p>Price Lists</p> <p>Quotations</p> <p>Requisitions</p> <p>Requests for Information (<i>RFI</i>)</p> <p>Requests for Proposal (<i>RFP</i>)</p> <p>Requests for Quote (<i>RFQ</i>)</p> <p>Scorecards</p> <p>Specifications</p>	All Departments	2Y	<p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p>

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015	<b>Public Information Requests</b> Records requested by the public, required for provision to the public, and related inquiries.	Collection Lists Formal Public Records Requests Inquiries Local Appointments List (Maddy Act) Subpoenas duces tecum Subpoenas for Records (other than for City legal actions)	All Departments	2Y	CA - GOV 34090 - (2Y)
016	<b>Public Notices</b> Records documenting compliance with laws requiring public notice of government activities. Subjects 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 Public Hearing Notices Public Meeting Notices	All Departments	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - GOV 54960.1 - (90D; 30D)
017	<b>Requests for Service and Daily Work Reports</b> Documentation of requests for service and reports of work performed in response to those requests.	Actions Taken Complaints Customer Concerns Daily Work Reports Issues Log Service Requests Trouble Reports	All Departments	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
018	<b>CIP and Engineering Projects - Administrative Files</b> Records and information related to the administration of capital improvement projects (CIP) and other architectural and engineering projects for City facilities, streets and infrastructure. Includes private development projects and projects funded from various sources including bonds, grants, capital improvement, and general fund.	Administrative Records Certified Payroll Project Meeting Minutes, Plans and Schedules Real Estate Appraisals	Capital Project Engineering Recreation & Parks Transportation & Public Works	Closeout+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 - 24 CFR 92.508(c) - (AC+5Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y) US - 29 CFR 97.42(b) - (AC+3Y)  * Life of Building, Asset or Facility

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
019	<p><b>CIP and Engineering Projects - Permanent Files</b></p> <p>Permanent records and information related to the analysis, design, development, planning, construction and maintenance of capital improvement projects (CIP) and other architectural and engineering projects for City facilities, streets and infrastructure. Includes private development projects and projects funded from various sources including bonds, grants, capital improvement, and general fund.</p>	<p>Construction Contract Records (<i>correspondence to/from contractor, submittals, invoice &amp; payments, requests for information, requests for quote</i>)</p> <p>Development Impact Fees and Reconciliations</p> <p>Easements/ROW</p> <p>EIR, Notice of Determination, Categorical Exemptions</p> <p>Encroachments</p> <p>Final Improvement Plans/As-Built Plans</p> <p>GeoTechnical Reports/Soil Testing/Special Inspection</p> <p>Hydraulic Analyses</p> <p>Inspections</p> <p>Land Development</p> <p>Notices (<i>completion, to proceed, intent, potential claims, stop payment, termination</i>)</p> <p>Permits</p> <p>Photos/Pictures</p> <p>Project Assessments</p> <p>Refundable Deposits for Development Projects</p> <p>Specifications, Calculations, Change Orders</p> <p>Subdivision Bonds</p> <p>Studies and Surveys</p> <p>Underground Utilities Maps</p> <p>Work Directives</p>	<p>Capital Project</p> <p>Engineering</p> <p>Recreation &amp; Parks</p> <p>Transportation &amp; Public Works</p> <p>Water</p>	Permanent	<p>CA - CCP 337.1 - (LA4Y)</p> <p>CA - CCP 337.15 - (LA10Y)</p> <p>CA - 14 CCR 15095 - (Reasonable)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 8546.7 - (CL+3Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - HSC 19850 - (LI)*</p> <p>US - 24 CFR 92.508(c) - (AC+5Y)</p> <p>US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y)</p> <p>US - 29 CFR 97.42(b) - (AC+3Y)</p> <p>* Life of Building, Asset or Facility</p>
020	<p><b>City Attorney Administrative Files</b></p> <p>Administrative records related to the activities of the City Attorney's office.</p>	<p>Amicus Briefs</p> <p>Confiscation of Weapons</p> <p>Criminal Files</p> <p>Depositions (<i>where the City is not a party</i>)</p> <p>Pitches Motions</p> <p>Project Files</p>	City Attorney	While Active+2Y	<p>CA - GOV 911.2 - (LA6M; LA1Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p>
021	<p><b>Internal Legal Advice and Opinions</b></p> <p>Memoranda containing legal advice prepared by the City Attorney's office for City departments.</p>	<p>Memos</p> <p>Opinions</p>	City Attorney	10Y	<p>CA - GOV 34090 - (2Y)</p> <p>Note: Memoranda may be in either physical or electronic form.</p>

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022	<b>Litigation</b>  Records generated for or related to any case or action before a judicial, arbitral, or administrative officer or body.	Bond Foreclosures Case Files Civil Writs Code Enforcement / Abatement Case Files Referred for Legal Action Complaints Court Orders Discovery Exhibits Judgments Pleadings Public Nuisance Abatements Related Correspondence Restraining Orders ( <i>gun violence, workplace violence</i> ) Settlement Agreements Subpoenas ( <i>civil subpoenas, criminal subpoenas</i> ) Weapons Petitions	City Attorney	Final Resolution+10Y	CA - 2 CCR 11013 - (AC+2Y) CA - 22 CCR 1085-2(c) - (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 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) CA - LAB 5410 - (LA5Y) CA - RTC 19704 - (LA6Y) CA - UIC 1132 - (LA3Y) US - 26 CFR 31.6001-1 - (4Y) US - 26 CFR 301.6501(a)-1 - (4Y) US - 26 CFR 301.6532-1 - (LA2Y) US - 26 CFR 301.6532-2 - (LA5Y) 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) US - 42 USC 2000e-5(f) - (LA180D)
023	<b>Litigation - Final Settlement</b>  Documentation of settlements that close out litigation with other parties.	Settlement Agreements	City Attorney	Permanent	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - CCP 343 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
024	<b>Neighborhood Revitalization</b>  Records and information of the City's Neighborhood Revitalization programs and services, including:  - Graffiti abatement - Partnerships with neighborhood organizations	Correspondence Events FAQs Program Resources	City Attorney Fire Planning & Economic Development	4Y	CA - CCP 337 - (LA4Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)

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025	<b>Claims By/Against the City</b>  Records detailing claims lodged on behalf of or against the City.	Accident/Incident Reports Actuarial Reports Annual Audit of Open Claims Appraisals CJPRMA Reportable Claim Forms Claims By/Against the City Closing Letters Damage Estimate Reports DFEH Claims EEOC Claims Supporting Documentation Investigations Liability Waivers Releases Third Party Claims	City Attorney Human Resources Risk Management	Age 19 or Final Resolution+5Y, whichever is longer	CA - 2 CCR 11013 - (AC+2Y) CA - CCP 337 - (LA4Y) CA - CCP 338.1 - (LA5Y) CA - GOV 911.2 - (LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 12960 - (LA3Y) CA - GOV 34090 - (2Y) CA - VEH 2547 - (LA3Y)  Exception: Accident, incident, and injury reports not resulting in a claim can be disposed of after 2 years.
026	<b>Appointments to Boards, Commissions and Committees</b>  Staff records related to appointments 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 Submitted Documents Training Records	City Clerk	Term of Office+2Y	CA - GOV 34090 - (2Y)
027	<b>Election Records - Administrative Files</b>  Documentation of the administration of City elections.	Ballot Measures ( <i>Arguments For / Against, Full Text, Rebuttals, Impartial Opinion</i> ) Campaign Filing Log Election Results Nomination Packets Petition Administration Research Notes	City Clerk	10Y*	CA - ELEC 17300 - (5Y) CA - GOV 34090 - (2Y) CA - GOV 81009(f)(g) - (4Y; 2Y)
028	<b>Election Records - Candidates Elected</b>  Records and information related to the filing of campaign and election documentation by candidates who are elected to City offices.	Campaign Disclosures and Statements Candidate Statements ( <i>for sample ballot</i> )	City Clerk	Permanent	CA - ELEC 17100(a) - (T+4Y) CA - GOV 34090 - (2Y) CA - GOV 81009(b) - (PR) CA - GOV 84616(b) - (4Y)
029	<b>Election Records - Candidates Not Elected</b>  Records and information related to the filing of campaign and election documentation by candidates, but who are not elected.	Campaign Disclosures Campaign Statements	City Clerk	5Y	CA - GOV 34090 - (2Y) CA - GOV 81009(b) - (5Y) CA - GOV 84616(b) - (4Y)
030	<b>Election Records - Initiative, Recall, or Referendum Petitions</b>  Petitions for initiative, referendum, recall, or ballot measures, whether successful or not.	Petitions	City Clerk	8M	CA - ELEC 17200 - (8 Months) CA - ELEC 17400 - (8 Months)
031	<b>Election Records - Nomination Documents</b>  Records and information related to the filing of nomination papers and petitions in lieu of filing fee.	Nomination Papers Petitions in Lieu of Filing Fee Signatures in Lieu of Filing Fee Petitions Supplemental Nomination Papers	City Clerk	Term of Office + 4Y	CA - ELEC 17100(a) - (T+4Y)  NOTE: For candidates not elected, records are retained 4 years after date of election.

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032	<b>FPPC Forms - Mandated Reporting</b>  Forms mandated by state law including statements of economic interest and those related to receipt and redistribution of gifts and honoraria, ceremonial roles, and holding of multiple positions for certain employees, elected or appointed officials, or consultants, regardless of whether filed electronically or not.	Form 400 Series Form 501 Form 700 Series Form 801 Form 802 Form 803 Form 806	City Clerk	10Y	CA - GOV 34090 - (2Y) CA - GOV 81009 - (4Y, 7Y) CA - GOV 84615(i) - 10Y CA - GOV 84616(b) - (4Y)
033	<b>Prop 218 Protest Procedure</b>  Records related to administration of notifications and protests associated with taxes, assessments and fees subject to Prop. 218.	Ballots Engineer's Report Notices Protest Letters Public Hearing Material	City Clerk	While Active+2Y	CA - GOV 34090 - (2Y) CA - GOV 53753 - (2Y) CA - GOV 53755 - (AC+2Y)
034	<b>Records, Information Management</b>  Documentation of the compliance with Records and Information Management policy and procedures.	Certificates of Destruction Document Hold Notices, Updates Inactive Records Storage Information ( <i>inventories, transmittals</i> ) Indexes / 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 34090 - (2Y) US - 26 CFR 31.6001-1 - (4Y) US - 26 CFR 301.6501(a)-1 - (4Y)
035	<b>Redevelopment/Successor Agency Administrative Records</b>  Administrative records of the former Santa Rosa Redevelopment Agency or the Successor agency to the Santa Rosa Redevelopment Agency.	Annual Report to State Due Diligence Reviews Real Estate Acquisition Files: Property Not Purchased ( <i>includes property appraisals</i> ) State Controllers Report	City Clerk	2Y	CA - GOV 34090 - (2Y) CA - HSC 34177(n) - (1Y)
036	<b>Redevelopment/Successor Agency Programs and Projects</b>  Records of the programs and related activities of the former Santa Rosa Redevelopment Agency or the Successor agency to the Santa Rosa Redevelopment Agency.	Project Files, Plans Redevelopment Plans Relocation Files Where Redevelopment/Successor Agency is the Lead	City Clerk	Program Completion+5Y	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 - (CL+5Y)
037	<b>Lobbying Activities on Behalf of the City</b>  Records and information related to the registration and activities of lobbyists on behalf of the City.	Expenditures FPPC Filings ( <i>Form 602, Form 635</i> ) Registrations Reports (lobbyist activities)	City Clerk City Manager Communications & Intergovernmental Relations	7Y	CA - 2 CCR 18615 - (5Y) CA - GOV 81009(e) - (7Y) CA - GOV 86110 - (MAINT) US - 11 CFR 102.9 (3Y) US - 11 CFR 104.14 (3Y)

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
038	<b>Real Estate Transactions</b>  Records and information related to the ownership, acquisition, disposition, transfer of, or improvement of real property, infrastructure and facilities including grant deeds, owned by or used by the City.	Acquisitions Annexations Attachments Buildings Capital Improvements Community Development Block Grant (CDBG) Property Deeds Dispositions Eminent Domain / Condemnation Proceedings Housing Authority Owned Properties Land Licenses Mortgages Possessory Interest Report Sales Valuation Information ( <i>appraisals</i> )	City Clerk City Manager Finance Housing & Community Services Planning Real Estate Services Transportation & Public Works	Permanent	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) 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 - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y) US - 26 CFR 31.6001-1 - (4Y)
039	<b>Debt</b>  Records and information relating to City debt activities.	Account Statements (CFD, RDA) Annual Reports Arbitrage Reports Bond Insurance Transcripts Bonds ( <i>CFD, continuing disclosures, bond rating reports, official statements</i> ) Enforceable Obligation Payment Schedule (EOPS) Fiduciary Debt Loans Payment History/Schedules Promissory Notes Recognized Obligation Payment Schedules ( <i>ROPS/TARBS</i> ) Reporting ( <i>continuing disclosure, Mello-Roos, state reports</i> ) Security Instruments Statements of Indebtedness Successor Agency Property Management Plans Third Party Trustee Account Statements Trust Accounts ( <i>including developer payments</i> )	City Clerk Finance Housing & Community Services	Permanent	CA - CCP 336 - (LA5Y) CA - CCP 337 - (LA4Y) 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) US - 26 CFR 301.6501(a)-1 - (4Y)
040	<b>Investments</b>  Records and information relating to City investment activities.	Arbitrage Certificates of Deposit ( <i>CDs</i> ) Financial Investment Planning Investment Bonds Investment Reporting and Portfolio Management Local Agency Investment Fund ( <i>LAIF</i> ) Quarterly Investment Report Trade Tickets	City Clerk Finance Housing & Community Services	Maturity*+5Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 CFR 301.6501(a)-1 - (4Y)  *Maturity includes cancellation and redemption

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
041	<b>Funding Districts</b>  Records and information documenting the formation and operations of funding districts, including those for:  - Assessment - Improvement - Landscape - Lighting - Maintenance	District Formation Documents Project Files Reports	City Clerk Finance Transportation & Public Works Water	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090(a) - (PR) CA - GOV 60201 - (PR)
042	<b>Recorded Documents - Vital</b>  Records and information pertaining to those original key documents recorded on behalf of the City.	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 of Trust Development Agreements (DDA, DA, etc.) Detachments Easements Eminent Domain / Condemnation Proceedings: Final Order of Condemnation Grant Deeds Irrevocable Offers to Dedicate Rights-of-Way Subdivision Improvement Agreements (SIA) Vacations	City Clerk Housing & Community Services Planning Transportation & Public Works	Permanent	CA - GOV 34090(a) - (PR)
043	<b>Organics and Solid Waste Compliance Records</b>  Records and information of the City's activities for managing, recycling, and composting solid wastes in compliance with Statewide requirements (AB 939 and SB 1383).	Compliance Reports Inspections Solid Waste Tonnage Reports Statistics	City Manager	10Y	CA - 14 CCR 18995.2 - (5Y) CA - GOV 34090 - (2Y) CA - HSC 39730.7 - (10Y)
044	<b>Economic Development Programs and Services</b>  Records and information documenting the City's economic development programs including marketing, events and customer relationships management, and the public art program.	Brownfields Loan Program Business Assistance Business Incentive Programs ( <i>grants, funding</i> ) Convention & Visitors Bureau Contract Management Cultural Arts Master Plan Economic Development Programs Economic Development Special Districts ( <i>e.g., Business Improvement Area (BIA)</i> ) Economic Development Strategy Letters and Notices	Economic Development	While Active+5Y	CA - CCP 337 - (LA4) 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 91.105(h) - (5Y) US - 24 CFR 570.502 - (CL+4Y)
045	<b>Encroachments - City Property</b>  Records documenting permanent encroachments upon City property, such as buildings, CalTrans, sewers, streets, utilities, etc.	Permanent Encroachment Permits	Engineering	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) 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
046	<b>Property, Infrastructure Maps, Plans and Drawings</b>  Final maps, plans and drawings pertaining to City properties and infrastructure.	Aerial Photos Assessor Parcel Maps Annexations Benchmarks and Land Surveys Building Site Determination CRS Documents Drainage Fee Calculations Flood Plain Management Mapping, Analysis, and Plans (SB5) Functional Classification Maps Geographic Information System (GIS) Improvement Plans, Drawings Lot Line Adjustments Lot Numbers Master Maps (CIP, historic, drainage) Major Subdivisions (SD) Minor Subdivisions (MS) Mylars Parcel Mergers Parcels, Plats Rights of Way Signal Plans Signing and Striping Plans Street Address Files, Street Name Changes Subdivisions Tracts Traffic Signal Plans, Interconnect Plans Water Receipts (Determines Property Rights) Zoning Maps	Engineering Planning Transportation & Public Works Water	Permanent	CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)* US - 44 CFR 60.3 - (MAINT)  * Life of Building, Asset or Facility
047	<b>Fuel Management</b>  Records related to the purchase, tracking and management of fuel for City vehicles.	Above Ground Fuel Storage Tanks California Air Resources Board Certificate Diesel Fueling Station Fuel Bid Sheets/Purchasing/Pricing Reports Fuel Card/Key Authorizations Fuel Reports, Billing Reports, Journals, Fuel Tickets Pump/Gas Tank Maintenance Underground Fuel Storage Tanks (monitoring, maintenance)	Field Services Water	Life*+5Y	CA - 23 CCR 2712(b)(1), (b)(2), (b)(3) - (3Y; 5Y; 6Y) CA - 23 CCR 2712(b)(6) - (Life of tank) CA - 23 CCR 2712(c) - (5Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25283.5(a)(3) - (MAINT) CA - HSC 25284.4 - (3Y) CA - HSC 25285 - (5Y) CA - HSC 25292 - (1Y) CA - HSC 25293 - (MAINT)  * Life of Tank

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
048	<b>Accounts Payable</b>  Records and information related to the accounting of monies paid by the City including payment for financial obligation.	Aging Reports Credit Memos Expense Reports, Reimbursements for Employees and Officials Fees Schedules Form 1099 Records and Form W-9 Records Invoices and Vouchers Payables Purchasing Card Expense Reconciliation/Allocations Refunds Sales and Use Taxes Paid Section 8 Payments Tuition Reimbursements	Finance	7Y	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) CA - LAB 1174(d) - (3Y) US - 2 CFR 200.334 - (CL+3Y) US - 18 CFR 125.3(29) - (AC+4Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y) US - 24 CFR 982.158 - (AC+3Y) US - 26 CFR 31.6001-1 - (4Y) US - 26 USC 6531 - (LA6Y) US - 29 CFR 97.42 - (3Y) US - 29 CFR 516.5 - (3Y) US - 48 CFR 4.705-1 - (4Y; 2Y)
049	<b>Agreements, Contracts and Leases - Construction, Improvements to Real Property and Facilities</b>  Executed agreements and contracts for construction and/or improvements to the City's real property and facilities .	Addendums and Amendments Attachments / Exhibits Bids, Awards Bonds Certificates of Insurance Certified Payrolls Change Orders Development Agreements Disclosures Exhibits Letters of Intent Memoranda of Agreement (MOAs) Procurement Documents ( <i>bids, awards, price lists, proposals, quotations, requisitions, requests for proposal (RFPs)</i> ) Statements of Work (SOWs) Warranties	Finance	Permanent	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) 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 - 24 CFR 91.105(h) - (5Y) US - 24 CFR 92.508 - (CL+5Y) US - 24 CFR 982.158 - (AC+3Y) US - 29 CFR 97.42 - (3Y) US - 29 CFR 516.5 - (3Y) US - 48 CFR 4.705-1 - (4Y) US - OMB Circular A-133 - (3Y)

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
050	<b>Agreements, Contracts and Leases - Goods and Services</b>  Executed agreements and contracts for goods and services (which includes all types of contract, such as an agreement, franchise, purchase order, or lease) and associated ancillary documents, between the City and other parties.	Addendums and Amendments Attachments / Exhibits Bids, Awards Bonds Certificates of Insurance Certified Payrolls Change Orders Disclosures Exhibits Joint Powers Agreements (JPAs) Letters of Intent License Agreements, Licenses Memoranda of Agreement (MOAs) Memoranda of Understanding (MOUs) Notices of Intent Procurement Documents ( <i>bids, awards, price lists, proposals, quotations, requisitions, requests for proposal (RFPs)</i> ) Professional Services Agreements Receiving Reports Specifications Statements of Work (SOWs) <u>Warranties</u>	Finance	While Active+4Y	CA - CCP 337 - (LA4Y) 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 - (4Y) US - OMB Circular A-133 - (3Y)
051	<b>Audit Records</b>  Records and information related to internal audits and administration of auditing activities, whether required by regulations or generated to track financial transactions and achievements by the City. Audits may include those reviewing and documenting operational compliance, as well as financial information created as a part of an audit.	Annual Audit Reports Audit Files, Plans Audit Schedules Audit Workpapers Audit Reports CalPERS and OPEB Valuation Reports GASB 68 and GASB 75 General Purpose Financial Audits, Single Audits Management Responses Revenue/Expenditure Reports Treasurer's Report	Finance	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y)  * Audits are considered active until the final report is issued and all corrective actions have been completed.
052	<b>Bank Account Information</b>  Records and information related to banking authorities, activities, transactions and correspondence. This category includes reconciliations.	Bank Account Administration Bank Statements ( <i>all agencies</i> ) Checks/Warrants, Canceled or Voided Check Copies Check/Warrant Registers, Journals Corrections / Returns / Adjustments Deposit Slips/Receipts Electronic Banking Transactions Purchasing Card Statements Reconciliations Signature Cards Transfers/Wires Treasurer Receipts Trustee Statements	Finance	7Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 - (4Y) US - 26 USC 6531 - (LA6Y)

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
053	<b>Business Taxes</b> Records and information documenting the issuance of City business tax certificates.	Appeals Applications Certificates Exemptions Fees Refunds Related Correspondence Renewals Reports	Finance	7Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
054	<b>Financial Reporting - Official</b> Official financial reports of the City.	Annual Budget Annual Comprehensive Financial Report (ACFR) Annual Report of Financial Transactions To State Annual State Controller Filings Audited Financial Statements Budget Amendments CalPERS Reports, including Actuarial Reports CalPERS Retirement Plan Compliance Reporting ( <i>Measures B, BB, F</i> ) Local Government Compensation Report PERS Reports Single Audits State Controller's Report	Finance	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y)
055	<b>Fixed Assets</b> Records and information related to the ownership, transfer, acquisition, disposition of fixed assets (including leases and capital improvements) owned by or used by the City.	Acquisitions Amortization Asset Retirement Records Dispositions Capital Asset Records Capital Improvements Depreciation Schedules Fixed Asset Reports Fixed Asset Ledger Fixed/Capital Asset Accounting Possessory Interest Sales Valuation Information	Finance	Life*+10Y	CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 26 USC 6531 - (LA6Y)  * Life of Asset
056	<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 Cash Journal Entries Chart of Accounts Downloads/Data Exports Expenditure Reports General Ledger Journal Entries and Backup Documentation Journal Vouchers Reconciliation Documents Sub-Ledgers Summary Reports Trial Balance Year -End / Account Detail History Report	Finance	7Y	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 - (4Y) US - 26 USC 6531 - (LA6Y)

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
057	<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> </ul>	<p>Benefit Payments  Deduction Authorizations, Registers, Reports  Deferred Compensation  Educational Reimbursements  Employee Master File  Federal and State Tax  Payroll Checks, Copies, Stub Reports  Payroll Taxes  Payroll Reports (HRA, etc.)  Timekeeping Records (timecards, out of class forms/reports)  W-2, W-4</p>	Finance	6Y	<p>CA - 2 CCR 570.5 - (5Y)  CA - 2 CCR 571(b)(1)(E) - (5Y)  CA - 22 CCR 1085-2(c) - (4Y)  CA - GOV 12946 - (4Y)  CA - GOV 34090 - (2Y)  CA - LAB 226a - (3Y)  CA - LAB 1174 - (3Y)  CA - LAB 1197.5 - (LA2Y, LA3Y)  CA - UIC 1132 - (LA3Y)  US - 26 CFR 31.6001-1 - (4Y)  US - 26 USC 6531 - (LA6Y)  US - 29 CFR 516.5 - (3Y)  US - 29 CFR 516.6 - (2Y)  US - 29 CFR 1620.30 - (3Y)  US - 29 CFR 1627.3(a) - (3Y)  US - 29 USC 436 - (5Y)  US - 48 CFR 4.705-2 - (4Y; 2Y)</p>
058	<p><b>Unclaimed Funds, Escheat</b></p> <p>Records and information pertaining to uncashed checks issued by the City or unclaimed funds being held by the City.</p>	<p>Uncashed Checks  Unclaimed Funds</p>	Finance	5Y	<p>CA - CCP 1513 - (3Y)  CA - GOV 34090 - (2Y)</p>
059	<p><b>W-2 Reporting</b></p> <p>W-2 reports used for calculating CalPERS buy-backs.</p>	<p>W-2 Reports</p>	Finance	Permanent	<p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)  CA - GOV 34090 - (2Y)  CA - LAB 226(a) - (3Y)  CA - LAB 1174(d) - (3Y)  CA - LAB 1197.5 - (LA2Y, LA3Y)  CA - UIC 1132 - (LA3Y)  US - 26 CFR 31.6001-1 - (4Y)  US - 29 CFR 516.5 - (3Y)  US - 29 CFR 516.6 - (2Y)  US - 29 CFR 1620.30 - (3Y)  US - 29 CFR 1627.3(a) - (3Y)  US - 29 USC 436 - (5Y)</p>
060	<p><b>Accounts Receivable</b></p> <p>Records and information related to the accounting of monies received by the City including payment for financial obligation.</p>	<p>Cash Records (<i>cash disbursement, cash register receipts, cash receipts</i>)  Receivables  Reimbursements from Other Agencies (<i>e.g., FEMA, Mutual Aid, OES</i>)  Revenue from Taxes and Fees (<i>card room taxes, gas taxes, permit fees, property taxes, sales tax, transient occupancy taxes, utility user taxes</i>)  Uncollected Amounts  Warrant Register</p>	<p>Finance  Fire  Parking  PED  Recreation &amp; Parks  Water</p>	7Y	<p>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)  CA - LAB 1174(d) - (3Y)  US - 2 CFR 200.334 - (CL+3Y)  US - 18 CFR 125.3(29) - (AC+4Y)  US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y)  US - 24 CFR 982.158 - (AC+3Y)  US - 26 CFR 31.6001-1 - (4Y)  US - 26 USC 6531 - (LA6Y)  US - 29 CFR 97.42 - (3Y)  US - 29 CFR 516.5 - (3Y)  US - 48 CFR 4.705-1 - (4Y; 2Y)</p>

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
061	<b>Fire Department Street Files</b>  Records that the fire department retains of activities (including inspections, plan reviews, and evidence or history of hazardous materials) for every City address.	Audits Commercial Facility Files Final Structure Inspections ( <i>including sprinklers, alarms, and other structure-associated equipment and materials</i> ) Hazardous Materials History for Any Address Inspections and Violations Occupancy Files Plan Reviews Street Files	Fire	Permanent	CA - California Fire Code, 104.6 - (5Y or Life of Structure or Activity, whichever is longer) CA - 8 CCR 3204(d) - (AC+30Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
062	<b>Fire Equipment</b>  Records associated with fire protection, operations and emergency response equipment.	Apparatus Equipment Maintenance Records Equipment Checks Fire Breaks Fire Alarm Plans Inventory Records Sprinkler Plans Water Rescue Equipment Records	Fire	Life*+2Y	CA - 8 CCR 3203(b)(1) - (1Y) CA - GOV 34090 - (2Y) US - 29 CFR 1910.157(e)(3) - (Life of extinguisher+1Y) NFPA 1911.4.7.3 - (Life of Vehicle)  *Life of Equipment
063	<b>Fire Investigations</b>  Records associated with arson investigations	Evidence Files Fire Origin and Cause Investigation Reports Investigation Notes and Documentation Photographs	Fire	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (PR) CA - PEN 800 - (LA6Y) CA - PEN 801 - (LA3Y)
064	<b>Fire Prevention Programs</b>  Records associated with the fire prevention services and programs.	Lien and Cost Recovery Information Weed Abatement Files	Fire	5Y or Life of Activity or Structure, whichever is longer	CA - California Fire Code, 104.6 - (5Y or Life of Structure or Activity, whichever is longer) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
065	<b>Station Activity Records</b>  Records created and maintained for activities specific at the fire stations.	Station Logs Equipment Maintenance Logs Fire Incident Logs	Fire	2Y	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
066	<p><b>Asset Management, Maintenance and Inspection</b></p> <p>Records related to the installation, inspection, management, and maintenance of City assets, including equipment, parks, streets, sidewalks, real property and infrastructure assets including:</p> <ul style="list-style-type: none"> <li>- Facilities (buildings, dams, parking lots, swimming pools)</li> <li>- Generators (fixed, portable)</li> <li>- Hydrants</li> <li>- Parking meters</li> <li>- Parks and park equipment, including playground equipment, trains, carousel</li> <li>- PAS, breathalyzers</li> <li>- Pressure vessels</li> <li>- Reservoirs (tanks)</li> <li>- Self-contained breathing apparatus</li> <li>- Streets</li> <li>- Sidewalks</li> <li>- Signs</li> <li>- Storm drains and sewers</li> <li>- Street lights</li> <li>- Traffic signals</li> <li>- Treatment plant equipment (pumping stations, sewer lift stations, motors)</li> <li>- Trees</li> </ul>	<p>Accident / Incident Reports</p> <p>Air Quality Permits, Inspections and Certificates</p> <p>Custodial Services</p> <p>Equipment Permits, Certifications and Calibrations</p> <p>Facility Inspections</p> <p>Graffiti Cleanup Program</p> <p>Inspections</p> <p>Inventory Records</p> <p>Landscaping</p> <p>Maintenance Manuals</p> <p>Maintenance and Repair Work Orders</p> <p>Maintenance Reports (<i>buildings, equipment, streets, sidewalks</i>)</p> <p>Meter Checks</p> <p>Operation Logs</p> <p>Pesticide (<i>treatments, applications</i>)</p> <p>Pool Chemical Readings and Treatments</p> <p>Pump Monitoring</p> <p>Security Cameras</p> <p>Service Letters</p> <p>Streets (<i>alleys, highways, medians</i>)</p> <p>Underground Service Alerts (USA)</p> <p>Utilities Cost Tracking</p>	<p>Fire</p> <p>Field Services</p> <p>Parking</p> <p>Recreation &amp; Parks</p> <p>Transportation &amp; Public Works</p> <p>Water</p>	Life of Asset+4Y	<p>CA - AQMD Rule 1470 - (3Y)</p> <p>CA - 3 CCR 6623 - (2Y)</p> <p>CA - 8 CCR 3203(b)(1) - (1Y)</p> <p>CA - CCP 337 - (LA4Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 4216.2(f) - (3Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - HSC 25284.4 - (3Y)</p>
067	<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>- benefit actions</li> <li>- leave records</li> <li>- job required trainings, including field office training</li> </ul>	<p>Applications (<i>employees hired</i>)</p> <p>Awards, Commendations, Certificates</p> <p>Benefit Actions (<i>enrollment, claims, changes, life events, retirement</i>)</p> <p>Disaster Service Worker Oaths</p> <p>Discipline Investigations (<i>notes/backup documentation</i>)</p> <p>Driver Records (<i>accidents, qualification files</i>)</p> <p>Employee Policy Acknowledgements</p> <p>Final Disciplinary Actions</p> <p>FMLA Leave Records</p> <p>I-9 Documents &amp; Immigration Supporting Documentation</p> <p>Individual Employee Agreements, Contracts (<i>copies</i>)</p> <p>Individual Education, Development, Training Records</p> <p>LiveScan Fingerprint Records (<i>from DOJ</i>)</p> <p>Job Offer Letters, Conditional Offers of Employment</p> <p>Oaths of Office</p> <p>Performance Evaluations, Reviews or PIPs</p> <p>Personnel Action Forms (PAFs)</p> <p>Personnel Background Packet</p> <p>Personnel Complaints and Grievances (<i>non-bargaining unit</i>)</p> <p>Recognition</p> <p>Records Pertaining to EE Driving Records</p> <p>Volunteer Acknowledgements, Waivers, Executed Policy Receipts</p>	<p>Fire</p> <p>Human Resources</p>	Separation+6Y	<p>CA - 2 CCR 11013 - (AC+2Y)</p> <p>CA - GOV 3105(f) - (T+5Y)</p> <p>CA - GOV 12946 - (T+4Y)</p> <p>CA - GOV 12960 - (LA3Y)</p> <p>CA - GOV 12965 - (LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - LAB 1198.5 - (T+3Y)</p> <p>CA - LAB 2810.8 - (3Y)</p> <p>CA - VEH 1808.1(c) - (1Y)</p> <p>US - 8 CFR 274a(2) - (3Y or T+1Y, whichever is longer)</p> <p>US - 20 CFR 655.760 - (T+1Y)</p> <p>US - 29 CFR 825.500 - (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 - 29 USC 1059 - (T+1Y)</p> <p>US - 29 USC 1113 - (LA6Y)</p> <p>US - 29 USC 1451 - (LA6Y)</p> <p>US - 41 CFR 60-1.12(a) - (AC+2Y)</p> <p>US - 41 CFR 60-741.80 - (AC+2Y)</p>

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068	<b>Recruitment and Hiring</b>  Records and information related to recruitment of qualified persons for both paid and unpaid position with the City, whether full time or temporary, including:  - Applications and related records of candidates interviewed but not hired or accepted - Applications received but not acted upon	Applications, CVs, Resumes ( <i>rejected, unsolicited</i> ) Applicant Tracking Records ( <i>hired, rejected</i> ) Drug, Alcohol Testing, Pre-Hire Screening ( <i>candidates not hired/accepted</i> ) Eligible Lists Job Postings, Announcements Job Requisition Requests Job Specifications Miscellaneous Hiring Process Notes Position Information Psychological & Polygraph - Unsuccessful ( <i>not hired</i> ) Rating Sheets Temporary Staffing Test Results Test and Examination Materials Unpaid Interns ( <i>rejected</i> ) Volunteers ( <i>rejected</i> )	Fire Human Resources	5Y	CA - 2 CCR 11013(c)(2) - (2Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 12960 - (LA3Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (2Y) US - 29 CFR 1627.3(b)(1) - (1Y) US - 41 CFR 60-741.44(f)(4) - (3Y) US - 41 CFR 60-741.44(k) - (3Y) US - 49 CFR 382.401(b) - (5Y for positive results; 1Y for negative results)
069	<b>Risk Management - Employee Health and Safety</b>  Records and information created for managing the health and safety of employees.	ADA Accommodation Requests CalOSHA Reports Complaints ( <i>actions taken, resolutions</i> ) Confined Space Entries and Logs COVID Preparation, Cleaning and Inspection Records Facility Inspections Ergonomic Evaluations Hazard Assessment Inspection Records Incident and Accident Reports OSHA Inspections and Citations ( <i>log 200, log 300, 301, 301A</i> ) Respiratory Fit Tests Safety Checks, Audits Safety Committee Meeting Records Safety Reports Workplace Monitoring	Fire Human Resources Risk Management Water	8Y	CA - 2 CCR 11013 - (2Y) CA - 8 CCR 3203(b) - (1Y) CA - 8 CCR 5157 - (1Y) CA - 8 CCR 14300.33 - (6Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12960 - (LA3Y) CA - GOV 12965 - (LA2Y) CA - GOV 34090 - (2Y) CA - LAB 6401.7 - (MAINT) CA - LAB 6409.6 - (3Y) CA - 29 CFR 1904.33 - (6Y) US - 28 USC 1658 - (LA4Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (AC+2Y) US - 42 USC 2000e-5(e)(1) - (LA300D) US - 49 CFR 382.401(b)(1) - (5Y)
070	<b>Hazardous Materials - Monitoring and Remediation</b>  Planning, monitoring and contingency/emergency action plans for hazardous materials and waste, emergency and spill response, natural and exposure emergencies, notifications and response; environmental action plans and supporting documentation; hazardous communications plans, including labeling, SDS controls, training programs and procedures.	Employee Hazardous Chemical Exposure Facility Monitoring Hazardous Material Incident Reports Hazardous Substances Shipping Manifests Hazardous Waste Proposition 65 Monitoring Response Plans, Programs Restoration Projects and Reports Safety Data Sheets (SDS) Site Mitigation & Remediation Swimming Pool Chemicals ( <i>inventory, logs</i> ) Toxic Substance Inventory Water Sampling for Toxic Chemicals Water Well Contamination	Fire Water	While Active+30Y	CA - 8 CCR 3204d - (CL+30Y) CA - 8 CCR 14300.33 - (CU+5Y) 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) US - 40 CFR 141.33 - (10Y) US - 40 CFR 141.91 - (12Y)

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071	<p><b>Incident Reports</b></p> <p>Records and information associated with department responses to emergency incidents, including environmental and medical emergencies.</p> <p>NOTE: This category does not pertain to incident reports that become part of a Police case file.</p>	<p>Death Declarations</p> <p>Emergency Medical Services Forms</p> <p>Emergency Services</p> <p>False Alarm Reports</p> <p>Hazardous Waste Spills</p> <p>Incident Reports</p> <p>Investigation Reports</p> <p>Mandated Reporting - Child abuse, Elder abuse</p> <p>Patient Care Reports (PCR's)*/Refusal of Treatment/Release of Liability Forms</p> <p>Sanitary Spills and Overflows (SSOs)</p> <p>Strike Team Records</p> <p>Suspicious Activity Reports (SARs)</p>	<p>Fire</p> <p>Water</p>	5Y	<p>CA - California Fire Code, 104.6 - (5Y)</p> <p>CA - 13 CCR 1100.7 - (3Y)</p> <p>CA - 22 CCR 100170 - (MAINT)</p> <p>CA - 22 CCR 100171 - (MAINT)</p> <p>CA - CCP 340.5 - (3Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - HSC 11191 - (3Y)</p> <p>US - 40 CFR 122.21(p) - (5Y)</p> <p>US - 40 CFR 122.41(j) - (5Y)</p>
072	<p><b>Housing Program Files</b></p> <p>Records and information regarding the City's activities to provide housing assistance, including:</p> <ul style="list-style-type: none"> <li>- Affordable Homeownership Program</li> <li>- Affordable Rental Housing</li> <li>- Homeless Funding and contracts</li> <li>- Rental assistance</li> <li>- Housing Rehabilitation programs (e.g., CDBG, CalHOME)</li> <li>- Permanent Local Housing Allocation (PLHA) program</li> <li>- Mobilehome Programs</li> </ul> <p>(Note: For housing waiting lists, see category for Department Administration, 002.)</p>	<p>Applications</p> <p>Consolidated Plans, Action Plans and Consolidated Annual Performance Evaluation Reports (CAPER)</p> <p>Correspondence</p> <p>Density Increase Program Records</p> <p>Emergency Loan Project Files</p> <p>Funding Applications (<i>federal, state</i>)</p> <p>Home Improvement Project Files (<i>loans, grants</i>)</p> <p>Homeless Services Contracts</p> <p>Housing Allocation Plans (HAP)</p> <p>Loan Amortization Schedules</p> <p>Loan Set-up Documentation (<i>includes real estate appraisals for funded loans</i>)</p> <p>Mobile Home Park Tenant Records (<i>complaints, concerns</i>)</p> <p>Monitoring Files (<i>MH, rent control, SEMAP</i>)</p> <p>Payoff Demands, Payoff Quotes</p> <p>Permits</p> <p>Reconveyances (<i>deeds, full</i>)</p> <p>Rental Assistance Program Applications- Not placed/disqualified</p> <p>Rental Deposit Assistance</p> <p>Resale Restrictions</p> <p>Subordination</p> <p>Substitution of Trustee</p> <p>Tenant Files</p>	<p>Housing and Community Services</p>	While Active+5Y	<p>CA - 25 CCR 7721 - (MAINT)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 8546.7 - (CL+3Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>US - 2 CFR 200.334 - (CL+3Y)</p> <p>US - 24 CFR 5.514 - (5Y)</p> <p>US - 24 CFR 91.105(h) - (5Y)</p> <p>US - 24 CFR 92.508 - (CL+5Y)</p> <p>US - 24 CFR 570.490(d) - (CL+3Y)</p> <p>US - 24 CFR 570.502 - (CL+3Y, CL+4Y)</p> <p>US - 24 CFR 884.214 - (3Y)</p> <p>US - 24 CFR 908.101 - (AC+3Y)</p> <p>US - 24 CFR 982.158 - (AC+3Y)</p> <p>US - 29 CFR 97.42 - (3Y)</p>
073	<p><b>Benefit Plans</b></p> <p>Plans established to provide employee benefits and associated administrative documents.</p>	<p>COBRA Rates, Records, Histories</p> <p>Employee Benefit Plans</p> <p>Group Insurance Cost Data</p> <p>ICMA-RC 457 Deferred Compensation Plan</p> <p>Summary Plan Descriptions</p>	<p>Human Resources</p>	Life*+6Y	<p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>US - 29 USC 1027 - (6Y)</p> <p>US - 29 USC 1059 - (AC+1Y)</p> <p>US - 29 USC 1113 - (LA6Y)</p> <p>US - 29 USC 1451 - (LA6Y)</p> <p>*Life of Plan or Benefit</p>

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074	<b>Labor Relations</b>  Documentation related to the negotiations between labor unions for collective bargaining purposes.	Confidential Memos Costing Ground Rules Handouts Information Requests Negotiation Binders 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) CA - GOV 34090 - (2Y) US - 29 CFR 516.5 - (3Y)
075	<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 - (AC+4Y) CA - GOV 12960 - (LA3Y) CA - GOV 12965 - (LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.31 - (CL+2Y) US - 29 CFR 1627.3 - (3Y) US - 29 USC 255 - (LA2Y)
076	<b>Regulatory Reporting/Records for Human Resources</b>  Official non-financial Human Resources reports issued by City organizations to comply with regulatory requirements.	DE-34 Drivers License Data - Class B - Reporting DOT Drug Screening - Testing, Positive Reporting EEOC Reports Labor Reports	Human Resources	6Y	CA - 2 CCR 11013(c)(1) - (2Y) CA - 8 CCR 14300.33(a) - (6Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 405.9 - (5Y) US - 29 CFR 1602.14 - (1Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1602.31 - (2Y) US - 29 CFR 1602.32 - (3Y) US - 49 CFR 382.401(b) - (5Y for positive results; 1Y for negative results)
077	<b>Salary, Compensation</b>  Documentation of job classification compensation.	Classification Studies Compensation Plans, Planning, Analysis Cost of Living Adjustments Job Descriptions, Specifications Job Evaluation Documentation Wage Matrix Wage Range History Wage Surveys	Human Resources	While Active+4Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 12960 - (LA3Y) CA - GOV 34090 - (2Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (AC+2Y)
078	<b>Risk Management - Workers Compensation</b>  Documents pertaining to workers' compensation (may include records subject to HIPAA requirements).	Actuarial Reports Claims Incident Reports Interactive Process Documents Investigations Medical Reports Related Correspondence TPA Reports Workers Compensation Reports Worker Status Reports	Human Resources Risk Management	Final Resolution+6Y	CA - 8 CCR 3204 - (T+30Y) CA - 8 CCR 10102 - (Injury+5Y or Closed+1Y) CA - 8 CCR 14300.33 - (6Y) CA - CCP 338.1 - (LA5Y) CA - GOV 34090 - (2Y) CA - LAB 5406 - (LA1Y; LA240W) CA - LAB 5410 - (LA5Y) CA - LAB 6401.7 - (MAINT) CA - LAB 6409.6 - (3Y) CA - 29 CFR 1904.33 - (6Y)

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079	<b>Technology Help Desk, Access and Security</b>  Records and technical documentation of internal controls and system security. Includes data / information security breaches, notifications, and supporting documentation.	Audit Trail Files Automated Logs Change Management Case Files Computer Usage Files Data Breaches ( <i>notifications, reports, responses</i> ) Data Sets, Extracted Data Summaries Firewall Special Access Approvals Trouble Tickets Usage Reports ( <i>summary, system</i> ) User Access Records ( <i>passwords, security logs, user accounts, log-in files, data entry logs, accounts</i> ) User Incident, Response Files	Information Technology	3Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - CIV 1798.27 - (3Y)
080	<b>Security, Access Operations</b>  Records and information regarding physical access controls and protection for City buildings and facilities.	Access Controls Access Reports Daily Activity Logs Facility Key Lists Key Cards Security Guards Transaction Logs Visitor's Logs	Information Technology Transportation & Public Works	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
081	<b>Application, System Development and Maintenance</b>  Technical documentation related to development of City technology processes, applications, or systems, as well as conversions, changes or modifications to existing applications or systems.	Business, Functional Requirements Change Requests Data Element Attribute Reports Data Migration Documentation Database Dictionary / Schema End User Documentation, User Manuals Hardware Configurations Intranet Network Circuits Inventories and Drawings Network/Equipment Control Support Documentation Source Code System Documentation ( <i>codebooks, record layouts, reference guides, schematics, specifications</i> ) System, Application Maintenance Documentation ( <i>hardware/operating system requirements, monitoring logs, operating manuals</i> ) Telecommunications System ( <i>telephones, voicemail</i> )	Information Technology Water Resources	Life*+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)  *Life of Application.
082	<b>Fleet Management</b>  Records related to the management and maintenance of City vehicles, including automobiles, buses, trucks, and forklifts.	Accident / Incident Reports CHP BIT Inspections Complaints, Service Requests Maintenance and Repair Work Orders Maintenance Reports ( <i>buildings, equipment</i> ) Vehicles / Fleet Inspections	Maintenance Transit	Life*+4Y	CA - 22 CCR 66266.130(c)(5) - (3Y) CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25250.18(b) - (3Y) CA - VEH 34505.5 - (2Y)  * Life of Asset

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
083	<b>Parking Control and Enforcement</b>  Records and information of the Parking Department's activities to control and enforce City parking ordinances.	Parking Citations and Appeals Parking Garages Parking Master Plans Parking Meters Parking Reports Parking Studies, Surveys Residential Permit Parking Petitions	Parking	Permanent	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
084	<b>Building Permits Not Issued</b>  Records and information documenting applications for building permits where the permit was never issued.	Applications Building Plans/Drawings - Commercial & Residential	Planning & Economic Development	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
085	<b>Building Plans, Building Permits, Appeals and Decisions</b>  Records and information documenting the building services provided by the City regulating commercial and residential property and developments, including those associated with fire rebuild and resilient City activities.	Annual Historical Reports of Building Permit Activity Appeals Applications, Declarations Board of Building Regulations and Appeals Building Codes Building Inspections and Correction Notices Building Permits ( <i>issued, active, expired, withdrawn, history</i> ) Building Plans/Drawings - Commercial & Residential Calculations, Title 24, CalGreen Cannabis Properties Certificates of Occupancy Inspection Record Plan Checks Solar Permits Stop Work Notices Underground Storage Removal	Planning & Economic Development	Permanent	CA - CBC 107.5 - (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 19850 - (Life of Building)
086	<b>Code Enforcement and Abatement Case Files</b>  Case files documenting compliance with City codes, including such issues as:  - Building without permit - Vehicle related, e.g., abandoned, parking - Yard/garage sales - Graffiti - Illegal dumping - Vacant/abandoned buildings - Property maintenance, nuisances - Abandoned shopping carts - Prohibited signage - Home occupations	Certificates of Nuisance and Abatement Citations Compliance with Conditions of Approval Inspections / Enforcement ( <i>business, residential</i> ) Investigations Notices of Noncompliance Notices of Violation Photographs	Planning & Economic Development	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802 - (2Y) CA - Law Enforcement Evidence and Property Management Guide  NOTE: Records for repeat offenders may be retained longer to document a history of violations

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087	<b>Planning and Zoning Services</b>  Records and information pertaining to the City's oversight and management of building, planning and zoning activities, including those associated with fire rebuild and resilient City activities.	Appeals Applications ( <i>General Application, Certificate of Appropriateness</i> ) <i>Development Agreement (Amendment)</i> Area Plans Binders of Historic Actions Conditions of Approval CEQA/Environmental Determinations (NOE, IS/MND, EIR) Design Standards and Guidelines Development Code Development Plans General Plan Home Occupation Permits Irrigation Plans Maps ( <i>Zoning, Tract, Parcel</i> ) Master Plans Parklet Program Records Planned Development Project Log Index / Spreadsheet Proofs of Publication Sign Program Soils Reports Specific Plans and Neighborhood Plans Studies ( <i>traffic, noise, parking, etc.</i> ) Tree Permit, Zoning Administrator Variances	Planning & Economic Development Transportation & Public Works Water	Permanent	CA - 14 CCR 15095 - (Reasonable) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12981 - (FR+1Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)
088	<b>Cemetery Administration</b>  Records and information documenting administration of the Santa Rosa Rural Cemetery.	Event Scheduling	Recreation & Parks	3Y	CA - BPC 7685.5 - (LA3Y) CA - BPC 7711.2 - (LA3Y) CA - GOV 34090 - (2Y) CA - HSC 8110 - (MAINT) CA - HSC 8330 - (MAINT) CA - HSC 8331 - (MAINT)
089	<b>Cemetery Maintenance</b>  Records and information documenting ongoing maintenance of the Santa Rosa Rural Cemetery.	Cemetery Plan Graves Interment ( <i>date of receipt, plot locations</i> ) Maps of Gravesites Niches Owner Information Plots	Recreation & Parks	Permanent	CA - BPC 7685.5 - (LA3Y) CA - BPC 7711.2 - (LA3Y) CA - GOV 34090 - (2Y) CA - HSC 8110 - (MAINT) CA - HSC 8330 - (MAINT) CA - HSC 8331 - (MAINT)
090	<b>City Art Program</b>  Records of the collections and exhibits of the City's art program.	Collection Inventories Deeds of Gift Exhibit Records Exhibitor Releases	Recreation & Parks	While Active + 4Y	CA - CCP 337 - (LA4Y) CA - GOV 34090 - (2Y)
091	<b>Recreation and Parks Facility Rentals</b>  Records and information documenting rental arrangements for the City's parks and recreational facilities, including the golf course.	Facility Rentals ( <i>use applications - approved and unapproved, permits, reservation books, insurance certificates, users, reports</i> ) Luther Burbank Home & Gardens ( <i>non-historical materials</i> )	Recreations and Parks	5Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) 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
092	<b>Recreation and Parks Programs and Services</b>  Records and information documenting the City's parks and recreational programs and services.	Adult and Senior Services / Programs / Classes Applications Day Care Golf Course Kid Zone Park Administration Records ( <i>project administration, proposals, public meetings, notes, correspondence, planning design reviews</i> ) Program/Class/Leagues Program/Event Evaluations Recreation Schedules Registrations Forms Special Events Sports Team Rosters Summer Camp Trips, Tours Waivers Withdrawal Forms	Recreations and Parks	5Y	CA - 22 CCR 65523 - (2Y) CA - 22 CCR 101221 - (CL+3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
093	<b>Employee Medical, Exposure Records</b>  Documents pertaining to medical records of City employees, including exposure to hazardous substances (includes employee records subject to HIPAA requirements).	Employee Hazardous Exposure Records Exposure Monitoring Personnel Files - Medical Pre-employment Physicals Respiratory Fit Tests Toxic Substance Exposure Records	Risk Management	Termination + 30Y	CA - 8 CCR 3204(d) - (T+30Y) CA - 8 CCR 14300.33 - (6Y) CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (AC+4Y) CA - GOV 34090 - (2Y) CA - LAB 5410 - (LA5Y) CA - 29 CFR 1904.33 - (6Y) US - 29 CFR 1910.95 - (2Y) US - 29 CFR 1910.1020 - (T+30Y)
094	<b>Insurance Policies - General Liability, Workers Compensation Excess Liability</b>  Records detailing the City's insurance policies, including:  - Benefits (e.g., health, dental, vision) - Excess liability - General liability - Property - Workers compensation	Certificates of Insurance Completed Applications Insurance Policies Property Appraisals	Risk Management	While Active+5Y	CA - 22 CCR 3267-2 - (MAINT) CA - CCP 337 - (LA4Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)
095	<b>Transit Programs and Services</b>  Records and information of the City's transit programs and services.	Audits ( <i>DMS, CHP</i> ) CityBus Dial-A-Ride Routes Schedules	Transit	While Active+4Y	CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y)

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
096	<b>Routine Video Monitoring Records</b>  Recordings of routine video monitoring, other than body-worn camera recordings, to include time and date of video, location of video and other related information.	Automated License Plate Reader Building Security Recordings Facility Security Footage In-Car Video Interview Rooms Transit Video ( <i>inside and outside of buses</i> )	Transit Transportation & Public Works	1Y*	CA - GOV 34090.6 - (Routine Video: 1Y)  * Exception: If recordings are evidence in any criminal prosecution, claims filed, potential claims or any pending litigation, they shall be preserved for 100 days after the conclusion of the court action.
097	<b>Traffic and Transportation Planning</b>  Records and information of traffic engineering and transportation planning activities, including studies and surveys.	ADA Compliance ( <i>ramps, sidewalks</i> ) Functional Classification Maps Regional Agency Coordination Surveys ( <i>engineering, speed, traffic</i> ) Traffic Control Plans Traffic Counts/Surveys Traffic Management Plans Traffic Signals	Transportation & Public Works	5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
098	<b>Traffic Control and Improvement</b>  Records and information related to the City's efforts to manage and improve traffic and circulation.	Bicycle Lanes and Trails Investigations Special Event Coordination Temporary Street Closures Traffic Signal Timing & Coordination	Transportation & Public Works	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
099	<b>Building, Property Management</b>  Records and information regarding the structure of City buildings.	As-Built Blueprints Construction Records Electrical Wiring Schematics Floor Plans Project Specifications Property Inventory Service Requests Utility Consumption Tracking	Transportation & Public Works	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
100	<b>Traffic Legends, Signals and Signs</b>  Records and information of the locations and inventory of the City's traffic legends, signals, and signs.	Traffic Legends Traffic Signals Traffic Signs	Transportation & Public Works	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
101	<b>Industrial Waste User Files - Categorical / Heavy Industry</b>  Records and information associated with monitoring industrial wastes from categorical and heavy industry users.	Administrative Compliance Orders Applications Business Environmental Compliance Permit Correspondence Inspections, Lab Cost Accounting Lab Testing Notices of Violations Permits Responses Self-monitoring	Water	Permanent	CA - CCP 340.8 - (LA2Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 40 CFR 122.21(p) - (5Y) US - 40 CFR 122.41(j) - (5Y) US - 40 CFR 122.44 - (3Y)

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
102	<b>Industrial Waste User Files - Light Industry</b>  Records and information associated with monitoring industrial wastes from light industry users.	Administrative Compliance Orders Applications Business Environmental Compliance Permit Correspondence Inspections, Lab Cost Accounting Lab Testing Notices of Violations Permits Responses Self-monitoring	Water	Expiration of Permit+3Y	CA - CCP 340.8 - (LA2Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 40 CFR 122.21(p) - (5Y) US - 40 CFR 122.41(j) - (5Y) US - 40 CFR 122.44 - (3Y)
103	<b>Waste Water Treatment Operations</b>  Records and information associated with the City's waste water treatment plant.	Daily Operating Documents ( <i>logs, diaries, checklists</i> ) Digester Gas Records Effluent Flow, DO pH Conductivity Records Influent Records ( <i>flow, pH</i> ) Lab Testing Management Plans and Audits (Sewer System Management Plans (SSMP), Sanitary Spills Overflow Prevention Plan (SSOPP), Sanitary Sewer Overflow Response Plan) Operating Permits Reporting ( <i>operating, production, work status</i> ) Source Control / FOG ( <i>fats, oil and grease</i> ) - Cases Spills, Unauthorized Discharges	Water	5Y	CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 34090 - (2Y) US - 40 CFR 122.41(j) - (5Y) US - 40 CFR 141.155 - (3Y) US - 40 CFR 403.12(e)(3)(v) - (AC+3Y)
104	<b>Water Billing</b>  Records and information regarding the billing of customers for City water services.	Appeals - Payment Delinquency & Impending Discontinuation Authorizations for Automatic Withdrawals Bankruptcies Billing Account Modifications Billing Adjustments Collection Agency Assignments / Unpaid Accounts Move In/Out Service Orders Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation ( <i>Initial, Final</i> ) NSF Checks / Adjustments to Customer accounts Payment Plans ( <i>amortization, alternative payment plans, deferrals, etc.</i> ) Report of Annual Discontinuations of Residential Service	Water	While Active + 4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
105	<b>Water Connections and User Support</b>  Records and information of the City's activities to provide water services to the community.	Construction Meter Permits Customer Service Orders Meter Readings Usage Reports	Water	While Active + 2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
106	<b>Water Drainage Management</b>  Records and information documenting the operations and maintenance of the City's storm drains, pump stations and drainage ditches.	Drainage Ditches Pump Stations Recharging Storm Drains	Water	4Y	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 122.44 - (3Y)

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Record No.	Record Name and Description	Example Records	Office of Record	Retention	Legal Citations and Comments
107	<p><b>Water Programs</b></p> <p>Records and information of special water programs offered and managed by the City, including:</p> <ul style="list-style-type: none"> <li>- Loans for water-efficient fixtures</li> <li>- Low income household water assistance</li> <li>- WaterSmart Home</li> <li>- Rebates</li> <li>- Urban water shortage contingency planning</li> <li>- WaterSmart yard</li> <li>- Water safety</li> <li>- Water usage</li> <li>- Water waste</li> </ul>	<p>Applications</p> <p>Conservation Correspondence (<i>customer, agencies</i>)</p> <p>Industrial Pretreatment Administrative Records (<i>SOPs, program evaluations, reports, monitoring, correspondence</i>)</p> <p>Loan Packages</p> <p>Program Files</p> <p>Reports</p> <p>Usage Metrics</p>	Water	While Active+10Y	<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>US - 40 CFR 122.21(p) - (3Y)</p> <p>US - 40 CFR 122.41(j) - (3Y)</p> <p>US - 40 CFR 141.33(c) - (10Y)</p>
108	<p><b>Water, Waste Water and Sewer Management</b></p> <p>Records and information associated with planning and maintenance of sewers, storm drains, pump stations, water distribution networks.</p>	<p>Air Pollution Control Permits</p> <p>Audits and Audit Reports</p> <p>Backflow Prevention</p> <p>Biosolids</p> <p>Capacity Documents</p> <p>Compliance Reporting (<i>EPA, NPDES, pretreatment, SUSMP</i>)</p> <p>Cross Connections</p> <p>Distribution Reporting</p> <p>Inspections</p> <p>Lab Reports (<i>Soil Control, Salmonella</i>)</p> <p>Lift Stations</p> <p>Monitoring and Testing (<i>chains of custody, chronic toxicity, well water, smoke testing, stormwater, water quality, runoff</i>)</p> <p>NPDES Permits (<i>applications, renewals</i>)</p> <p>Precipitation Data (<i>rain gauge measurements</i>)</p> <p>Pretreatment/Industrial Waste</p> <p>Reclamation</p> <p>Sanitary Surveys</p> <p>Sewage, Sludge</p> <p>Standards and Specifications</p> <p>Trunk Sewers</p> <p>Waste Water (<i>lab groups, reports to state</i>)</p> <p>Water Quality Management Plans (WQMP), Tests,</p> <p>Water Service Orders (<i>on/off</i>)</p> <p>Water Treatment</p> <p>Wells, Well Treatments, Standby Wells</p>	Water	15Y	<p>CA - 22 CCR 64470 - (10Y)</p> <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>CA - WAT 13263.2(b) - (3Y)</p> <p>US - 40 CFR 70.6 - (CL+5Y)</p> <p>US - 40 CFR 122.21(p) - (5Y)</p> <p>US - 40 CFR 122.41(j) - (5Y)</p> <p>US - 40 CFR 141.33(1) - (5Y; 10Y)</p> <p>US - 40 CFR 141.91 - (12Y)</p> <p>US - 40 CFR 141.155 - (3Y)</p> <p>US - 40 CFR 261.32 - (3Y)</p>

\*Indicates extended retention at City Attorney and/or City Clerk request.

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