

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Finance (FIN)					Indicates AmendedText
A	X			Finance (FIN)	Fin./Accounting	FIN-002	Arbitrage Rebate Calculation (related to bonds and tax exempt debt)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	Indicates New Code
A	X			Finance (FIN)	Fin./Accounting	FIN-033	Assessment District / Special District Payments & Reports	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Finance (FIN)	Fin./Accounting	FIN-003	Audit Management Letters and other formal letters related to audit communication	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed 1-Year	
A	X			Finance (FIN)	Fin./Revenue	FIN-076	Audit Work Papers	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Finance (FIN)	Fin./Accounting	FIN-005	Bond Transcripts (issuing documents) See Bank Statements for statement retention.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Finance (FIN)	Fin./Accounting	FIN-007	Comprehensive Annual Financial Reports and related Audit Opinions	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed 1-Year	
A	X			Finance (FIN)	Fin./Accounting	FIN-010	Compliance Reports	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed 1-Year	
A	X			Finance (FIN)	Fin./Accounting	FIN-077	Developer Trust Accounts / Deposit Accounts / Demolition Deposit Accounts	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Finance (FIN)	Fin./Accounting	FIN-011	Escheat (Unclaimed money / uncashed checks)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Added 1355 to Comments/References	
A	X			Finance (FIN)	Fin./Accounting	FIN-012	Financial Services Database - Tyler Enterprise ERP (Accounts Payable and Payroll Check Registers)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Tyler Enterprise ERP Added to Records Description	
A	X			Finance (FIN)	Fin./Accounting	FIN-013	Fixed Assets - Annual Listing Additions & Deletions / Working Drafts & Notes for Land and Structures, Infrastructure and Capital Equipment	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Finance (FIN)	Fin./Accounting	FIN-014	Fixed Assets - Annual Listing Source Documents for Land and Structures	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed 1-Year	
A	X			Finance (FIN)	Fin./Accounting	FIN-063	Investment Advisor Reports / Trade Tickets	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed 1-Year	
A	X			Finance (FIN)	Fin./Accounting	FIN-017	Journal Entries (Binders)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed 1-Year	
A	X			Finance (FIN)	Fin./Accounting	FIN-080	Journal Entries (Tyler Enterprise ERP Munis)	Removed Munis from Records Description	
A	X			Finance (FIN)	Fin./Accounting	FIN-048	Property Tax Files	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Finance (FIN)	Fin./Accounting	FIN-048.5	Reports, Finance Reports created from Database Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Budget Adjustments (ANNUAL, MONTHLY OR PERIODIC)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed 1-Year	
A	X			Finance (FIN)	Fin./Accounting	FIN-020	State Reports: State Controllers Report / Local Government Compensation Report, Property Management Plan, Obligation Payment Schedules, Due Diligence Reviews, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report); Housing Successor Agency Housing Assets Fund Report (SB 341), Street Report, AQMD Annual Report, Maintenance of Effort (MOE) Calculations, Audits, and other compliance reports	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed 1-Year	
A	X			Finance (FIN)	Fin./Accounting	FIN-082	State-Mandated Cost Claims / SB 90 Claims / Reimbursable Claims	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	

A	X			Finance (FIN)	Fin./Accounting	FIN-064	Yellow Book Data (downloaded bank information)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Finance (FIN)	Fin./Payroll	FIN-022	Employee Benefit Plans, DE-6, DE-7, DE-9 DE-43, W-3, & DE- 166, 941 Forms, IRS 5500 Forms PERS / FICA & Medicare Adjustments Quarterly Payroll Tax Returns / OASDI	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Finance (FIN)	Fin./Payroll	FIN-023	Deduction Registers, Leave Balances, Organization Charge Summaries	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Payroll	FIN-024	Payroll Database	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Payroll	FIN-025	Payroll File (Changes to W-4, garnishments, deduction forms, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Payroll	FIN-026	Payroll Journal / Register (Detail Year-end, or periodic if no detail year-end)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Finance (FIN)	Fin./Payroll	FIN-027	Payroll Journal / Registers (Periodic reports, when a detail year-end report is retained)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Finance (FIN)	Fin./Payroll	FIN-028	PERS Reports / Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Finance (FIN)	Fin./Payroll	FIN-029	W-2's (includes Performers State Withholding)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./OMB	FIN-030	1099's, 1096's, DE542 (California Report of Independent Contractors)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Finance (FIN)	Fin./OMB	FIN-031	Accounts Payable / Vendor Files (All Records and Reports - Includes Invoices, Copy of Checks / Warrants, Travel Expense Reimbursements, Postage, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Finance (FIN)	Fin./OMB	FIN-006	Budget Amendments	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Finance (FIN)	Fin./OMB	FIN-059	Budget Hearing and/or Review (Development Documents & Preliminary Budget)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./OMB	FIN-060	Budget Transfer Requests & Journals	Requirement to keep paper for <del>1-Year</del> removed from Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./OMB	FIN-061	Budgets - Adopted	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Finance (FIN)	Fin./OMB	FIN-008	Checks / Warrants - Canceled (Cashed)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Finance (FIN)	Fin./OMB	FIN-009	Checks / Warrants - Voided	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Finance (FIN)	Fin./OMB	FIN-016	Grant Reports	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Finance (FIN)	Fin./OMB	FIN-078	Insurance Certificates (for Contracts, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Finance (FIN)	Fin./OMB	FIN-041	Inventory and Warehouse	Requirement to keep paper for <del>1-Year</del> removed from Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./OMB	FIN-049	Purchase Orders, Procurement & Contracting Records - Formal and Informal (RFPs, Specifications, Contracts, Amendments, Successful Bids, Notice of Award, RFQs, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>inactive</del>
A	X			Finance (FIN)	Fin./OMB	FIN-050	Purchasing - Bidder / Vendor List (Companies that want to receive RFPs / RFQs)	Requirement to keep paper for <del>1-Year</del> removed from Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./OMB	FIN-051	Purchasing Card Backup Receipts and Statements	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./OMB	FIN-091	W-9s	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Lead Dept.	FIN-065	Accounts Receivable / Revenue Includes Taxes - Transient Occupancy Tax (TOT), Marine Charter Tax, Solid Waste Franchise Statements, etc. (All source documents are maintained by the Lead Dept; see City-wide schedule.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd

A	X			Finance (FIN)	Fin./Revenue	FIN-066	Adjudications - Reviews, Hearings (e.g. Parking Citations)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-067	Adjustment Sheets: Customer Issues / Concerns / Adjustment Requests / Adjustments	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-032	Armored Truck Manifests	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-034	Automatic Payment Authorizations from Checking / Credit Cards (e.g. water payments)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-035	Automatic Payment Transmittals from Checking / Credit Cards (e.g. water payments)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-004	Bank Reconciliations, Bank Statements, Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Outstanding Check Lists, Credit Card Statements, and Deposit Slips	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-036	Building Permit Deposits	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-069	Business License Applications - Cancelled	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-070	Business License Applications	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Finance (FIN)	Fin./Revenue	FIN-071	Business Licenses (Database)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-037	Cash Receipt Books	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Finance (FIN)	Fin./Revenue	FIN-079	Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-072	Collection Agency (e.g., returned checks assigned to collection)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-038	Daily Cash Summaries	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-039	Developer Deposit Summaries	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-040	Impressed Account Logs	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-042	Logs: Parking Permits, Zone 1, Zone 2, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-043	Misc. Receipts - County / State	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Finance (FIN)	Fin./Revenue	FIN-044	Municipal Services Bill Stubs	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-045	Parking Citation Payments	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-046	Parking Meter Summaries	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-073	Permits - <b>ISSUED / SUCCESSFUL</b> : Second Hand Dealer/Pawnbroker, Going out of Business, Adult-Oriented, Public Convenience, Live Entertainment, Sound Amplification, Film	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del> ; FIN-073 split into two codes to reflect Issued and Unissued Permits
AN			X	Finance (FIN)	Fin./Revenue	FIN-073.1	Permits - <b>NOT ISSUED / UNSUCCESSFUL</b> : Second Hand Dealer/Pawnbroker, Going out of Business, Adult-Oriented, Public Convenience, Live Entertainment, Sound Amplification, Film	Retention: 2 Years; Yes: After QC & OD added to Destroy Paper After Imaged & QC'd GC §34090 et seq.
A	X			Finance (FIN)	Fin./Revenue	FIN-074	Receipt Books (turn-offs)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Finance (FIN)	Fin./Revenue	FIN-075	Returned Check Processing	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd

A	X			Finance (FIN)	Fin./Revenue	FIN-084	Short Term Lodging Applications Permits	Permits are not maintained by the Finance Department
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A = Amend D = Delete AN = Add New	A	D	AN	City Wide (CW)					Indicates Amended Text
A	X			City Wide (CW)	Human Resources/Risk Management	CW-001	Copies of Accident, incident, injury reports: EMPLOYEES and MEMBERS OF THE PUBLIC	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; <del>Copies retained for reference</del> removed from Comments/Reference and replaced with <u>OFR maintains originals</u>	Indicates New Code
A	X			City Wide (CW)	Police	CW-002	Copies of Accident reports: CITY VEHICLES	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; <del>Copies retained for reference</del> removed from Comments/Reference and replaced with <u>OFR maintains originals</u>	
A	X			City Wide (CW)	Finance	CW-003	Copies of Accounts Payable, Invoices, Travel Reimbursement, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Wide (CW)	Lead Dept.	CW-005	Advertising (Legal) / Advertising Log	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Wide (CW)	Lead Dept.	CW-006	Agenda Staff Reports (City Council) prior to October, 1998 (City Council)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>Completion</del>	
A	X			City Wide (CW)	City Clerk	CW-007	Copies of Agenda Staff Reports (City Council) after to October, 1998 (City Council)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Wide (CW)	City Clerk	CW-008	Copies of Agreements & Contracts (ORIGINALS SENT TO CITY CLERK ) Agreement or Contract, Notices of Completion, etc. Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work)	OFR maintains originals added to Comments/Reference	
A	X			City Wide (CW)	Finance	CW-014	Copies of Audits / Annual Comprehensive Financial Reports	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; <u>OFR maintains originals</u> added to Comments/Reference	
A	X			City Wide (CW)	City Clerk	CW-016	Copies of Committees: AUDIO RECORDINGS of Meetings (except Council and Planning Commission - see City Clerk's and Planning's schedule)	OFR maintains originals added to Comments/Reference	
A	X			City Wide (CW)	Staffing Dept.	CW-019	Boards, Commissions, & Committees: Citizens Advisory Formed by CITY COUNCIL (MINUTES & BYLAWS)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>2-Years</del>	
A	X			City Wide (CW)	City Clerk	CW-017	Copies of Boards and Commissions: AUDIO RECORDINGS of Meetings (except Council and Planning Commission - see City Clerk's and Planning's schedule)	OFR maintains originals added to Comments/Reference	
A	X			City Wide (CW)	Staffing Dept.	CW-020	Boards, Commissions, & Committees: City Council Subcommittees (All records)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Wide (CW)	N/A	CW-021	Boards, Commissions, & Committees: External Organizations (e.g. County Board of Supervisors)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Wide (CW)	Finance	CW-023	Copies of Budgets - Finals	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>5-Years</del> ; <u>OFR maintains originals</u> added to Comments/Reference	
A	X			City Wide (CW)	Lead Dept.	CW-024	Cash Receipts Detail / Backup / Credit Card Receipts / Accounts Receivable	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Wide (CW)	City Attorney	CW-025	Copies of City Attorney: Opinions	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>No</del> ; <u>OFR maintains originals</u> added to Comments/Reference	
A	X			City Wide (CW)	Lead Dept.	CW-076	Class and Camp Registrations, Waivers, & Rosters - ALL	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Wide (CW)	Lead Dept.	CW-026	Collection Agencies: Unpaid debts assigned to a collection agency	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Wide (CW)	Lead Dept.	CW-027	Committees: Internal attended by employees (e.g. Records Management Committee, In-House Task Forces, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Wide (CW)	Lead (Responding) Dept.	CW-028	Complaints (against Personnel - e.g. misconduct, etc.) Does not include complaints against peace officers	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Wide (CW)	Lead Dept.	CW-080	Complaints / Service Request Database	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Wide (CW)	N/A	CW-031	Copies or duplicates of any record	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	

A	X			City Wide (CW)	Dept. that Authors Document or Receives the City's Original Document	CW-032	Correspondence - ROUTINE (Content of the correspondence needs to be retained because it is substantive to conducting or is an important record of City business) (e.g. Administrative, Chronological, e-mail, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, <del>Reading, Working Files</del> , etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Dept. that Authors Document or Receives the City's Original Document	CW-033	Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business. Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference. (e.g. calendars, checklists, email or social media posting, invitations, instant messaging, logs, mailing lists, meeting room registrations, posters, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages. transmittal letters, thank yous, requests from other cities, undeliverable envelopes / Undeliverable Public Hearing Notices / <del>returned mail</del> , visitors logs, voice mails, webpages, etc.)	
A	X			City Wide (CW)	Lead Dept.	CW-034	Drafts & Notes: Drafts that are revised (retain final version)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Lead Dept.	CW-035	Grants / CDBG / FEMA Claims / OES Claims / Reimbursable Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>When inactive</del>
A	X			City Wide (CW)	Lead Dept.	CW-036	Grants (UNSUCCESSFUL Applications, Correspondence)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Human Resources	CW-037	Grievances Escalated to Human Resources or Above for Resolution	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Lead Dept.	CW-038	Grievances Resolved at Department Level	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Human Resources	CW-039	Copies of Injury reports: EMPLOYEES	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; OFR maintains originals added to Comments/Reference
A	X			City Wide (CW)	Finance/OMB	CW-040	Copies of Insurance Certificates (for Contracts, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>inactive</del> ; OFR maintains originals added to Comments/Reference
A	X			City Wide (CW)	City Attorney	CW-041	Lawsuits, Litigation, Pending Litigation	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>Settlement</del>
A	X			City Wide (CW)	Human Resources/Risk Management	CW-042	Copies of Liability Claims	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>Settlement</del>
A	X			City Wide (CW)	Lead Dept.	CW-072	MSDS (Material Safety Data Sheets) / Safety Data Sheets (SDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>After inactive</del>
A	X			City Wide (CW)	City Clerk	CW-044	Copies of Municipal Code (These are Copies)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>No</del>
A	X			City Wide (CW)	Lead Dept.	CW-045	Newspaper Clippings/Media Excerpts	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Staffing Dept.	CW-046	Notices: Public Hearing Notices	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	City Clerk	CW-047	Copies of Ordinances (These are Copies)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>No</del>
A	X			City Wide (CW)	Lead Dept.	CW-078	Passport Transmittal Forms (Copies); Miscellaneous Passport Information	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Human Resources	CW-048	Personnel Files (Except for Police and Fire Training Files)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Human Resources	CW-049	Personnel Files (Supervisors File of notes - incorporated into Annual Performance Evaluations)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Lead Dept.	CW-050	Personnel Work Schedules	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
AN			X	City Wide (CW)	Lead Dept.	CW-050.5	Photographs, Videos of City Events	Retention: <del>When No Longer Required</del> ; Yes: After QC & OD in Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Purchasing	CW-051	Copies of Purchase Orders, Purchase Requisitions	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; OFR maintains originals added to Comments/Reference
A	X			City Wide (CW)	City Clerk	CW-053	Copies of Records Destruction Lists / Certificate of Records Destruction	OFR maintains originals added to Comments/Reference
A	X			City Wide (CW)	Lead Dept.	CW-074	Real Estate Appraisal Reports: Property NOT purchased or sold	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Lead Dept.	CW-075	Real Estate Appraisal Reports: Purchased and Sold Property	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	City Clerk	CW-053	Records Destruction Lists / Certificate of Records Destruction	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Lead Dept.	CW-052	Records Management Audit Forms	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd

A	X			City Wide (CW)	Lead Dept.	CW-054	Reference Materials: Administrative Procedures or Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by OTHER Departments	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	N/A	CW-055	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Lead Dept.	CW-056	Reference Materials: Administrative Procedures or Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by YOUR Department	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Lead Dept.	CW-058	Reports and Studies (Historically significant)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>10 Years</del>
A	X			City Wide (CW)	Lead Dept.	CW-059	Reports and Studies (other than historically significant reports - e.g. Annual Reports)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	City Clerk	CW-060	Copies of Resolutions (These are Copies)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>No</del>
AN			X	City Wide (CW)	Lead Dept.	CW-061.5	Securities: Labor & Materials Bonds, Performance Bonds, real property bonds, and other miscellaneous contract bonds, letters of credit, or other such securities	Retention: Until Released; Yes: Until Contract is Completed in Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Dept. with Equipment	CW-061	Safety Certifications (Elevators, Fire Systems, etc)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Lead Dept.	CW-062	Speaker Cards (submitted at public meetings)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Recreation	CW-063	Copies of Special Event Permits	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>No</del> ; OFR maintains originals added to Comments/Reference
A	X			City Wide (CW)	Lead Dept.	CW-073	Subpoenas	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Lead Dept.	CW-064	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed when no longer required.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Lead Dept.	CW-066	Telephone Messages	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Lead Dept.	CW-068	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics Training, Harassment Prevention Training, Safety Training & Tailgate Training Meetings)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>When Inactive</del>
A	X			City Wide (CW)	Lead Dept.	CW-069	Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful Applicants	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Wide (CW)	Lead Dept.	CW-070	Volunteer / Unpaid Intern Applications & Agreements (includes emergency contact information) - Successful Applicants	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1 Year</del>
A	X			City Wide (CW)	Dept. Requesting Service/Work	CW-071	Work Orders / Work Requests (Department requesting service retains originals; department providing service is considered a copy)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	City Clerk's Office (CCO)					Indicates AmendedText
A	X			City Clerk's Office (CCO)	City Clerk	CC-001	Advertising for Boards and Commission (vacancies)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	Indicates New Code
A	X			City Clerk's Office (CCO)	City Clerk	CC-004	Agendas and Agenda Packets - Images on Document Imaging System (City Council 100 Packet)	Yes: After 2 Years changed to Yes: After QC & OD	
A	X			City Clerk's Office (CCO)	City Clerk	CC-061	Assessment District Formation (Diagrams of District Boundaries, Recorded Documents, Copies of Resolutions, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed No	
A	X			City Clerk's Office (CCO)	City Clerk	CC-008	Boards, Commissions & Committees - APPLICATIONS: APPOINTED includes Oaths of Office	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Clerk's Office (CCO)	City Clerk	CC-009	Boards, Commissions & Committees - APPLICATIONS: UNSUCCESSFUL	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Clerk's Office (CCO)	City Clerk	CC-010	City Council Correspondence	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Clerk's Office (CCO)	City Clerk	CC-011	Chronological History of Mayor and Council	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Clerk's Office (CCO)	City Clerk	CC-012	City History, Historical Records (e.g. Incorporation, City Seal, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed No	
A	X			City Clerk's Office (CCO)	City Clerk	CC-013	City Land and Property (Recorded Documents)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed No	
A	X			City Clerk's Office (CCO)	City Clerk	CC-015	Claims Log / Database	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Clerk's Office (CCO)	City Clerk	CC-069	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ELECTRONICALLY FILED	Yes: After QC & OD updated in Destroy Paper After Imaged & QC'd Department Preference added to Comments / References	
A	X			City Clerk's Office (CCO)	City Clerk	CC-018	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): DESIGNATED EMPLOYEES (specified in the City's Conflict of Interest code)	Yes: After QC added to Destroy Paper After Imaged & QC'd	
A	X			City Clerk's Office (CCO)	City Clerk	CC-019	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): PUBLIC OFFICIALS / 87200 Filers (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	Yes: After QC added to Destroy Paper After Imaged & QC'd	
A	X			City Clerk's Office (CCO)	City Clerk	CC-068	Enterprise System Catalogue (posted online)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Clerk's Office (CCO)	City Clerk	CC-053	Ethics Training Certificates for City Council, Commissions and Department Heads	Yes: After QC & OD updated in Destroy Paper After Imaged & QC'd	
A	X			City Clerk's Office (CCO)	City Clerk	CC-054	FPPC Form 801 (Gift to Agency Report)	Yes: After QC updated in Destroy Paper After Imaged & QC'd; Removed 2 Years	
A	X			City Clerk's Office (CCO)	City Clerk	CC-055	FPPC Form 802 (Tickets Provided by Agency Report)	Yes: After QC updated in Destroy Paper After Imaged & QC'd; Removed 2 Years	
A	X			City Clerk's Office (CCO)	City Clerk	CC-063	FPPC Form 803 (Behested Payment Report)	Yes: After QC updated in Destroy Paper After Imaged & QC'd; Removed 2 Years	
A	X			City Clerk's Office (CCO)	City Clerk	CC-064	FPPC Form 804 (Agency Report of New Positions)	Yes: After QC updated in Destroy Paper After Imaged & QC'd; Removed 2 Years	
A	X			City Clerk's Office (CCO)	City Clerk	CC-065	FPPC Form 805 (Agency Report of Consultants)	Yes: After QC updated in Destroy Paper After Imaged & QC'd; Removed 2 Years	
A	X			City Clerk's Office (CCO)	City Clerk	CC-057	FPPC Form 806 (Agency Report of Public Official Appointments)	Yes: After QC updated in Destroy Paper After Imaged & QC'd; Removed 2 Years	



A	X			City Clerk's Office (CCO)	City Clerk	CC-021	Campaign Filings (FPPC 400 Series Forms, Form 501): UNSUCCESSFUL CANDIDATES Includes Unsuccessful Candidates Without Committees that Don't File Electronically	Yes: After QC added to Destroy Paper After Imaged & QC'd; <del>Paper must be retained for at least 2 years</del> removed from Comments/Reference
A	X			City Clerk's Office (CCO)	City Clerk	CC-071	Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED - WITH or WITHOUT Committees	Yes: After QC added to Destroy Paper After Imaged & QC'd; <b>Department Preference, Campaign</b> added to Comments/Reference
A	X			City Clerk's Office (CCO)	City Clerk	CC-022	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	Yes: After QC added to Destroy Paper After Imaged & QC'd; <del>Paper must be retained for at least 2 years</del> removed from Comments/Reference
A	X			City Clerk's Office (CCO)	City Clerk	CC-023	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	Yes: After QC added to Destroy Paper After Imaged & QC'd; <del>Paper must be retained for at least 2 years</del> removed from Comments/Reference
A	X			City Clerk's Office (CCO)	City Clerk	CC-024	Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): SUCCESSFUL CANDIDATES (Elected Officials) All Successful, whether filed electronically or not)	Yes: After QC added to Destroy Paper After Imaged & QC'd; <del>Paper must be retained for at least 2 years</del> removed from Comments/Reference
AN			X	City Clerk's Office (CCO)	City Clerk	CC-029.1	Elections - Petitions (Initiative, Recall or Referendum) - IF INSUFFICIENT	Retention: 1 year after examination by proponent OR 8 months after examination by Elections Official, if no proponent examination
AN			X	City Clerk's Office (CCO)	City Clerk	CC-029.2	Elections - Petitions (Initiative, Recall or Referendum) - IF SUFFICIENT	Retention: Results + 8 months
D		X		<del>City Clerk's Office (CCO)</del>	<del>City Clerk</del>	CC-029	<del>Elections - Petitions (Initiative, Recall or Referendum)</del>	Code split into two separate codes (CC-029.1 and CC-029.2) for clarification
A	X			City Clerk's Office (CCO)	City Clerk	CC-042	Minutes: City Council	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>No</del>
A	X			City Clerk's Office (CCO)	City Clerk	CC-043	Municipal Code Administration, Distribution, etc.	Yes: After QC added to Destroy Paper After Imaged & QC'd
A	X			City Clerk's Office (CCO)	City Clerk	CC-044	Municipal Code and History File (always retain 1 supplement)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>No</del>
A	X			City Clerk's Office (CCO)	City Clerk	CC-045	Official Records / Recorded Documents: Abandonments, Covenants, Deeds, Deed Restrictions Easements, Entitlements, Vacations, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>No</del>
A	X			City Clerk's Office (CCO)	City Clerk	CC-046	Ordinances	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>No</del>
A	X			City Clerk's Office (CCO)	City Clerk	CC-048	Petitions (submitted to Council on any subject - Dog Parks, Speed Humps, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Clerk's Office (CCO)	City Clerk	CC-059	Proclamations (City-issued)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Clerk's Office (CCO)	City Clerk	CC-072	Redistricting Web Page / Council District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	Yes: After QC added to Destroy Paper After Imaged & QC'd
A	X			City Clerk's Office (CCO)	City Clerk	CC-052	Resolutions - City Council	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>No</del>
A	X			City Clerk's Office (CCO)	City Clerk	CC-070	Secretary of State Statement of Facts / Registry of Public Agencies	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			City Clerk's Office (CCO)	City Clerk	CC-066	UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP, WORM / DVD-r / CD-r / Blue Ray-R or other unalterable media that does not permit additions, deletions, or changes	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Fire (FR)					Indicates Amended Text
A	X			Fire (FR)	Fire	FR-020	Apparatus & Equipment Records & Testing - Safety Checks, Tests, Inspections, and Certifications (excludes maintenance records maintained by MOD)	Yes: <b>After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Removed <del>1-1 Year</del>	Indicates New Code
A	X			Fire (FR)	Police	FR-026	Cause & Origin Reports / Fire Incident Reports (If Arson, Homicide, Capital Crimes is involved) (Also see PD-049)	Yes: <b>After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Removed <del>1-1 Year</del>	
A	X			Fire (FR)	Fire	FR-027	Cause & Origin Reports / Fire Incident Reports (If Arson, Homicide, Capital Crimes is NOT involved)	Yes: <b>After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Removed <del>1-1 Year</del>	
A	X			Fire (FR)	Fire	FR-039	Community Emergency Response Team (CERT) Applications Disaster Service Worker Registration authorizations, LiveScan record, Liability Contract Equipment Distribution Form, etc.)	Yes: <b>After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd	
A	X			Fire (FR)	Fire	FR-051	Controlled Substance Logs	Yes: <b>After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Added <b>Department Preference required for 3 2 years after inventory or transaction and 22 CCR 70263 and 71233</b> to Comments/Reference	
A	X			Fire (FR)	Fire	FR-006	Daily Logs - Lifeguards (CAD database effective January 1, 2015)	Yes: <b>After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd	
A	X			Fire (FR)	Fire	FR-012	Daily Logs – Lifeguards (CAD Database)	Yes: <b>After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Removed <del>When Superseded</del>	
A	X			Fire (FR)	Fire	FR-047	Daily Roster (Tele staff Database)	Yes: <b>After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd	
A	X			Fire (FR)	Human Resources	FR-041	Employee Medical File / Employee Confidential Toxic/Non-Toxic Substance Exposures; Fit Testing (Breathing Apparatus Clearance); Immunization Records (e.g. TB, Hepatitis); Communicable Disease exposure, etc.	Yes: <b>After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd	
A	X			Fire (FR)	Fire	FR-053	Fire Explorer Program - Applications, etc.	Yes: <b>After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd	
A	X			Fire (FR)	Fire	FR-008	Incident Database ALL includes incident reports; cause and origin reports; property releases; inspection reports; violation notices; vehicle checks; etc.	Yes: <b>After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Removed <del>1-1 Year</del>	
A	X			Fire (FR)	Fire	FR-025	Fire Inspections (Routine), Notice of Re-Inspection, High Rise, Notice of Violations, inspection/fire clearance certificates, Non-Compliance, Property Release, (Most files are maintained in Incident Database)	Yes: <b>After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Removed <del>1-1 Year</del>	
A	X			Fire (FR)	Fire	FR-029	Fire Station Plans, Fire Pre-Plans (Hospitals, etc.)	Yes: <b>After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd	

A	X			Fire (FR)	Fire	FR-055	HIPAA (Health Insurance Portability and Accountability Act) Confidentiality and Nondisclosure Agreement	Yes: <b>After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Removed <del>1 Year</del>
A	X			Fire (FR)	Fire	FR-036	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Yes: <b>After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Removed <del>1 Year</del>
A	X			Fire (FR)	Fire	FR-056	Employee Training Database & Certificates - Operations Includes Certifications; Certifications EMS, EMT, and Paramedic Training documentation)	Yes: <b>After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Removed <del>1 Year</del> ; Added <b>22 CCR 100395</b> to Comments/Reference
A	X			Fire (FR)	Fire	FR-048	Ladder Certifications & Inspections	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Fire (FR)	City Clerk	FR-013	Mutual Aid Agreements, Automatic Aid, Joint Power Authorities (see City Clerk CC-005)	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Fire (FR)	Fire	FR-014	OES / Mutual Aide Reimbursements (Strike Team Incidents)	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Fire (FR)	Fire	FR-042	Requests for Fire/Medical Incident Reports and Fire Cause & Origin Reports	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Fire (FR)	Fire	FR-059	Ride Along Waivers, Station Tours, Community Outreach	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Fire (FR)	Fire	FR-015	Standard Operating Procedures / Fire Department Policy Manual	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Removed <del>1 Year</del>
A	X			Fire (FR)	Fire	FR-049	Station Log Books / Station Journals (kept at Fire Stations)	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Fire (FR)	Fire	FR-050	Vehicle Safety Checks, Daily Vehicle Inspections, Daily Equipment checks Not in Incident Database	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Harbor Dept (HBR)					Indicates Amended Text
A	X			Harbor Dept (HBR)	Harbor	HBR-002	Administrative Citations relating to Harbor Operations / Harbor Code Enforcement Cases / Harbor Warnings, Citations, and Violations	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	Indicates New Code
A	X			Harbor Dept (HBR)	Harbor	HBR-018	Grants to Vessel Turn-In (Photos, BID, Proof of Payment Invoice)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Harbor Dept (HBR)	Harbor	HBR-019	Harbor Databases (Mooring Management, Reservations, Incidents)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Harbor Dept (HBR)	Harbor	HBR-003	Live-Aboard Permits / Vessel Inspections	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Harbor Dept (HBR)	Harbor	HBR-016	Marine Activities Permits (MAPS) (Charter Boats and rentals)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Police (PD)					Indicates Amended Text
A	X			Police (PD)	Police	PD-001	Inquiries	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	Indicates New Code
A	X			Police (PD)	Police	PD-003	Administrative Investigations: Civilian and Internal WITHOUT Sustained Finding of Misconduct as defined in PC §832.7	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Police (PD)	Police	PD-093	Administrative Investigations: Civilian and Internal - Civilian Complaints WITH Sustained Finding of Misconduct as defined in PC §832.7	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Police (PD)	Police	PD-006	Carry Concealed Weapon (CCW) Permits	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Police (PD)	Police	PD-002	Chief's Subject Files	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Police (PD)	Police	PD-083	Emergency / Disaster Preparedness Plans	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>	
A	X			Police (PD)	Police	PD-004	Overtime Slips (hours)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Police (PD)	Police or Personnel	PD-081	Personnel Background Packets - Citizens Academy, Teen Academy	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del> and <del>8-CCR-§11040.7(7)(e)</del>	
A	X			Police (PD)	Police or Personnel	PD-011	Personnel Background Packets - Volunteers & Interns	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del> and <del>8-CCR-§11040.7(7)(e)</del>	
A	X			Police (PD)	Police	PD-069	Preliminary Claim Investigation / Potential Liability Claims	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Police (PD)	Police	PD-007	Programs: Citizens Academy, Teen Academy, Neighborhood Watch, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Police (PD)	Police	PD-089	Project Assignment Memos (PAM)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Police (PD)	Police	PD-094	Racial and Identity Profiling Act (RIPA) Annual Report	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Police (PD)	Police	PD-097	Report provided to the State Commission on Peace Officer Standards and Training (POST Commission) of peace officer employment, compliant, finding, disposition, or judgment pursuant to PC 13510.9. Report of data regarding the number, type, or disposition of complaints made against its officers.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Police (PD)	Police	PD-008	Reports and Studies regarding Police Operations (not historical - manpower, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Police (PD)	Police	PD-009	RSNP / OCRCLTime Slips / Billing Reports	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Police (PD)	Police	PD-088	Special Events (i.e., Police Appreciation Breakfast, National Night Out, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Police (PD)	Police	PD-095	STOP Source Data, Audit Log	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Added GC §§12525.5	
A	X			Police (PD)	Police	PD-070	Vehicle Pursuit Reports	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Police (PD)	Police	PD-010	Work Assignments (Schedules) All Divisions	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>	
A	X			Police (PD)	Police	PD-012	Accounting Records: Investigative Expense Funds (Confidential)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>	
A	X			Police (PD)	N/A	PD-013	Alcohol Beverage License Applications (Not related to an Operator's Permit for a Bar, Lounge, or Nightclub)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Police (PD)	Police	PD-071	Asset Forfeiture Files	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	

A	X			Police (PD)	Police	PD-077	Informant Files	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-014	Intelligence Files (Vice, Terrorist, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>When Superseded</del>
A	X			Police (PD)	Police	PD-084	Operator Permits - Bar, Lounge, or Nightclub (Offers alcoholic beverages for onsite consumption in combination with food service with late hours)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-015	Pawn Slips	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-018	Permits or Licenses: Unsuccessful Applications (massage, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
D		X		<del>Police (PD)</del>	<del>Police</del>	<del>PD-019</del>	<del>Work Assignments (Schedules)</del>	Code removed; Work Assignments now maintained under PD-010
D		X		<del>Police (PD)</del>	<del>Police</del>	<del>PD-020</del>	<del>Work Assignments (Schedules)</del>	Code removed; Work Assignments now maintained under PD-010
A	X			Police (PD)	Police	PD-072	Ride-A-Long Waivers	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-021	Supervisor Record / Counseling Jacket	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-023	Personnel Background Packets - Peace Officers (includes Polygraphs) WITHOUT Sustained Finding of Misconduct	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-024	Personnel Background Packets - Selected Employees other than Peace Officers	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-025	Personnel Background Packets - unsuccessful / not hired employees or volunteers (not hired)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-026	Personnel Department Training File (Includes POST Data, Files and Printouts for Training Courses) Does Not Include Complaints against Peace Officers	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
D		X		<del>Police (PD)</del>	<del>Police</del>	<del>PD-027</del>	<del>Work Assignments (Schedules)</del>	Code removed; Work Assignments now maintained under PD-010
A	X			Police (PD)	Police	PD-028	Alarm Permits	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-029	Auction Records	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-033	Checking Account Records: DARE, Property/Evidence Account, Station Fund and Police Explorer Account	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Police (PD)	Police	PD-034	Department Manual (Department Policies and Procedures)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-035	Evidence: Crime Scenes (includes evidentiary MVS)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Police (PD)	Police	PD-036	False Alarms (alarm permits, billing transactions, correspondence, alarm activations)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-037	Fleet Maintenance - Equipment and Vehicle Maintenance History (includes vehicle calibration records)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-038	Officer Daily Logs	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
AN			X	Police (PD)	Police	PD-038.1	Officer Recordings: Body-Worn Cameras – LOGS of Access or Deletion of Data	Retention: Permanent
AN			X	Police (PD)	Police	PD-038.2	Officer Recordings: Body-Worn Cameras - that ARE evidence of a crime, of an officer involved shooting, of a detention or arrest, or are related to a complaint	Retention: Follows the Retention of the Evidence - Minimum 2 Years
AN			X	Police (PD)	Police	PD-038.3	Officer Recordings: Body-Worn Cameras - that are NOT evidence	Retention: 60 Days

A	X			Police (PD)	Police	PD-076	Solicitors Permits	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			<del>Police (PD)</del>	<del>Police</del>	<del>PD-039</del>	<del>Work Assignments (Schedules)</del>	Code removed; Work Assignments now maintained under PD-010
A	X			Police (PD)	Police	PD-045	Arson Registrations: Juveniles released from <del>Division of Juvenile Justice California Youth Authority</del>	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-046	Bicycle Licenses	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-047	Citations (ALL)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-092	Citations - Payment Plans for outstanding parking citations received by indigent persons	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-054	Crime Statistics / Uniform Crime Reports - Annual Summaries	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-055	Drug / Narcotic Registrants	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
AN			X	Police (PD)	Police	PD-055.1	Registrants: Gang Adults Shared Gang Databases	Retention: 5 Years; Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
AN			X	Police (PD)	Police	PD-055.2	Registrants: Gang Juveniles Shared Gang Databases	Retention: 3 Years; Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-052	Incident Reports (DR#) Sealed Cases ("Factual Innocence")	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-053	Incident Reports (DR#) Sealed Cases (Juveniles & Adults) <del>Except Childhood Sexual Assault Child Abuse or Severe Neglect, (Substantiated), those with outstanding stolen property</del>	No changes to Retention
A	X			Police (PD)	Police	PD-053.1	Incident Reports (DR#) Sealed Cases (childhood sexual assault) - <del>Before January 1, 2024</del>	No changes to Retention; Added Department preference to accommodate statute of limitations for victims to Comments/Reference
AN	X			Police (PD)	Police	PD-053.2	DR Reports / Crime Reports Sealed Juvenile and Ward Cases - Childhood Sexual Assault - After January 1, 2024	Retention: Permanent; Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Added Department preference to accommodate statute of limitations for victims and CCP §§340.1, GC §34090 to Comments/Reference
A	X			Police (PD)	Police	PD-056	Field Contacts	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-060	Narcotic / Firearm Destruction Lists	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-061	Order after Hearing (restraining order)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Police (PD)	Police	PD-063	Records Destruction Lists / Certificates of Records Destruction (Working Copy)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed QC'd: City Clerk's Office is Office of Record for original
D		X		<del>Police (PD)</del>	<del>Police</del>	<del>PD-066</del>	<del>Work Assignments (Schedules)</del>	Code removed; Work Assignments now maintained under PD-010
A	X			Police (PD)	Police	PD-067	Review Board Accident History Forms (PD Employees / City Employees)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
D		X		<del>Police (PD)</del>	<del>Police</del>	<del>PD-068</del>	<del>Work Assignments (Schedules)</del>	Code removed; Work Assignments now maintained under PD-010

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Planning (PL)					Indicates Amended Text
A	X			Planning (PL)	Planning	PL-001	CDBG Applications Denied / Not Funded (Subrecipient Grants, Loans)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	Indicates New Code
A	X			Planning (PL)	Planning	PL-003	CDBG Applications Denied / Not Funded (Subrecipient Grants, Loans)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Planning (PL)	Planning	PL-011	Banner Permits (Temporary - good for 90 days)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Planning (PL)	Planning	PL-015	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City boundaries	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Planning (PL)	Planning	PL-017	General Plan Elements and Amendments	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Planning (PL)	Planning	PL-019	Modification Committee / Zoning Administrator Approval Letters and Minutes (see City-wide schedule for all other records)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Planning (PL)	Planning	PL-020	Planning Commission Agenda Packets	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Planning (PL)	Planning	PL-022	Planning Commission Minutes, Resolutions	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Planning (PL)	Planning	PL-023	Planning Applications (PA) ALL - Amendments, Appeals, Approval in Concept, Certificate of Compliance, Coastal Residential Development Permit, Compliance Letters, Condominium Conversion Permit, Creative / Comprehensive Sign Permit, Development Agreement, Development Plan, Director / Staff Approval, Environmental Documents, General Plan Amendments, In-Lieu Parking, Lot Line Adjustment, Lot Merger, Modification Permit, Off-Site Parking Agreement, Planned Community Development Plan, Signs (Comprehensive, Heritage, etc.), Sign Exception Permit, Site Plan Review, Subdivisions, Telecom Permit, Temporary Permits, Use Permits, Variance, Zoning Compliance letters, etc. Send recorded documents to the City Clerk.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Planning (PL)	Planning	PL-027	Regional Organizational Studies & Programs where other Agencies are the Lead (e.g. Rail Studies, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Planning (PL)	Planning	PL-028	Zoning Maps (Historical Only - New records part of zoning code)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	



Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Building (BL)					Indicates Amended Text
A	X			Building (BL)	Building	BL-003	Building Permit Database	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	Indicates New Code
A	X			Building (BL)	Building	BL-021	California Building Codes (CBC, CPC, CEC, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Building (BL)	Building	BL-018	Complaints, Investigations	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Building (BL)	Building	BL-007	Inspection Correction Notices	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Building (BL)	Building	BL-009	PERMITS: Cancelled Building Permit Applications - Projects that have NOT been Started (Submittal Documents / Plans belonging to applicant - both residential and commercial)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Building (BL)	Building	BL-011	PERMITS: Expired by Time Limitations (Abandoned) Building Permits - Projects that have NOT been Started	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Building (BL)	Building	BL-013	PLANS: CANCELLED or EXPIRED Permits, No Work Started	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Building (BL)	Building	BL-025	Underground Storage Tanks (e.g. removal / repair)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Remove <del>No</del>	

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Code Enforcement					Indicates Amended Text
AN			X	Code Enforcement (CE)	Code Enforcement	CE-003	Demolition Permit Certification	PW-065 moved to Code Enforcement; Retention: 2 Years; Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	Indicates New Code
AN			X	Public Works / Field Maint. OR Code Enforcement	Public Works / Field Maint. OR Code Enforcement	CE-004	Dump Tickets / Manifests - Non-Hazardous Waste	PW-060 shared with Code Enforcement; Retention: 2 Years; Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Added GC §34090 added to Comments / Reference	

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Public Works (PW)					Indicates Amended Text
A	X			Public Works (PW)	City Clerk	PW-001	Abandonments, Easements, Entitlements, and Vacations (Recorded Documents / City Property) (See CC-061/CC-013)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Remove <del>No</del>	Indicates New Code
A	X			Public Works (PW)	Public Works	PW-002	Aerial Maps (Digital Plates & Software to view them - See Planning for the Analog Aerial Maps)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Remove <del>No</del>	
A	X			Public Works (PW)	Public Works	PW-003	Master Plans	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Remove <del>No</del>	
A	X			Public Works (PW)	Lead Dept. (General Services, Public Works, or Utilities)	PW-004	NPDES Monitoring Reports	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Remove <del>1-Year</del>	
A	X			Public Works (PW)	Orange County	PW-005	NPDES Permit (Issued to the County)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Remove <del>1-Year</del>	
A	X			Public Works (PW)	Public Works	PW-006	Preliminary Studies / Project Assessments (Not Acquired)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Remove <del>1-Year</del>	
A	X			Public Works (PW)	Public Works	PW-007	Project Files: City Infrastructure and Facilities Projects - Administration File: Project Administration, Project Schedules, Invoices, Logs, Work Reports (Inspector Reports), etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Remove <del>1-Year</del>	
A	X			Public Works (PW)	Public Works	PW-031	Project Files: City Infrastructure and Facilities Projects - Certified Payrolls	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Remove <del>1-Year</del>	
A	X			Public Works (PW)	Public Works	PW-008	Project Files: City Infrastructure and Facilities Projects - Permanent File: Plans, Specifications, Materials Testing Reports, Project Study Reports (PSRs), Record Drawings ("As Built"), Regulatory Agency Approvals, Soils Reports, Structural Calculations, Surveys, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Remove <del>1-Year</del>	
A	X			Public Works (PW)	Public Works	PW-011	Recorded Maps (Final Maps, Record of Survey, Tract Maps, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Remove 1 Year	
A	X			Public Works (PW)	Public Works or Utilities	PW-012	Sewer and Storm Drain Video Inspection Reports / Video or Digital Recordings - Regular Inspections	Removed <del>Yes: 1-Year</del>	
A	X			Public Works (PW)	Public Works	PW-016	Assessment / Maintenance District Projects (Maps, Diagrams, Spreadsheets, Improvement Plans - e.g. roads, sewer, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Remove <del>1-Year</del>	
A	X			Public Works (PW)	Public Works	PW-018	Encroachment Permits: ALL	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Remove <del>1-Year</del>	
A	X			Public Works (PW)	Public Works	PW-034	Permits: Residential & Commercial Docks and Piers (Residential & Commercial) Includes Permit Drawings, Dredging permits, Coastal Permits, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Remove <del>No</del>	

A	X			Public Works (PW)	Public Works	PW-020	Intersection File (Traffic Study, Warranty Analysis)	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Remove <del>1-Year</del>
A	X			Public Works (PW)	Public Works	PW-021	Traffic related service requests (minor projects - reports, ordering of signs, etc.)	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Remove <del>Upon Completion</del>
A	X			Public Works (PW)	City Manager	PW-023	Offers of Dedication (Rejected, Unprocessed or Unaccepted -- If accepted, City Clerk is Office of Record) (See CW-077)	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Remove <del>Inactive</del>
A	X			Public Works (PW)	Public Works	PW-025	Traffic Signal Timing	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Remove <del>1-Year</del>
A	X			Public Works (PW)	Public Works	PW-026	Speed Surveys	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Remove <del>1-Year</del>
A	X			Public Works (PW)	Public Works	PW-028	Traffic Calming - Summary (speed humps, etc)	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Remove <del>1-Year</del>
A	X			Public Works (PW)	Public Works	PW-029	Traffic Counts, Summaries, Reports	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Remove <del>1-Year</del>
A	X			Public Works (PW)	Lead Dept./Division	PW-036	Daily Division Work Diaries ("Red Books")	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
D		X		<del>Public Works (PW)</del>	<del>Finance/Accounting</del>	<del>PW-037</del>	<del>Demolition Deposit Refund Payment Authorizations; Demolition Deposit Forfeit Memo</del>	Moved to Code Enforcement
A	X			Public Works (PW)	Public Works/Admin.	PW-039	DL 170s / Certificate of Driving Skill	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Lead Dept./Division	PW-040	Franchise List	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works/Admin.	PW-041	Franchised Hauler Tonnage Reports	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works/Admin.	PW-041	Franchised Hauler Tonnage Reports	Yes: <b>After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
D		X		<del>Public Works (PW)</del>	<del>Public Works/Admin.</del>	<del>PW-042</del>	<del>Green waste Reports (Contract and In-house)</del>	Combined with PW-076
A	X			Public Works (PW)	Public Works/Admin.	PW-043	Hazardous Waste Hauler Manifests	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works/Admin.	PW-045	MSDS Master List	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works/Admin.	PW-048	Work Request Database / Work History	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works / Facilities & Equip. Maint.	PW-049	Auto Body Paint Shop (records contain paint / hazardous materials)	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works / Facilities & Equip. Maint.	PW-050	BIT Sheets	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works / Facilities & Equip. Maint.	PW-051	CHP Daily Logs (Vehicle inspections) / Pre-Trip Inspections	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Added <b>VC 34505.5(c); 49 CFR 396.11</b> to Comments / Reference
A	X			Public Works (PW)	Public Works / Facilities & Equip. Maint.	PW-052	Estimates (Vehicles and Purchases)	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works / Facilities & Equip. Maint.	PW-053	Fire Apparatus & Equipment Maintenance Records (excludes Ladder Certifications)	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works / Facilities & Equip. Maint.	PW-054	Hazardous Waste Hauler Manifests (Oil, etc.)	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works / Facilities & Equip. Maint.	PW-055	HVAC Records - Operations, Sub equipment maintenance	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works / Facilities & Equip. Maint.	PW-056	Maintenance History - Vehicles & Equipment - Where City is Provider	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works / Facilities & Equip. Maint.	PW-057	Smog Certificates and Inspections	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works / Facilities & Equip. Maint.	PW-058	Used Oil Disposal	<b>Yes: After QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd

A	X			Public Works (PW)	Public Works / Field Maint.	PW-059	Driver Logs	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works / Field Maint. OR Code Enforcement	PW-060	Dump Tickets / Manifests - Non-Hazardous Waste	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works / Field Maint.	PW-061	Sidewalk Repair Database (Quest)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works / Field Maint.	PW-062	Underground Service Alerts (USA) / Dig Alerts: Utility Cuts, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Added entered into DigAlert Software; the Excavator, Operator to Comments/Reference
A	X			Public Works (PW)	Public Works / Field Maint.	PW-063	Vehicle Inspections	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works / Street / Parks & Trees	PW-064	Application to Remove Trees / Petitions	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
D		X		<del>Public Works (PW)</del>	<del>Public Works / Street / Parks &amp; Trees</del>	<del>PW-065</del>	<del>Demolition Permit Certification</del>	Moved to Code Enforcement
D		X		<del>Public Works (PW)</del>	<del>Public Works / Street / Parks &amp; Trees</del>	<del>PW-066</del>	<del>Notice of Violation (Obstruction of Right of Way, etc.)</del>	Moved to Code Enforcement
A	X			Public Works (PW)	Public Works / Street / Parks & Trees	PW-067	Park and Parkway Maintenance (reports, records, work orders)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works / Street / Parks & Trees	PW-068	Pesticide and Herbicide Permits (from County)	Added 40 CFR 110.3(d); Removed 40 CFR 171.11 et seq. from Comments / Reference
A	X			Public Works (PW)	Public Works / Street / Parks & Trees	PW-070	Tree Maintenance / Plantings	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works / Street / Parks & Trees	PW-071	Traffic Collision Notifications (determine cost to bill responsible parties)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works / Street / Parks & Trees	PW-072	Tree Inventory Database	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works / Street / Parks & Trees	PW-073	Tree Removal Review / Inspection Reports	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Public Works (PW)	Public Works / Refuse	PW-076	Waste Reports / CalRecycle Reports / Daily Records / Weight Records / Greenwaste Reports / Hazardous Material Screening (Becomes part of Waste Stream)	PW-042 combined with PW-076; Retention updated to 5 Years Active and 25 Years Inactive
A	X			Public Works (PW)	Public Works / Street / Parks & Trees	PW-078	Refuse Receipts	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Human Resources (HR)					Indicates Amended Text
A	X			Human Resources (HR)	Human Resources	HR-049	1095-C, 1094-C (Employer- Provided Health Insurance Offer and Coverage & Transmittal Form)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	Indicates New Code
A	X			Human Resources (HR)	Human Resources	HR-050	Benefits Agreements with Brokers that negotiate fringe benefits on the City's behalf	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Human Resources (HR)	Human Resources	HR-051	Benefits Plan Documents for dental, vision, EAP, disability, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Human Resources (HR)	Human Resources	HR-043	Civil Service Board Agenda Packets	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Human Resources (HR)	Human Resources	HR-003	Civil Service Hearings (including audio recordings) With the Exception of employee records related to Police administrative / personnel investigations and/or disciplinary matters	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Human Resources (HR)	Human Resources	HR-004	Civil Service Rules and Administrative Services Regulations	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Human Resources (HR)	Human Resources	HR-008	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims that are resolved administratively	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Human Resources (HR)	Human Resources	HR-044	Community Emergency Response Team (CERT) – Registration Documentation (Applications for Disaster Service Workers, authorizations, LiveScan record, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Human Resources (HR)	Human Resources	HR-007	Deferred Compensation Statements (All reports)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>	
A	X			Human Resources (HR)	Human Resources	HR-009	DMV Pull Notices	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Human Resources (HR)	Human Resources	HR-010	Drug and Alcohol Testing / D.O.T files: Negative Results	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Human Resources (HR)	Human Resources	HR-011	Drug and Alcohol Testing / D.O.T files: Positive Results	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Human Resources (HR)	Human Resources	HR-012	EEO-4 Reports and records required to generate EEO-4 report	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Human Resources (HR)	Human Resources	HR-014	Employee Grievances when not resolved by the department	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Human Resources (HR)	Human Resources	HR-041	Employee Investigations With the Exception of employee records related to Police administrative / personnel investigations and/or disciplinary matters	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Human Resources (HR)	Human Resources	HR-052	Employee Policy Manual	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Human Resources (HR)	Human Resources	HR-013	Equal Employment Opportunity Data (from applicants)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Human Resources (HR)	Human Resources	HR-015	I-9's	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>	
A	X			Human Resources (HR)	Human Resources	HR-053	Injury and Illness Prevention Plan	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Human Resources (HR)	Human Resources	HR-016	Job Specifications	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Human Resources (HR)	Human Resources	HR-017	LiveScan Fingerprint Clearance Log	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Human Resources (HR)	City Clerk	HR-019	Memorandums of Understanding (See City Clerk Classification CC-005)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>No</del>	
A	X			Human Resources (HR)	Human Resources	HR-020	Negotiations: Employee Associations (notes, drafts, proposals, tentative agreements)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>	

A	X			Human Resources (HR)	Human Resources	HR-022	Personnel Files - Benefit File (all employees and all benefits records including Deferred Compensation)	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Human Resources (HR)	Human Resources	HR-023	Personnel Files - Benefit File (Retirees / Spouse)	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Human Resources (HR)	Human Resources	HR-024	Personnel Files - Medical File (all employees)	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Removed <del>When-Inactive</del>
A	X			Human Resources (HR)	Human Resources	HR-025	Personnel Files - Regular, Active, Permanent, Non- Regular, Temporary and Parttime Employees Includes Backgrounds, Fingerprints, Severance Agreements, if applicable	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Removed <del>Separation</del>
A	X			Human Resources (HR)	Human Resources	HR-026	Program Evaluations (participant's feedback for classes, etc.)	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Human Resources (HR)	Human Resources	HR-026.5	Public Official Bonds	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>
A	X			Human Resources (HR)	Human Resources	HR-055	Public Self Insurer's Annual Report	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Human Resources (HR)	Human Resources	HR-060	Recruitment Database (NeoGov)	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Human Resources (HR)	Human Resources	HR-027	Recruitment File - Advertisements, Backgrounds (Unsuccessful); Fingerprints, Flyers, Brochures, Applications (unsuccessful), Tests, Letters, Scantrons, Questions	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Human Resources (HR)	Human Resources	HR-042	Scholarship Program	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Human Resources (HR)	Human Resources	HR-005	Studies / Classification / Compensation & Salary Studies / Reorganization Studies (for employee classifications and department structures)	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Human Resources (HR)	Human Resources	HR-057	Unemployment Claims / EDD Claims	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Human Resources (HR)	Human Resources	HR-031	Verifications of Employment, Child Support	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Human Resources (HR)	Human Resources	HR-030.5	Workplace Violence – Hazard Identification, evaluation, correction, incident logs, investigations, Training, etc.	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Human Resources (HR)	Human Resources	HR-032	Accident / Incident / Injury Reports: EMPLOYEES WITH possible Exposure to Toxic Materials (HazMat Responses, Clean up Responses to spills, etc.)	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Removed <del>When-Inactive</del>
A	X			Human Resources (HR)	Human Resources / Risk Manage.	HR-033	Accident / Incident / Injury Reports: EMPLOYEES WITHOUT possible Exposure to Toxic Materials	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Human Resources (HR)	Human Resources / Risk Manage.	HR-034	Accident / Incident / Injury Reports: PUBLIC ADULTS (medical and non-medical.)	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Human Resources (HR)	Human Resources / Risk Manage.	HR-035	Accident / Incident / Injury Reports: PUBLIC JUVENILES (medical and non-medical.)	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd
A	X			Human Resources (HR)	Human Resources / Risk Manage.	HR-036	Accident / Incident Reports: no injuries (City Vehicles)	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd; Removed <del>When-Inactive</del>
A	X			Human Resources (HR)	Human Resources / Risk Manage.	HR-059	Safety Inspection Logs	Yes: After <b>QC &amp; OD</b> added to Destroy Paper After Imaged & QC'd

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	City Attorney (CAO)					Indicates Amended Text
A	X			City Attorney (CAO)	City Attorney	CA-002	Code Enforcement	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>1-Year</del>	Indicates New Code
A	X			City Attorney (CAO)	City Attorney	CA-010	Lawsuits / Litigation (Civil - In House)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>Settled</del>	
A	X			City Attorney (CAO)	City Attorney	CA-011	Lawsuits / Litigation Pitchess Motions (Criminal - Contracted)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>Settled</del>	
A	X			City Attorney (CAO)	City Attorney	CA-012	Lawsuits / Litigation (Criminal - In House)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>Settled</del>	
A	X			City Attorney (CAO)	City Attorney	CA-004	Legal Documents: Settlement Agreements	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>No</del>	
A	X			City Attorney (CAO)	City Attorney	CA-005	Legislative Advocacies, Amicus Briefs, Miscellaneous, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Attorney (CAO)	City Attorney / Risk Manage.	CA-006	Liability Claims	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>Settled</del>	
A	X			City Attorney (CAO)	City Attorney	CA-007	Potential Claim Files	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Attorney (CAO)	City Attorney	CA-008	Subject / Project Files (Cable TV, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Attorney (CAO)	City Attorney	CA-013	Summons and Complaints or Petition	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Attorney (CAO)	City Attorney	CA-009	Work Product (Notes, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>Settled</del>	



Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	City Manager					Indicates Amended Text
A	X			City Manager (CMO)	City Clerk	CM-001	Annexations	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	Indicates New Code
A	X			City Manager (CMO)	City Manager	CM-002	Annexations: Working Files	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Manager (CMO)	City Manager	CM-016	Business Improvement Districts (BIDs) Project Files	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Manager (CMO)	City Manager	CM-015	Economic Incentives / Business Development (Auto Dealer Sales Tax Incentives, etc)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Manager (CMO)	City Manager	CM-005	Media Releases / Mailers	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Manager (CMO)	City Manager	CM-007	Projects & Issues	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Manager (CMO)	City Manager	CM-017	Prospects / Business Retention / Recruitment Files that do not result in a project (Issues and/or projects will vary over time - e.g. Hotels, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			City Manager (CMO)	City Manager	CM-018	Redevelopment Statement of Indebtedness	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed 1-Year	
A	X			City Manager (CMO)	City Manager	CM-008	Speeches (Historically Significant, see LS-001)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	

[illegible]

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Library Services (LS)					Indicates Amended Text
A	X			Library Services (LS)	Library Services / Arts & Cultural Services	LS-001	Historic Speeches, Historic Special Events and Historic Recordings	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	Indicates New Code
A	X			Library Services (LS)	Library Services / Arts & Cultural Services	LS-002	Art Exhibits and Collections - Community / External Art	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Library Services (LS)	Library Services / Arts & Cultural Services	LS-003	Art Exhibits and Collections - Professional (Administration, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Library Services (LS)	Library Services / Arts & Cultural Services	LS-005	Art in Public Places (Art Education, murals, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Library Services (LS)	Library Services / Arts & Cultural Services	LS-009	Donations of Visual Art Work or Product (received)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Library Services (LS)	Library Services / Arts & Cultural Services	LS-012	Grant Program (Grants to Others)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>When-Inactive</del>	
A	X			Library Services (LS)	Library Services	LS-019	Facility Use Applications (Room Reservations, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Library Services (LS)	Library Services	LS-020	Gifts & Donations (Private)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>When-Inactive</del>	
A	X			Library Services (LS)	Library Services	LS-021	Grants: LSCA (Library Services and Construction), LSTA (Library Services and Technology), SLRC (State Literacy Resource Centers), CLLS (California Library Literacy Services); CLSA (California Library Services Act) and PLF (Public Library Foundation) ONLY. For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Administrative Services / Finance	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>When-Inactive</del>	
A	X			Library Services (LS)	Library Services	LS-023	Library Management Database / Collection Inventory	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Library Services (LS)	Library Services	LS-024	Library Management Database / Other than Listed	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Library Services (LS)	Library Services	LS-025	Library Management Database / Outstanding Debt / Fines and Fees Less Than \$20	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Library Services (LS)	Library Services	LS-026	Library Management Database / Outstanding Debt / Fines and Fees More Than \$20	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Library Services (LS)	Library Services	LS-027	Library Management Database / Patrons with no outstanding debts	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Library Services (LS)	Library Services	LS-028	Library Management Database / Patrons with no outstanding debts	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Library Services (LS)	Library Services	LS-029	Library Registration Application Forms (Patrons)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Library Services (LS)	Library Services	LS-030	Programs (e.g. Summer Reading)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Recreation & Senior Services (RS)					Indicates Amended Text
A	X			Recreation & Senior Services (RS)	Recreation & Senior Services	RS-002	Attendance Sheets	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	Indicates New Code
A	X			Recreation & Senior Services (RS)	Recreation & Senior Services	RS-003	Class and Camp Registrations & Rosters / User Pay Recreation Programs (Recreation Waivers) - ALL	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Recreation & Senior Services (RS)	Recreation & Senior Services	RS-004	Daily Facility and Activity Logs	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Recreation & Senior Services (RS)	Recreation & Senior Services	RS-005	Emergency Contact Information for Participants / Medical Release Forms / Preschool Immunization Records (Given to site provider - Coach, OASIS Transportation Program, Instructor, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Recreation & Senior Services (RS)	Recreation & Senior Services	RS-006	Facility Use Requests and Permits - Includes Certificate of Insurance and Alcohol Permits (Room Reservations, Parks, Moonbounces, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Recreation & Senior Services (RS)	Recreation & Senior Services	RS-021	Fundraising Files (Correspondence, Copies of Checks, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Recreation & Senior Services (RS)	Recreation & Senior Services	RS-007	Playground Equipment Inspections	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>Upon Completion</del>	
A	X			Recreation & Senior Services (RS)	Recreation & Senior Services	RS-008	Program Evaluations	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Recreation & Senior Services (RS)	Recreation & Senior Services	RS-009	Recreation Database	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Recreation & Senior Services (RS)	Recreation & Senior Services	RS-012	Special Event Permits	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Recreation & Senior Services (RS)	Recreation & Senior Services	RS-013	Volunteer Sign-ins / Summary of Hours	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Recreation & Senior Services (RS)	Recreation & Senior Services	RS-018	Program Files (e.g. OASIS, Intergenerational, Events held)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Recreation & Senior Services (RS)	Recreation & Senior Services	RS-019	Sign-In Sheets for Classes	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Recreation & Senior Services (RS)	Recreation & Senior Services	RS-020	Volunteer Sign-ins / Summary of Hours	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	

Action Requested				Department/Division	Current OFR	Current Classification No.	Records Description	Specific Request / Comments / Reference / Information/Reasoning / Clarification Needed	Indicates Deleted Code
A = Amend D = Delete AN = Add New	A	D	AN	Utilities (UT)					Indicates Amended Text
A	X			Utilities (UT)	Utilities / Admin	UT-001	Department of Transportation (Highway Permits) - Cal Trans	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	Indicates New Code
A	X			Utilities (UT)	Utilities / Admin	UT-112	Disposal Receipts / Manifests - HAZARDOUS WASTE (e.g., storm drain, hazardous material from street sweeping, clean ups)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Utilities (UT)	Utilities / Admin	UT-003	PUC - Public Utilities Commission (Correspondence, Rate Changes, Applications, Gas, Electricity, Water, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Utilities (UT)	Utilities / Admin	UT-004	Subjects / Resource / Miscellaneous Files / Files Not Covered Under Other Utilities Retention Codes (subjects and resources will vary over time)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Utilities (UT)	Utilities / Electrical	UT-078	AQMD Permits & Reports (Electrical)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Utilities (UT)	Lead Dept.	UT-100	Confined Space Entries	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Utilities (UT)	Lead Dept.	UT-101	Generator Operation Logs & Inspections - Fixed / Stationary Generators	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Utilities (UT)	Lead Dept.	UT-102	Generator Operation Logs & Inspections - Portable / Emergency Generators)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Utilities (UT)	Utilities / Electrical	UT-006	Manuals - Operation and Maintenance for various equipment	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>No</del>	
A	X			Utilities (UT)	Public Works or Utilities / Electrical	UT-008	Project Files: Administration Files (CIP and Maintenance projects): Project Administration, Certified Payrolls, Invoices, Relocation Assistance, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Utilities (UT)	Public Works	UT-007	Project Files: CIP Projects - Permanent File: Plans, Specifications, Materials Testing Reports, Notice of Completion, Project Study Reports, Record Drawings ("As Builts"), Regulatory Agency Approvals, Soils Reports, Structural Calculations, Surveys, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Utilities (UT)	Utilities / Electrical	UT-009	Project Files: Utilities Maintenance Projects	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	
A	X			Utilities (UT)	Utilities / Electrical	UT-010	Work Request Database (Quest)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd	

A	X			Utilities (UT)	Utilities / Electrical	UT-012	Underground Service Alerts (USA) / Dig Alerts: Utility Cuts, etc. - All	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Added entered into DigAlert Software; the Excavator, Operator and to Comments/Reference
A	X			Utilities (UT)	Utilities / Landfill	UT-079	AQMD Permits & Reports (Landfill)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Landfill	UT-080	Benchmark Reports . Budget Reports to CNG	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Landfill	UT-081	Emergency Preparedness / Hazardous Materials	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Landfill	UT-082	Hazardous Materials Permits	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Landfill	UT-083	Landfill Operation Permits & Reports	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Landfill	UT-084	Spill Prevention Control and Countermeasure Plan (SPCC)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Oil & Gas	UT-015	Abandonments - Oil Wells	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Oil & Gas	UT-085	AQMD Permits & Reports (Oil & Gas)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Oil & Gas	UT-086	Emergency Preparedness / Hazardous Materials	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Lead Dept.	UT-103	Confined Space Entries	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Lead Dept.	UT-104	Generator Operation Logs & Inspections - Fixed / Stationary Generators	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Lead Dept.	UT-105	Generator Operation Logs & Inspections - Portable / Emergency Generators	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Oil & Gas	UT-017	Manuals - Operation and Maintenance for various equipment	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>No</del>
A	X			Utilities (UT)	Utilities / Oil & Gas	UT-018	Oil and Gas Production: Wells, Pumps, Condemnations	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Oil & Gas	UT-019	Oil and Gas Remediation	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Oil & Gas	UT-020	Oil and Mineral Rights	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>No</del>
A	X			Utilities (UT)	Utilities / Oil & Gas	UT-021	Oil Production Report Tickets / Run Tickets	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd

A	X			Utilities (UT)	Utilities / Oil & Gas	UT-022	Oil Well Information (Fire Protection System Plans, Inspections, Sprinklers, Evacuation Plans, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Oil & Gas	UT-023	Oil Well Information and Inspections - All : (Fire Protection System Plans, Inspections, Sprinklers, Evacuation Plans, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Oil & Gas	UT-024	Oil Well Inspections (Division of Gas, Fire, Fish & Game, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Oil & Gas	UT-025	Permits (Coastal Permits, AQMD, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Public Works or Utilities / Oil & Gas	UT-027	Project Files: Administration Files (CIP and Maintenance projects): Project Administration, Project Schedules, Meeting Minutes, Certified Payrolls, Invoices, Relocation Assistance, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Public Works	UT-026	Project Files: CIP Projects - Permanent File: Plans, Specifications, Materials Testing Reports, Notice of Completion, Project Study Reports, Record Drawings ("As Builts"), Regulatory Agency Approvals, Soils Reports, Structural Calculations, Surveys, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Oil & Gas	UT-028	Project Files: Utilities Maintenance Projects	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Oil & Gas	UT-087	Reports to Regulatory Agencies - Oil & Gas: Reports relating to Environmental (Pollution Control), Oil Operations, Royalties, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Oil & Gas	UT-088	Reports to SCAQMD (operation of fixed generators, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Wastewater	UT-089	AQMD Permits & Reports (Wastewater)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Wastewater	UT-029	Chemical Usage	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Wastewater	UT-031	Daily Division Work Diaries ("Red Books") (Operator's daily logs)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Lead Dept.	UT-106	Confined Space Entries	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Lead Dept.	UT-107	Generator Operation Logs & Inspections - Fixed / Stationary Generators	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Lead Dept.	UT-108	Generator Operation Logs & Inspections - Portable / Emergency Generators	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd

A	X			Utilities (UT)	Utilities / Wastewater	UT-032	Manuals - Operation and Maintenance for various equipment	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>No</del>
A	X			Utilities (UT)	Lead Dept. (General Services, Public Works, or Utilities)	UT-033	NPDES Monitoring Reports	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Orange County	UT-034	NPDES Permit (Issued to the County)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Public Works or Utilities / Wastewater	UT-036	Project Files: Administration Files (CIP and Maintenance projects): Project Administration, Certified Payrolls, Invoices, Relocation Assistance, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Public Works	UT-035	Project Files: CIP Projects - Permanent File: Plans, Specifications, Materials Testing Reports, Notice of Completion, Project Study Reports, Record Drawings ("As Builts"), Regulatory Agency Approvals, Soils Reports, Structural Calculations, Surveys, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Wastewater	UT-037	Project Files: Utilities Maintenance Projects	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Wastewater	UT-038	Reports to Regulatory Agencies - Wastewater: Monthly and Quarterly Reports, including backup data	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Wastewater	UT-090	Reports to SCAQMD (operation of fixed generators, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Wastewater	UT-039	Sanitary Spills and Overflows (SSOs)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Wastewater	UT-040	Sanitary Surveys of Drinking Water Systems	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Wastewater	UT-042	Sewer Line Maintenance (reports, records, work orders)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Wastewater	UT-098	Sewer System Management Plan (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Wastewater	UT-113	Source Control / Grease Disposal Permits	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Wastewater	UT-099	Source Control / Pretreatment Annual / Semi-Annual Reports / FOG (Fats, Oil & Grease	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Wastewater	UT-043	Station Maintenance Logs / Job Logs (Pumps, Well Logs, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd



A	X			Utilities (UT)	Utilities / Wastewater	UT-091	Waste Discharge Requirements Permit Fee	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Wastewater	UT-046	Wastewater Lateral Dig Out Agreements (private digging - we have billing records)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-047	Annual Water Quality Report (Consumer Confidence Report) / Public Water System Statistics	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Added 40 CFR 141.155. to Comments/Reference
A	X			Utilities (UT)	Utilities / Water	UT-048	AQMD Permits	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>Expiration</del>
A	X			Utilities (UT)	Utilities / Water	UT-049	Backflow Inspections / Approvals	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Added Cross-Connection Control Policy Handbook Section 2.5.1 requires records to be retained for the previous three calendar years to Comments/Reference; Removed <del>17-CCR 7605(f)</del> from Comments/Reference
A	X			Utilities (UT)	Utilities / Water	UT-050	Calibration Records (Lab Equipment)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-075	Chains of Custody / Water Analysis & Sampling: Chemical (Includes Chlorine Residuals, Disinfectant Residuals, Disinfection Byproducts, and Disinfection Byproduct Precursors)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Added 64537 to Comments/Reference
A	X			Utilities (UT)	Utilities / Water	UT-076	Chains of Custody / Water Analysis & Sampling: Lead & Copper	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-051	Chemical Use Report Form / Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Lead Dept.	UT-109	Confined Space Entries	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Public Works	UT-053	Construction Meters / Logs (temporary)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-054	Correspondence with Regulatory Agencies	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-055	Cross-Connection Samples	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-092	Customer Concerns / Customer Complaints / Reports: Odor / Taste / Visual Complaints - Drinking Water	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-056	Equipment Binders	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>No</del>

A	X			Utilities (UT)	Utilities / Water	UT-057	Equipment Repair Orders (includes pumps, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Lead Dept.	UT-110	Generator Operation Logs & Inspections - Fixed / Stationary Generators	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Lead Dept.	UT-111	Generator Operation Logs & Inspections - Portable / Emergency Generators	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-058	Hydrant and Valve Maintenance, Hydrant Flush (Route Forms)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-060	Manuals - Operation and Maintenance for various equipment	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd; Removed <del>No</del>
A	X			Utilities (UT)	Utilities / Water	UT-061	Meter History (Meter Service Cards)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-062	Meter Sets & Installs	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-063	Monthly Water Production Reports	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-064	Permits: Natural Gas, Propane, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Public Works or Utilities / Water	UT-066	Project Files: Administration Files (CIP and Maintenance projects): Project Administration, Project Schedules, Meeting Minutes, Certified Payrolls, Invoices, Relocation Assistance, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Public Works	UT-065	Project Files: CIP Projects - Permanent File: Plans, Specifications, Materials Testing Reports, Notice of Completion, Project Study Reports, Record Drawings ("As Builts"), Regulatory Agency Approvals, Soils Reports, Structural Calculations, Surveys, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-067	Project Files: Utilities Maintenance Projects	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-093	Report: MWD0C 5 Year Projection	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-094	Reports to Orange County Water District: Groundwater Pumping & Billing, Annexation C95ee, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-095	Reports to SCAQMD (operation of fixed generators, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
AN			X	Utilities (UT)	Utilities / Water	UT-095.5	Reservoirs: Flushing, Disinfection and Cleaning	Retention: Minimum 3 Years; Yes: After QC & OD added to Destroy Paper After Imaged & QC'd

A	X			Utilities (UT)	Utilities / Water	UT-097	Reservoirs: Reports, Inspections, etc.	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-068	Routes (Reading, etc)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-069	Service Request Database	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-070	Station Maintenance Logs / Job Logs (Pumps, Well Logs, etc.)	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-071	System Chlorination & Fluoridation	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-072	Valve Turning Data	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-077	Vulnerability Assessment / Emergency Response Plan / Risk & Resiliency Assessment / Hazard Mitigation Plan	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-073	Water Districts (outside agencies) / Projects outside City Boundaries	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd
A	X			Utilities (UT)	Utilities / Water	UT-074	Water Reports, Sampling & Testing: Bacteriological & Organics	Yes: After QC & OD added to Destroy Paper After Imaged & QC'd