



Office of the City Manager

CONSENT CALENDAR
May 19, 2026

To: Honorable Mayor and Members of the City Council
From: Paul Buddenhagen, City Manager
Submitted by: Mark Numainville, City Clerk
Subject: 2026 Records Retention Schedule

RECOMMENDATION

Adopt a Resolution approving the revised Records Retention Schedule in compliance with the City's Records Management Program and rescinding Resolution No. 68,661-N.S.

FISCAL IMPACTS OF RECOMMENDATION

There are some cost savings achieved by not storing duplicate records and copies.

CURRENT SITUATION AND ITS EFFECTS

The Records Retention Schedule is a key element in an effective records management program. While there are currently no state mandated guidelines regarding how often local agencies must update their schedules, state law requires state agencies to revise and update their schedule every five years or whenever a change occurs that impacts the maintenance or disposal of agency records. The City's Records Retention Schedule was last updated in November 2018. Several department functions have been reorganized since the last revision and changes in both federal and state retention requirements now make it necessary to adopt a revised Records Retention Schedule.

Notably, this revision marks the inclusion of electronic records in the City's Records Retention Schedule, reflecting the City's ongoing transition to digital record-keeping and ensuring comprehensive management of all records, regardless of format.

Adoption of a revised Records Retention Schedule will promote greater accuracy and efficiency cataloging records for inactive storage and retrieval of these records from the City's records center. Sound records management practices improve customer service, increase efficiency, and promote fiscal responsibility. The City Attorney's Office has reviewed each department schedule and all statutory citations for accuracy.

BACKGROUND

The City's Records Management Program, initially adopted in 1988, calls for periodic review and updates of the Records Retention Schedule. A records retention schedule is a listing of all records produced or maintained by an agency and the actions taken regarding the disposition of those records. A retention schedule is an agency's legal authority to receive, create, retain, preserve and dispose of official public records. It assists the City by documenting which records require office or temporary storage and which records should be destroyed because they no longer have administrative, fiscal, or legal value.

Included in this revision are:

- The revised General and Department Retention Schedules presented in final format for distribution after adoption. The General Schedule contains record series common to most departments.
- The schedule incorporates all recommendations and comments made by designated department records liaisons, records management staff, and the Office of the City Attorney.

The schedules for the Berkeley Public Library and Rent Stabilization Board are stand-alone schedules, and are submitted to the appropriate legislative bodies for adoption.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or sustainability impacts associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

Council's adoption of the proposed Resolution approving the revised Records Retention Schedule will ensure a systematic approach to managing the life cycle of City records, and sustain continued compliance with state laws and federal agency record-keeping guidelines.

ALTERNATIVE ACTIONS CONSIDERED

No alternatives were considered.

CONTACT PERSON

Mark Numainville, City Clerk, 981-6909

Attachments:

1: Resolution

Exhibit A: Digital Records Policy

Exhibit B: 2026 Records Retention Schedule

RESOLUTION NO. ##,###-N.S.

APPROVING A REVISED CITYWIDE RECORDS RETENTION SCHEDULE IN COMPLIANCE WITH THE CITY OF BERKELEY'S RECORDS MANAGEMENT PROGRAM AND RESCINDING RESOLUTION NO. 68,661-N.S.

WHEREAS, a system for managing the City's information assets, including records retention schedules for the final disposition and scheduled destruction of records and working papers that are no longer needed for administrative, legal, fiscal, historical, or research purposes, is deemed appropriate and essential for the effective conduct of the City's government process; and

WHEREAS, the City of Berkeley desires that no record shall be destroyed or otherwise disposed of by any department of the City unless it is deemed that the record has no further administrative, legal or fiscal value, and that the City Manager or their designee has deemed that the record is inappropriate for historical preservation; and

WHEREAS, Section 34090 of the California Government Code provides for the destruction, with certain exceptions outlined below, of any City record, document, instrument, book, paper, etc., without making a copy thereof, after the same is no longer required, if done with the approval of the City Council by resolution and the written consent of the Department Director, City Clerk and City Attorney; and

WHEREAS, the Department Directors, City Attorney and City Clerk have approved in writing the Records Retention Schedule and have consented to the specified retention periods in the Departmental Records Retention Schedules, attached hereto and made a part hereof; and

WHEREAS, retention is not required for non-record copies, preliminary drafts, or notes, which are not retained by the City in the ordinary course of business.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley as follows:

1. In accordance with Section 34090 of the California Government Code and Local Government Records Management Guidelines established by the Secretary of State under California Government Code Section 12236, the Council does hereby approve the revised Records Retention Schedule (Exhibit B) and the Digital Records Policy (Exhibit A), and authorizes the disposal of records once their stated retention periods have expired.
2. On each occasion a department desires to dispose of records, a Destruction Authorization Memo listing said records shall be provided to the City Clerk as outlined in the City's Records Management Manual.

3. When a Department Director, City Attorney, and City Clerk approve records for destruction, the department and records management staff will document the destruction of records in their destruction logs.
4. This Resolution does not authorize destruction of records set forth in Government Code Section 34090, which include:
 - a. Records affecting title of real property or liens thereon;
 - b. Court records or departmental records on any subject where litigation or audit is pending;
 - c. Record copies of files less than two years old;
 - d. Records required to be kept by statute; and
 - e. The minutes, ordinances, or resolutions of the City Council, or of a City board or commission.
5. The City will make every effort to identify, preserve and catalog historical records deemed of enduring value to the City.
6. The City Manager, or their designee, is hereby authorized, at their discretion, to make available to officials of the University of California Libraries, or any local historical or preservation society, any records or documents scheduled for destruction, excepting confidential records and documents, which will complement and enhance that entity's archival collections and further their preservation goals.

BE IT FURTHER RESOLVED that Resolution No. 68,661-N.S. is hereby rescinded.

Exhibit

A: Digital Records Policy

B: 2026 Records Retention Schedule

CITY of BERKELEY

Digital Records Retention Policy

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I. Purpose

The Digital Records Retention Policy establishes a framework for the management, retention, and disposal of digital records across all departments of the City of Berkeley. This policy is designed to ensure compliance with the California Public Records Act (CPRA), the Open Government Ordinance (BMC Ch. 2.06), and applicable provisions of the California Government Code. By adhering to these requirements, the policy enhances operational efficiency, protects sensitive information, and preserves the City of Berkeley's historical records.

II. Scope

This policy applies to all employees, contractors, and third-party service providers who create, receive, or maintain digital records on behalf of the City of Berkeley, except as specifically noted. It encompasses all digital records generated across City departments, including administrative, financial, legal and operational documents, as well as social media content, text messages, digital content/files on network drives, digital files contained in process management and database systems such as OnBase and Accela, and emails.

III. Definitions

Digital Records: All electronic information created, received, and maintained during business activities, including emails, documents, spreadsheets, databases, multimedia files, social media posts, and text messages subject to disclosure under the CPRA. Some types of Digital Records are listed on the Records Retention Schedule and some types are unclassified, but still subject to disclosure.

Databases: Databases consist of electronic files, tables, and fields of data, which manage and store information useful to the department or division. Databases are modified over time through the addition, deletion, or modification of data. Databases may be maintained by the City or hosted by outside sources.

Department of Record (DOR): The department within the City that is responsible for maintaining a particular record in accordance with this Policy and the Record Retention Schedule is considered the Department of Record. The Records Retention Schedule identifies the DOR for each record series. Typically, the DOR is the department that originates the record. Exceptions may be noted on the Records Retention Schedule.

Duplicate Copy: A record that is a copy of an Official Record if the copy is not within the definition of a Trusted Copy. In addition to hard copies of Official Records, Duplicate Copies also include, but are not limited to, database backups or other copies of electronic records. Duplicates should not be retained longer than the retention life of the Official Record.

Electronic Mail (E-mail): Messages and communications transmitted over internal and external networks are considered Electronic Mail.

Electronic Records: Records that contain information readable by machine or computer, and which may include information such as text, numbers, graphs, line drawings, pictures, images, video or sound are considered Electronic Records.

Examples of Electronic Records include, but are not limited to, the following: Audio or video recordings, electronic mail, Databases, Digital images, Presentation graphics, Word processing files, Spreadsheet files, AI-generated content or generative AI, and Voicemail.

Litigation Hold: A notice issued by the City Attorney's Office identifying records that must be retained for legal purposes, even if the record would normally be eligible for destruction.

Medium / Media: The physical format in which a record is maintained including, but not limited to, paper, photographic, micrographic, computer storage, and any other recording or storage method. For the purpose of this Policy, medium or media includes all Records kept in electronic format on any system capable of storing such medium or media.

Official Record: An Official Record is the original record or Trusted Copy having the legally recognized and enforceable quality of any writing containing information related to the conduct of the City's business.

Record: For retention purposes, a Record includes any writing containing information relating to the conduct of the business prepared, owned, used, or retained by the organization regardless of physical form or characteristics. Records include the subsets of trusted copies, confidential records, vital records, historical records, active records, inactive records, and electronic records, as defined within this Policy. (Gov. Code § 7920.530)

Records Retention Schedule (RRS): The RRS lists all record series which are prepared, owned, used, or retained by the City, and identify the required retention period for each record series. The RRS, and any amendments or updates thereto, are approved by City Council resolution. The Digital Records Retention Policy must not be construed to permit the destruction of any record in violation of the RRS.

Retention Period: The designated length of time that City records, including Digital Records, must be kept before they can be disposed of or archived pursuant to the Records Retention Schedule.

Trusted Copy: A Trusted Copy is a copy of an originally created record if the copy is created on a Trusted System. Trusted Copies are photographically, or electronically generated documents controlled by daily operational procedures and policies to ensure reasonable expectations of document integrity, free from

physical or electronic additions, subtractions, or other modifications that would change the content of the original document.

Once a Trusted Copy is created, it will replace the original source document, and the Trusted Copy must then be retained as the Official Record in accordance with the requirements of this Policy and the Records Retention Schedule.

Trusted System: As defined by Government Code section 12168.7(c), Trusted System means a combination of techniques, policies, and procedures for which there is no plausible scenario in which a document retrieved from or reproduced by the system could differ substantially from the document that is originally stored. Thus, a Trusted System includes any method of creation, management and/or storage of an Official Record, as defined within this Policy.

Writing: As defined by Government Code section 7920.545, Writing means any handwriting, typewriting, printing, photo stating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

Thus, Writing is a comprehensive definition that includes the subsets of public records, Trusted Copies, confidential records, duplicate copies, non-record writings, vital records, historical records, active records, inactive records, and Electronic Records, as defined within this Policy.

IV. Policy Statement

The City of Berkeley is committed to the responsible management of digital records. This policy ensures that records are retained for appropriate durations based on legal, regulatory, and operational requirements. It also facilitates access to records for transparency and accountability while safeguarding personal and sensitive information.

V. Retention Guidelines

Regardless of the format in which the communication is made, including electronic mail, facsimile, internet posting, postal mail, text message, or any other written or visual format, if the substance of the communication would otherwise qualify as a public record under this Policy, the RRS or the California Public Records Act, the record must be retained.

Under the CPRA, purely personal communications which do not relate to the conduct of City business are not subject to disclosure requirements and do not need to be retained. (See Gov. Code § 7920.530.)

Retention for Alternate Media

Media	Retention Period	Law Specifying Retention Period
Microsoft Teams messages and chats	2 years from creation	Dept. Policy
Social Media: NextDoor, X, LinkedIn, Instagram, Bluesky	Indefinite, unless deleted by staff for policy, legal reasons.	Platform Policy
Social Media: Instagram Stories	Visible for 24 hours to public; Up to two years for staff.	Platform Policy
Text Messages that are a City Record	Minimum of 2 years, or longer per Records Retention Schedule	Gov. Code § 34090; Applicable Records Retention Schedule

Retention for Files and Email

Type of Record	Retention Period	Law Specifying Retention Period
Document Files in OneDrive and SharePoint	Minimum of 2 years, or longer per Records Retention Schedule	Dept. Policy and Gov. Code § 34090
Emails	Automatically deleted after two (2) years. ¹ Save emails to the network or SharePoint/OneDrive if longer retention required by RRS or administrative value	City Administrative Policy
Document Files on Network Drives	Minimum of 2 years, or longer per Records Retention Schedule	Dept. Policy or Gov. Code § 7920.530(a)

¹ The two-year automatic deletion period for email does not apply to officials and employees in Mayor and Council offices.

Email Retention

The City provides an email system to its employees as a convenient and efficient medium of communication. Email messages are temporary communications and the email system is not intended to be used as the repository for public records. To the extent that email messages which are generated or received through the City's computer systems constitute business records to be retained pursuant to the City's RRS or a department's own retention policy, such email messages shall be retained as set forth below.

Email messages that do not otherwise serve a business purpose (including, but not limited to, draft communications, administrative communications, etc.) shall be routinely discarded. For that reason, each employee who uses the City email system has the same responsibility for their email messages as they do for any document they obtain in the course of their official duties and must decide which communications should be retained for business or legal reasons and which should be discarded.

Electronic mail that qualifies as a public record should be removed from an employee's electronic mail system and placed in a paper or electronic file where it is properly labeled and easily accessible for future public records searches. If the RRS does not require retention of the email, employees may either delete it as soon as it is no longer necessary for the immediate discharge of official duties or

store it in a network folder for as long as deemed appropriate. In any case, whether to satisfy records retention obligations or merely to serve administrative needs, employees may not store emails in the email system indefinitely.

Employees should seek guidance from their division managers or department heads to determine the specific time requirements applicable to records and electronic correspondence generated, received and/or maintained by their department in accordance with their department's records retention schedule. Employees are strongly encouraged to review the email content of subfolders on a regular basis and to delete any content for which retention is not required.

Be advised that emails in a deleted items folder in Outlook remain disclosable. The CPRA covers all records "prepared, owned, used or retained" by the City. (Gov. Code § 7920.530(a)). Records in a deleted items folder are still in the City's possession and therefore still subject to disclosure.

Similarly, attachments in an email may be considered public records. Generally, attachments to an email are considered subject to disclosure the same as the body of the email.

Special Procedures for Litigation Holds

Regardless of Citywide or departmental records retention requirements, all City records (in any form) pertaining to a threatened or actual legal action must be retained until the litigation is concluded, even if a record would have been eligible for destruction under the RRS.

For records (including email) subject to a Litigation Hold, the City Attorney will notify the IT Department and the Department of Record regarding the pending litigation. The notice will include the subject matter or search terms to be used to identify the records subject to the hold.

Upon receipt of the notice, the IT Department will hold and quarantine subject emails and other records, as appropriate.

Upon receipt of the notice, the Department of Record will execute a search for records in any format (digital, hard copy, etc.) and save the records in a network folder or physical file, noting that these records are not subject to destruction until authorized by the City Attorney's Office. Department employees must also save any responsive records maintained on personal devices or in personal accounts

The City Attorney's Office will notify IT and the Department of Record when the records under the litigation hold may be released and managed according to the RRS.

Text Messages

Staff shall ensure that City-issued cell phones are configured to retain text messages for at least two years. Text messages that do not require longer preservation under a retention code on the RRS should be deleted after two years.

Use of text messages should be limited to communications that do not contain decisions or actions pertaining to official City business. Retention requirements apply to all City records and to text messages on City devices. The retention statute does not make explicit reference to messages on personal devices. (See Gov. Code § 34090) Nonetheless, records on personal devices which relate to City business and are therefore “public records” are subject to these retention requirements, as well as the CPRA and the RRS. (*San Jose v. Superior Court* (2017) 2 Cal.5th 608, 629.) Therefore, text messages that fall under a retention code on the RRS on both City devices and personal devices related to City business must be retained according to the RRS.

VI. Responsibilities

The City Clerk Department is responsible for the creation and updating of this policy, ensuring compliance with retention schedules, and providing necessary training to staff regarding proper retention. City department heads must ensure that their staff are aware of and adhere to this policy, maintaining departmental records in compliance with the established timelines. All employees are responsible for managing digital records in accordance with this policy and the RRS and reporting any issues to their supervisors. The IT Department will implement secure storage solutions and data protection measures for digital records. The City Attorney’s Office will review the policies and ensure that all retention practices follow the laws of the City of Berkeley and the State of California.

VII. Storage and Security

Digital records must be stored in secure systems that protect against unauthorized access, loss, or damage. Measures include utilizing encrypted storage solutions, implementing access controls to restrict data access to authorized personnel, and conducting regular backups to prevent data loss.

VIII. Disposal of Records

When the retention period for a record has expired, the record must be disposed of securely to protect sensitive information. Digital records should be deleted from electronic systems and back-up servers using secure deletion methods that prevent recovery. Before digital records that are listed on the RRS can be disposed, a destruction certificate must be completed and approved by the Department Head, City Clerk, and City Attorney to ensure compliance with applicable policies and regulations and to ensure the records are not subject to a litigation hold.

IX. Training and Awareness

All employees handling digital records will be offered training on this policy and best practices for records management. Regular training courses will be conducted by the City Clerk Department to ensure ongoing compliance and awareness among staff.

X. Review and Updates

This policy will be reviewed annually by the City Clerk, City Attorney, and IT Departments and updated as necessary to ensure compliance with legal requirements and the evolving needs of the City of Berkeley. Any changes will be promptly communicated to all City of Berkeley employees.

XI. Effective Date

This policy is effective as of [Date of Council Resolution]. And will remain in effect until amended or repealed.

XII. Contact Information

For questions regarding this policy or records management practices, please contact the City Clerk Department at records@berkeleyca.gov.

RECORDS RETENTION SCHEDULE - GENERAL SCHEDULE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
ADMINISTRATION					
GRS101	ACCIDENT/INCIDENT REPORTS Reports of accidents to persons on City property or in any other situation in which the City could be a party to a lawsuit.	CL+7	None	CL+7	State of California Guidelines
GRS102	AUTO ALLOWANCE	2	None	2	GC 34090
GRS103	BUDGET DOCUMENTATION - DEPARTMENT WORK PAPERS Records used exclusively for the preparation of budgets, including budget requests, justification statements, and similar documents.	FYE+2	None	FYE+2	GC 34090
GRS104	BUDGET DOCUMENTATION - DEPARTMENTAL Fund encumbrance and expenditure reports. Status report showing expenditures and encumbrances against a budget, i.e., Budget Performance Report.	FYE+2	None	FYE+2	GC 34090
GRS105	CERTIFICATES AND LICENSES Certificates, licenses, or permits required for employees to qualify for or remain eligible to hold a position requiring certification or licensing. *Retention Note: Unless specified otherwise on a specific department schedule.	US+5	None	US+5*	City Policy
GRS106	PUBLIC COMPLAINTS/INQUIRY Complaints received from the public by a governing body or any officer or employee relating to City policy. *Retention Note: 2-year retention applies to complaints of a general nature that do not fall into another complaint category noted in this or another schedule.	AS+2	None	AS+2*	GC 34090
GRS107	DEPARTMENT COPY OF CONTRACTS, LEASES, MOUS, AND AGREEMENTS Includes contracts for services, equipment, supplies, etc. (Department Copy – Vital Record is filed with City Clerk; see CLK601a, b, & c).	AV	None	AV	City Policy

RECORDS RETENTION SCHEDULE - GENERAL SCHEDULE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
GRS109	<p>CORRESPONDENCE AND INTERNAL MEMORANDA - POLICY AND PROGRAM DEVELOPMENT</p> <p>Records pertaining to the formulation, research, planning, modification, implementation, or redefinition of City policies, programs, services, or projects.</p> <p>*Retention Note: Review carefully; some records may merit permanent retention for historical reasons.</p>	US+5	None	US+5*	City Policy
GRS110	<p>CORRESPONDENCE AND INTERNAL MEMORANDA - ADMINISTRATIVE</p> <p>Documents pertaining to or arising from routine administration or operation of City policies, programs, services, and projects (includes both incoming and outgoing documents).</p>	CYE+2	None	CYE+2	City Policy
GRS112	<p>CORRESPONDENCE AND INTERNAL MEMORANDA - CHRONOLOGICAL FILES (A.K.A. "CHRON" OR "CHRONO" FILES)</p> <p>Copies of correspondence and/or reports arranged in chronological order (by date issued) for quick reference.</p>	AV	None	AV	City Policy
GRS113	<p>FINANCIAL REPORTS - PERIODIC</p> <p>Monthly, bimonthly, quarterly, or semi-annual financial reporting on accounts, funds, or projects of the City created either for internal use or submission to State agencies, except specific reports of similar types noted in this or other schedules.</p>	FYE+2	None	FYE+2	GC 34090
GRS114	<p>GOALS AND OBJECTIVES</p> <p>Department performance measures, goals, and objectives.</p>	CYE+2	None	CYE+2	GC 34090
GRS115	<p>MINUTES/NOTES (STAFF)</p> <p>Informal minutes of internal staff meetings.</p>	AV	None	AV	City Policy
GRS116	<p>NEWS RELEASES, NEWSLETTERS, AND PRESS RELEASES</p> <p>*Retention Note: Review carefully; some records may merit permanent retention for historical reasons.</p>	CYE+2	None	CYE+2*	City Policy
GRS117	<p>ORGANIZATIONAL CHARTS</p> <p>See Biennial Budget for official organization charts.</p>	US	None	US	City Policy

RECORDS RETENTION SCHEDULE - GENERAL SCHEDULE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
GRS118	<p>HISTORICAL INFORMATION - PHOTOGRAPHS, RECORDINGS, AND NON-TEXTUAL MEDIA Photographs, scrapbooks, slides, sound recordings, videotapes, posters, and other non-textual media that document the history and activities of the City or any of its departments, programs, or projects except such records noted elsewhere in this or other schedules. *Retention Note: Most media of this type must be retained for historical reasons, but latitude is allowed for record-keepers in determining to what extent an item documents the history and activities of the City. If it is determined that it does not, it need be kept only as long as administratively valuable.</p>	PERM	None	PERM*	City Policy
GRS119	<p>POLICY AND PROCEDURE DOCUMENTATION Executive orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and regulations governing the operations or activities of the City as a whole or any of its departments, programs, services, or projects.</p>	US+5	None	US+5	City Policy
GRS120	<p>PUBLICATIONS - PROMOTIONAL AND MARKETING MATERIALS Pamphlets, reports, studies, proposals, and similar material printed by or for the City or any department, division, or program and distributed, or intended for distribution on request to City staff or to the public.</p>	US+2	None	US+2	City Policy
GRS121	<p>PURCHASING RECORDS Departmental requisitions, purchase orders, requests for encumbrance (FN-024), warehouse requisitions, invoices.</p>	FYE+2	None	FYE+2	City Policy
GRS122	<p>INCOMING PAYMENTS *Retention Note: Length of time kept is dependent on requirement of the receipt.</p>	AV	None	AV*	City Policy

RECORDS RETENTION SCHEDULE - GENERAL SCHEDULE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
GRS123	PUBLIC RECORDS REQUESTS Department and public requests for records. Includes original request, correspondence and other documentation relating to the request, complex research compilations prepared for administrative requests, audits and litigation support, and public record requests.	CL+2	None	CL+2	GC 34090
GRS125	REPORTS AND STUDIES (NON-FISCAL) - ANNUAL REPORTS Reports, performance audits, or planning studies submitted to the Council, City Manager, Mayor, or State agency, on the performance of a department, program, or project, or for planning purposes. Includes those prepared by consultants under contract with the City.	PERM	None	PERM	City Policy
GRS127	REPORTS AND STUDIES (NON-FISCAL) Special reports or studies prepared by order or request of the City Manager, routine monthly, bimonthly, quarterly or semi-annual reports.	CYE+2	None	CYE+2	City Policy
GRS130	TRAVEL RECORDS	CYE+2	None	CYE+2	GC 34090
GRS132	EMAIL & TEXT MESSAGES	2	None	2	City Policy
CM402	CASH EDIT SHEETS Cash edit listings, deposit slip copies and credit card settlement statements, and supporting documents for the cash edit sheets. Departments maintain all supporting documentation separate from Finance.	6 months	4.5	5	City Policy
CM403	CREDIT CARD SLIPS	6 months	4.5	5	City Policy
BOARDS AND COMMISSIONS					
GRS202	AGENDAS - BOARDS AND COMMISSIONS AGENDA PACKETS AND SUPPORTING DOCUMENTATION Retain one copy of each document submitted to a meeting of a governing body for consideration, approval, or action, if such action is reflected in minutes of the meeting. Includes appeals.	CYE+3	5	CYE+8	GC 34090

RECORDS RETENTION SCHEDULE - GENERAL SCHEDULE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
GRS204	<p>MINUTES - BOARDS AND COMMISSIONS Official written minutes *Retention Note: Hard copy of signed adopted minutes must be retained permanently; electronic copy may be maintained as a convenience duplicate.</p>	1	PERM	PERM*	City Policy
GRS205	<p>MEETING RECORDINGS - BOARDS AND COMMISSIONS Audio and/or video recordings of meetings for which written minutes are prepared.</p>	90 days	None	90 days	City Policy
GRS206	COMMISSIONER ATTENDANCE RECORDS	10	None	10	GC 34090
GRANTS					
GRS301	<p>GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS, EXTERNAL SOURCES Successful federal, state, and county grant applications and proposals, invoices and any documentation that modifies the terms of a grant. Reports, planning memoranda, studies, correspondence, and similar records created for and used in the development of successful grant proposals. Financial, performance, and compliance reports submitted to grantor or sub-grantor agencies. *Retention Note: Unless the grant requires a longer retention period.</p>	CL+5	None	CL+5*	GC 34090
GRS302	<p>GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS Records relating to unsuccessful grant proposals.</p>	CYE+2	None	CYE+2	GC 34090
PERSONNEL AND PAYROLL					
GRS402	<p>EMPLOYEE TIME SHEETS/CARDS - DEPARTMENT COPIES Includes application for leave of absence – leave requests. Retain for grant fund audit and FEMA reports. Maintained in paper format, scanned and sent to the City Auditor.</p>	AV	None	AV	GC 34090.7

RECORDS RETENTION SCHEDULE - GENERAL SCHEDULE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
GRS403	SUPERVISOR'S FILES Department copy of personnel documents, including performance evaluations and goals. Human Resources retains official record copy of all personnel records. Send to Human Resources after the person separates from the City.	AV	None	AV	GC 34090.7
GRS404	EMPLOYEE SECURITY RECORDS - IDENTIFICATION AND ACCESS Records created to control and monitor the issuance of keys, ID cards, passes, or similar instruments of identification and access to controlled spaces.	AE+2	None	AE+2	GC 34090
GRS405	EMPLOYEE SECURITY RECORDS - PARKING Records relating to issuance of parking permits.	US+2	None	US+2	GC 34090
GRS406	PAYROLL REPORTS AND RELATED RECORDS Budget reports on spending for personnel costs.	FYE+2	None	FYE+2	GC 34090

Retention Codes	
AE	After Expiration
AS	After Settlement
AV	Administrative Value
CL	Close/Completion
CYE	Current Year End
FYE	Fiscal Year End
US	Until Superseded

RECORDS RETENTION SCHEDULE - CITY ATTORNEY

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
ATTY101	CLAIM FILES Denied, denied late, and paid claims.	CL+1	2	CL+3	Dept. Policy
ATTY102	FAIR CAMPAIGN PRACTICES COMMISSION (FCPC) INVESTIGATIONS Investigations of committees subject to the Berkeley Election Reform Act of 1974.	CL	4	CL+4	Dept. Policy
ATTY104a	LITIGATION CASE FILES, GENERAL Maintained in electronic and paper format.	AS	10	AS+10	Dept. Policy
ATTY104b	LITIGATION CASE FILES / HISTORICAL FILES Significant cases, which have importance or set legal precedence, should be kept permanently for historical reference. Maintained in electronic and paper format. Records Prior to 2025 will be PERM Retention.	AS	PERM	PERM	Dept. Policy
ATTY105	ADVICE (LEGAL OPINIONS) Copies of all opinions issued by the City Attorney's office.	PERM	None	PERM	Dept. Policy
ATTY106	OPEN GOVERNMENT COMMISSION (OGC) Complaints of violations of the Open Government Ordinance and investigations of complaints.	CL	4	CL+4	Dept. Policy

Retention Codes	
AS	After Settlement
CL	Close/Completion

RECORDS RETENTION SCHEDULE - CITY AUDITOR

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
ADMINISTRATION - PERFORMANCE AUDIT					
AUD101	AUDIT REPORTS - GENERAL AUDIT DIVISION Internal and external audits. Maintained in both paper (older records) and electronic format. Maintained electronically since 2012.	PERM	None	PERM	Dept. Policy
AUD102	PERFORMANCE AUDIT - WORK PAPERS Maintained electronically.	5	None	5	Dept. Policy
AUD103	BUSINESS LICENSE TAX AUDIT - WORK PAPERS Accounts receivable, audit work papers, correspondence, status reports, etc.	5	None	5	Dept. Policy
PAYROLL					
AUD201	AUTHORIZATION - SIGNATURE Auto allowance, fleet cars users, delegated payment holder, commission declaration, and authorized signatures for payroll purposes. Paper records updated annually or after a change. Authorized signatures stored by department. Other records stored by employee.	1	2	3	Dept. Policy
AUD202	EMPLOYEE BENEFITS - CASH-IN-LIEU Declaration forms, payments, and other documents related to cash-in-lieu of benefits paid by payroll date. Maintained in paper format.	1	5	6	Dept. Policy
AUD203a	EMPLOYEE BENEFITS - HEALTH INSURANCE ENROLLMENT Annual enrollment for Kaiser, COBRA, dental, life, and other related open enrollment and dental changes. Maintained in paper format.	1	5	6	Dept. Policy
AUD203b	EMPLOYEE BENEFITS - HEALTH INSURANCE PAYMENTS Payments to Kaiser, COBRA, dental, life, and other related health benefit payment records. Payment records maintained by pay period. Maintained in paper format.	1	5	6	Dept. Policy

RECORDS RETENTION SCHEDULE - CITY AUDITOR

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
AUD204	<p>EMPLOYEE BENEFITS - PERS Public Employees' Retirement System (PERS) membership application, retirement application, PERS option, PERS contribution records, and other related documents. Maintained in paper format.</p> <p>*Retention Note: PERS reports prior to 1995, keep to 2040.</p>	5	40	45*	Dept. Policy
AUD205	<p>PAYROLL CERTIFICATION Payroll summary for each pay period that is prepared and certified by the Auditor. Sent to Finance to approve the payroll. Maintained in paper format.</p>	2	5	7	Sarbanes-Oxley Act of 2002 §802
AUD206	<p>DEDUCTION AUTHORIZATIONS Auto charges, combined charities, credit union, deferred compensation, dependent care, fleet cars, garnishment, levies, court orders, Glock gun loans, optional disability, SRIP, union dues, and other related documents.</p> <p>*Retention Note: Retain 5 years after separation, amendment, expiration, or termination of authorization, whichever is sooner. Documents are currently maintained in electronic format. Documents prior to 2025 are maintained at offsite storage.</p>	AT+5	None	AT+5*	Dept. Policy
AUD207	<p>PAYROLL RECORDS - CHECK REGISTER Register records, payroll check number, amount by employee's name and cost center. Maintained in paper and electronic format.</p>	8	None	8	Dept. Policy
AUD208	<p>PAYROLL RECORDS - EARNING HISTORY Earning records, year-end statement, year-end edit.</p> <p>*Retention Note: Earning history prior to 1995 in paper format, keep until 2040.</p>	5	25	30*	Dept. Policy
AUD209	<p>PAYROLL RECORDS - EMPLOYEE TRANSACTION (PN004) Copies of personnel action forms and other records from Human Resources.</p>	2	None	2	GC 34090
AUD210	<p>PAYROLL RECORDS - GROSS PAY ADJUSTMENT Payroll adjustment documents for over or under payments.</p>	2	3	5	Dept. Policy

RECORDS RETENTION SCHEDULE - CITY AUDITOR

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
AUD211	PAYROLL RECORDS - LEAVE ADJUSTMENTS Administrative leave, compensatory time, sick leave, and vacation leave adjustments.	2	3	5	Dept. Policy
AUD212	PAYROLL RECORDS - MANUAL ISSUES AND VOIDS Document and worksheet for manual check issues and voids. Maintained in paper format.	5	None	5	Dept. Policy
AUD214	PAYROLL RECORDS - PAYROLL TAX Federal income tax returns, State income tax, SDI and unemployment insurance tax returns, IRS and State EDD correspondence. Maintained in paper format.	3	5	8	Dept. Policy
AUD215	PAYROLL RECORDS - PENSION PAYROLL Pension earning history and other pension payroll related records. Inactive City pension system with paper records still maintained for retention. *Retention Note: Pension payroll prior to 1995, keep until 2035.	5	35	40*	Dept. Policy
AUD216	PAYROLL RECORDS - STATE DISABILITY INSURANCE CLAIMS SDI claims, leave coordination, and calculation records. Used to justify the reduction of pay to the employee. Maintained in paper format.	3	2	5	Dept. Policy
AUD217	PAYROLL RECORDS - TIME CARDS Individual employees' time for each pay period. Maintained in paper format.	6 months	8	8.5	Dept. Policy
AUD218	PAYROLL RECORDS - WORKERS COMPENSATION Workers compensation calculations and other related records such as index cards with lost time data, etc.	5	15	20	Dept. Policy
AUD219	PAYROLL RECORDS - W-2, W-2C, AND W-2P FORMS Wage and tax statements for individuals and pensioners. Maintained in paper format.	40	None	40	Dept. Policy

RECORDS RETENTION SCHEDULE - CITY AUDITOR

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
AUD220	PAYROLL RECORDS - W-4 Employees' withholding allowance certificate. Maintained in paper format.	US+2	4	US+6	California Code, Revenue and Taxation Code - RTC § 19704

Retention Codes	
AT	After Termination
US	Until Superseded

RECORDS RETENTION SCHEDULE – CITY CLERK

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
ADMINISTRATIVE FILES					
CLK101	DOMESTIC PARTNERSHIP AFFIDAVITS Affidavits of Domestic Partnership and Statements of Termination of Domestic Partnership filed with the City Clerk.	CYE+5	PERM	PERM	Dept. Policy
CLK105	OATH OF OFFICE FOR DEPUTIZATION OF APPOINTED CITY STAFF SECRETARY OF STATE AUTHORIZATION	AT+6	None	AT+6	Dept. Policy
BOARDS, COMMISSIONS, COMMITTEES					
CLK201	COMMISSION ADMINISTRATION FILES Chair and vice-chair elections, attendance reports; general communications sent to all secretaries.	CYE+5	None	CYE+5	Dept. Policy
CLK202	COMMISSIONERS' MANUAL Manuals are adopted by Council resolution. Retain one copy permanently for historical reference as part of the resolution file (CLK706).	US+2	None	US+2	Dept. Policy
CLK203	INDIVIDUAL COMMISSIONER FILES Contains original applications for appointment, oath of office, and correspondence related to appointment, service, and termination.	AT+5	None	AT+5	Dept. Policy
CLK204	MEMBERSHIP ROSTERS Historical data relating to commission appointments and termination information. Paper rosters maintained up until 2009, and electronically afterwards.	CYE	PERM	PERM	Dept. Policy
BOND FILES, DEEDS, FRANCHISES					
CLK302	DEEDS Original deeds to City-owned property. Vital record.	CL	PERM	PERM	Dept. Policy
CLK303	FRANCHISE AGREEMENTS Original agreements authorizing franchises and related ordinances not in contract form.	PERM	None	PERM	Dept. Policy

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RECORDS RETENTION SCHEDULE – CITY CLERK

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
CLK305	SPECIAL TAX DISTRICT PROPERTY DOCUMENTS Includes unanimous approval, Information Verification Form, program terms, Notice of Special Tax Lien, installer invoice, CSI rebate reservation.	CL	PERM	PERM	Dept. Policy
CHARTER					
CLK401a	ORIGINAL CHARTER AND AMENDMENTS Chapter designations by the Secretary of State; see Elections.	PERM	None	PERM	GC 34090, GC 34458 - GC 34460, Dept. Policy
CLK401b	OUTDATED CHARTERS	PERM	None	PERM	Dept. Policy
CONFLICT OF INTEREST - ECONOMIC INTEREST STATEMENTS					
CLK501	CANDIDATES FOR ELECTIVE OFFICE - FORM 700 - MAYOR AND COUNCIL Prior to election, a copy of candidates' conflict of interest statements are filed with candidates' election forms (see Elections). *Retention Note: Originals are filed electronically with the FPPC, copies retained in office.	7	None	7*	GC 81009 (f)
CLK502	CANDIDATES FOR ELECTIVE OFFICE - FORM 700 - AUDITOR, SCHOOL BOARD, AND RENT BOARD Prior to election, candidates' conflict of interest statements are filed with candidates' election forms (see Elections). Once elected, forms are filed separately from the official election files. *Retention Note: School Board Only-originals are filed with County Clerk of Board of Supervisors, copies retained in office.	7	None	7*	GC 81009 (e)
CLK503	EMPLOYEES, CONSULTANTS, BOARDS AND COMMISSION MEMBERS - FORM 700 Applies to all commissions and job classifications designated in the City's Conflict of Interest Code. Includes designated employees, consultants, board, committee, and commission members, Rent Board, and Auditor. Maintained in either electronic and paper format depending on the filer type.	7	None	7	GC 81009 (e)

RECORDS RETENTION SCHEDULE – CITY CLERK

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
CLK504	<p>MAYOR, COUNCIL, CITY MANAGER, CITY ATTORNEY, FINANCE DIRECTOR, PLANNING COMMISSIONERS, ZONING ADJUSTMENTS BOARD MEMBERS - FORM 700</p> <p>*Retention Note: Originals are filed electronically with the FPPC, copies retained in office. Maintained in both paper and electronic format. Electronic format only after 1/1/2025.</p>	4	None	4*	GC 81009 (f)
CONTRACTS					
CLK601a	<p>VITAL RECORDS CONTRACTS AND AMENDMENTS (PERMANENT)</p> <p>Includes contracts in which contractor is a health care provider or health clinic, development of real property including engineering consult and design, subdivision agreements and development agreements approved by Ordinance, agreements granting easements, loan agreements.</p>	AT	PERM	PERM	City Attorney Opinion 7/10/91, GC 65864, GC 65869.5
CLK601b	<p>VITAL RECORDS CONTRACTS AND AMENDMENTS</p> <p>Includes contracts for services, employment contracts for charter officers, equipment, supplies, contracts with county, state, or federal government funding sources.</p>	AT	5	AT+5	City Attorney Opinion 7/10/91
CLK601c	<p>VITAL RECORDS CONTRACTS AND AMENDMENTS FOR PROPERTY LEASES, SALES AND PURCHASES</p> <p>Contracts for the lease, sale, or purchase of real property. Includes agreements from November 2018 forward.</p>	AT	PERM	PERM	City Attorney Opinion 7/10/91, Dept. Policy
CLK602a	<p>VITAL RECORDS CONTRACT EXTENSION LETTERS (PERMANENT)</p> <p>The electronic copy of the extension letter is scanned and attached to the original contract in the digital records repository. Paper copy is maintained at offsite storage.</p>	CL	PERM	PERM	Dept. Policy
CLK602b	<p>VITAL RECORDS CONTRACT EXTENSION LETTERS (AT+5)</p> <p>The electronic copy of the extension letter is scanned and attached to the original contract in the digital records repository. Paper copy is maintained at offsite storage.</p>	AT	5	AT+5	Dept. Policy

RECORDS RETENTION SCHEDULE – CITY CLERK

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
CITY COUNCIL, STANDING COMMITTEES OF THE COUNCIL, AND LEGISLATIVE BODIES COMPRISED OF THE FULL CITY COUNCIL					
CLK701a	COUNCIL OFFICIAL WRITTEN MINUTES Vital and historical records.	1	PERM	PERM	GC 34090(e)
CLK701b	COUNCIL VIDEO RECORDINGS VHS & DVD recordings maintained until March 2020. Video files kept from 2007 forward, and Zoom recordings maintained after March 2020.	2	PERM	PERM	GC 34090
CLK702	MINUTES - CLOSED SESSIONS Confidential closed session minutes per BMC 2.04.025. Vital and historical records.	PERM	None	PERM	GC 34090(e)
CLK703	MINUTE FILES - AGENDA PACKETS Agenda items and background materials, including Council reports, follow-up correspondence, communications to Council, and land use appeal records.	1	PERM	PERM	Dept. Policy
CLK704	CITY COUNCIL STANDING COMMITTEE MINUTE FILES	CYE+2	PERM	PERM	Dept. Policy
ORDINANCES					
CLK705a	ORIGINAL ORDINANCE FILES Vital and historical records.	NONE	PERM	PERM	GC 34090(e)
CLK705b	BOUND ORDINANCE BOOKS Signed, Official Ordinances. May also include typewritten ordinances published in the newspaper. Vital and historical records.	3	PERM	PERM	GC 34090(e)
CLK706	RESOLUTIONS Vital and historical records.	3	PERM	PERM	GC 34090(e)
ELECTIONS					
CLK801	BALLOTS Voted, contested, surrendered absentee (unused) ballots, polling place and absentee, spoiled and cancelled ballots - destroy 6 months after day of election. *Retention Note: If election is contested [EC-17302(C)] retention is by court order. *Retention Note: For non-consolidated City elections.	EL+6 months	None	EL+6 months*	EC 15551, EC 17302

RECORDS RETENTION SCHEDULE – CITY CLERK

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
CLK802	<p>BALLOTS - UNUSED Ballots submitted to precincts/City Clerk that were not used; defacement and destruction may be done right after polls closed, or sealed and destroyed after 10 days. Retention Note: For non-consolidated City elections.</p>	EL+6 months	None	EL+6 months	EC 14403, EC 14404, EC 14405
CLK803	<p>CANDIDATE FILING FORMS AND NOMINATION DOCUMENTS Submitted in order to qualify for candidacy; includes nomination paper, ballot designation worksheet, certification of residency, code of fair campaign practices, Form 700, candidate statement of qualifications, consent forms for use of endorser names, copy of Form 501, Rent Board Declaration, etc.</p>	AT+4	None	AT+4	EC 17100, Dept. Policy
CLK804	<p>MASS MAILINGS Copy of campaign mailers sent by an officeholder, candidate, or committee to constituents, mass mailing certification form.</p>	EL+4	None	EL+4	FCPC R2.12.045(b), BMC 2.12.045
CLK805	<p>OFFICIAL CHRONOLOGICAL ELECTION FILES Notices and affidavits, ballot measure files - arguments, authorization forms, City Attorney analysis, sample ballot pamphlets, certification documents, oaths of office, correspondence, candidate guide, blank forms, procedures, electronic files.</p>	EL+6 months	PERM	PERM	Dept. Policy
CLK806a	<p>PETITIONS - CONFIDENTIAL PLACED ON BALLOT Initiative, referendum, charter amendment, and recall petitions with original signatures.</p>	EL+8 months	None	EL+8 months	EC 17200; GC 7924.110
CLK806b	<p>PETITIONS - CONFIDENTIAL NOT PLACED ON BALLOT Initiative, referendum, charter amendment, and recall petitions with original signatures.</p>	8 months	None	8 months	EC 17200; GC 7924.110
CLK806c	<p>PETITIONS - CONFIDENTIAL ADMINISTRATIVE FILE Initiative, referendum, charter amendment, and recall petitions with original signatures.</p>	EL+2	None	EL+2	Dept. Policy

RECORDS RETENTION SCHEDULE – CITY CLERK

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
CLK807	<p>PRECINCT OFFICIAL MATERIAL Contains precinct officer’s declaration of intention, precinct board member applications, orders appointing members of precinct boards, and designating polling places, including notice of appointment of office and record of service. *Retention Note: For non-consolidated City elections.</p>	EL+6 months	None	EL+6 months*	EC 17503
CLK808	<p>VOTER ROSTERS AND INDICES Rosters or indices used by precinct officials; the roster may be in the form of an index to the affidavits of registration for that precinct, in which case the index will provide sufficient space for the voters to sign their names. *Retention Note: For non-consolidated City elections.</p>	EL+5	None	EL+5*	EC 17300
CLK809	<p>MUNICIPAL ASSESSMENT ELECTIONS Elections affecting real property, i.e., Undergrounding Utility Districts, Fire Assessment, and Lighting. Voted and returned ballots, Notice of Assessment, roster list, engineer’s report, process and procedure documentation, outside counsel’s Transcript of Proceedings, undeliverable or RTS ballots, City-owned parcel ballots, tabulation documents, and Clerk certification.</p>	EL+6 months	18 months	EL+2	GC 53753(e)(2)
CLK810	<p>BUSINESS IMPROVEMENT DISTRICT (BID) ASSESSMENT ELECTIONS Includes ballots and protest letters.</p>	EL+2	None	EL+2	GC 53753; GC 53755
FAIR POLITICAL PRACTICES COMMISSION (FPPC)					
CLK901a	<p>CAMPAIGN STATEMENTS FILED BY CANDIDATES FOR MAYOR AND CITY COUNCIL OR COMMITTEES SUPPORTING ANY OFFICEHOLDER OR CANDIDATE - ELECTED CANDIDATES Includes all pre-election statements, semi annual statements, statements of termination, and all public financing filings.</p>	1	PERM	PERM	GC 81009(b), BMC 2.12.045

RECORDS RETENTION SCHEDULE – CITY CLERK

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
CLK901b	CAMPAIGN STATEMENTS FILED BY CANDIDATES FOR MAYOR AND CITY COUNCIL OR COMMITTEES SUPPORTING ANY OFFICEHOLDER OR CANDIDATE - NON-ELECTED CANDIDATES Includes all pre-election statements, semi annual statements, statements of termination, and all public financing filings.	EL+1	4	EL+5	GC 81009(b), BMC 2.12.045
CLK902	CAMPAIGN STATEMENTS FILED BY CANDIDATES FOR SCHOOL BOARD, AUDITOR, RENT BOARD, AND BY PROPONENTS / OPPONENTS OF MEASURES / GENERAL PURPOSE COMMITTEES Includes pre-election, semi-annual, termination statements.	EL+1	6	EL+7	GC 81009(c)
CLK904	FPPC 800 SERIES FORMS Form 801, 802, 803, 804, 805, and 806.	7	None	7	GC 81009(e)
CLK905	AB1234 - ETHICS TRAINING Includes certificates and correspondence.	5	None	5	GC 53235.2
CLK906	AGENCY REPORT OF PUBLIC OFFICIAL APPOINTMENTS	US+2	None	US+2	GC 34090
CLK910	PUBLIC FINANCING FN024 FORMS	4	None	4	GC 34090; Dept. Policy
CLK911	BERKELEY LOBBYIST REGISTRATION ACT FILINGS Includes registration forms and periodic disclosures sent to the Clerk's Office. Maintained in electronic format and uploaded to NetFile.	5	None	5	BMC 2.09.110; BMC 2.09.130
CLK912	LEVINE ACT DISCLOSURE FORMS For contributions over \$500.	CL+7	None	CL+7	GC 81009(e)
MAPS					
CLK1001	OFFICIAL MAP OF COUNCIL DISTRICTS Master map prepared in accordance with boundaries established by City charter; updated through re-districting.	PERM	None	PERM	Dept. Policy

RECORDS RETENTION SCHEDULE – CITY CLERK

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
CLK1003	<p>REDISTRICTING Maps, unadopted proposals, census data, correspondence, public outreach materials, public redistricting packet, draft ordinance, all documents related to citizen redistricting commission. *Retention Note: Redistricting records maintained on the City redistricting website for 10 years.</p>	CL+6 months	PERM	PERM*	Dept. Policy
RECORDS MANAGEMENT					
CLK1101	<p>CERTIFICATES OF GIFT Certificates of gifts to outside agencies of City of Berkeley records.</p>	1	PERM	PERM	Dept. Policy
CLK1103	<p>RECORDS DESTRUCTION CERTIFICATES DESTRUCTION DOCUMENTATION Destruction certificates and logs of all records destroyed by the records center.</p>	1	PERM	PERM	Dept. Policy
CLK1105	<p>RECORDS RETENTION SCHEDULE The retention schedule is adopted by resolution; the record copy of the retention schedule and all amendments are maintained in the City Clerk resolution files; departments and divisions maintain current edition only. *Retention Note: Adopted retention schedules attached to the associated resolution.</p>	US	PERM	PERM*	Dept. Policy
ARCHIVAL MATERIAL					
CLK1201	<p>MINUTES - CETA, CENTENNIAL COMMITTEE, COMMUNITY AFFAIRS, PRIVATE INDUSTRY COUNCIL Legislative bodies no longer active.</p>	None	PERM	PERM	Dept. Policy
CLK1202	<p>MISCELLANEOUS HISTORICAL RECORDS Includes City seal and incorporation papers, annexation record, cornerstone inventory, Romare Bearden negative (commissioned art).</p>	PERM	None	PERM	Dept. Policy

Retention Codes	
AT	After Termination
CL	Close/Completion
CYE	Current Year End
EL	Election
US	Until Superseded

RECORDS RETENTION SCHEDULE - CITY MANAGER

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
ADMINISTRATION					
CM103	PROJECT FILES - CMO & OED PROJECTS ONLY *Retention Note: Review before disposal. Some documents may merit permanent retention for historical reference.	CL+5	None	CL+5*	Dept. Policy
CM105	CODE ENFORCEMENT CASE FILES Includes notes, citations, Requests for Service, notices, photographs, and correspondences.	CL+2	None	CL+2	Dept. Policy
CM106	ADMINISTRATIVE HEARING USE FILES Includes hearing request, decision, notes, evidence and tapes.	CL+2	None	CL+2	GC 34090
CM502	MEMORANDA FROM MAYOR AND CITY COUNCIL Correspondence - consent, action, and resolutions.	2	None	2	GC 34090
CLK903	FAIR POLITICAL PRACTICES COMMISSION (FPPC) QUARTERLY REPORTS OF LOBBYIST AND EMPLOYER City copies of reports filed with the State on behalf of the City's Sacramento lobbyist.	4	None	4	GC 81009(f), State FPPC
ANIMAL CONTROL					
CM201	ANIMAL COMPLAINT RECORDS Complaints on animals and the shelter's response. Maintained in paper or electronic format.	CL+3	None	CL+3	Dept. Policy
CM202	BITE REPORT Bite Report sent to the County annually. Maintained in paper or electronic format.	CL+5	None	CL+5	Dept. Policy
CM203	CITATIONS Maintained in paper or electronic format.	CL+3	None	CL+3	Dept. Policy
CM204	DAILY LOGS - ANIMAL CONTROL OFFICER Daily log of calls for field service requests. Currently in paper format with the intent on moving electronic.	CL+3	None	CL+3	Dept. Policy

RECORDS RETENTION SCHEDULE - CITY MANAGER

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
CM206	IMPOUND RECORDS Mix of paper and electronic records. There is currently a scanning project to convert all paper records to electronic.	CL+3	None	CL+3	PC 597.1(d)
CM207	VOLUNTEER RECORDS Includes liability waivers, applications, emergency contact information and other volunteer documents. Waivers are in paper format and remaining documents are maintained in electronic management system.	AT+4	None	AT+4	GC 12946
BUDGET					
CM301	BUDGET Proposed, summary and approved budget books. Annual/biennial operating budget approved by the City Council, published and distributed by the Budget Office.	PERM	None	PERM	Dept. Policy
CM302	BUDGET MODIFICATION WORKSHEETS Reallocation of line item amounts by departments during budget year. Maintained electronically.	5	None	5	Dept. Policy
FIN109	BUDGET FINANCIAL STATEMENTS Citywide Budget Performance Report and Financial Transaction Reports, BPR, FTR, and FUND\$ & ERMA (detailed budget reports).	5	5	10	Dept. Policy
OFFICE OF ECONOMIC DEVELOPMENT					
CM501	ECONOMIC DEVELOPMENT ADMINISTRATIVE (EDA) Semi-annual report on fund performance submitted online and in hard copy. Fund defederalized in April of 2024.	CYE+2	None	CYE+2	GC 34090

Retention Codes	
AT	After Termination
CL	Close/Completion
CYE	Current Year End

RECORDS RETENTION SCHEDULE - FINANCE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
ACCOUNTING					
FIN101	ANNUAL FINANCIAL REPORTS Includes Annual Comprehensive Financial Report (ACFR), Single Audit Report, and various component unit reports. Currently maintained electronically. Paper records prior to July 1, 2014 are maintained at offsite storage.	PERM	None	PERM	SOX Section 802 Dept. Policy
FIN104	GENERAL LEDGER Record maintained in FUNDS in electronic format. Paper records maintained at offsite storage before 1998.	PERM	None	PERM	State of California Guidelines
FIN105	BOND ISSUES All documents having to do with the sale of bonds (as of 2009 all active bonds stored electronically in PDF format). Includes tax allocation bonds, conduit bonds, revenue bonds, and general obligation bonds issued by the City to fund major projects. (Accounting has official bond issue transcripts and all financial records. City Clerk has preliminary pre-issue bond documentation. Copies of bonds are retained until all bonds and coupons are redeemed.) Previously referred to as: Bonds – Registration . All documents having to do with sale of bonds, bond ledger - bond transcripts, official bond ledgers. Bonds - Destruction Certificates, Work Papers and Financial Statements. Bonds - Pension Refunding . City obligations under ordinance to make payments on behalf of the Safety Members Pension Board to certain retired city Police and Fire department personnel.	33	None	33	GC 34090, GC 53921, By Resolution depending on bonds issued
FIN106	ADJUSTING JOURNAL EDIT LISTINGS Record of transfer of funds from one account to another. Includes: Cash Transfers, Expense Corrections, Budget Mods, Inter-fund Charge Credit. Maintained in paper format from FUNDS and prior to ERMA. ERMA started in 2018.	FYE+2	8	FYE+10	Dept. Policy
FIN108	CHECK DISBURSEMENT REGISTERS FUNDS & ERMA (Warrant Register/Check Register, Accounts Payable Check Register). Now maintained in ERMA and kept electronically.	FYE+1	6	FYE+7	Dept. Policy

RECORDS RETENTION SCHEDULE - FINANCE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
FIN118	FEDERAL AND STATE TAX RECORDS Payroll and Sales Tax.	AA+4	None	AA+4	Dept. Policy 29USC436, IRS REG 31.6001-1(e); R&T 19530, 29 CFR 516.5- 516.6
FIN126	FISCAL AGENT - MONTHLY ACTIVITY REPORT Bank's monthly bond activity reports (as of 2009 all statements stored on S-drive in PDF format).	CL	10	CL+10	CCP 337.5, 36090 N.S., 48558 N.S.
FIN127	PAYMENT VOUCHERS All invoices, including employee reimbursements, stipends, refunds, wires and ACH transactions, FNO24's such as weatherization for low-income housing payments to the participants is through FNO24. Records stored electronically in Munis since 2018. Paper records include backup information not scanned into Munis, and are stored offsite for remainder of the retention period.	3	2	5	Dept. Policy
FIN137	NOTES PAYABLE - Revolving Loan Funds & HOUSING AUTHORITY PROJECTS Rental Housing Construction Project (RHCP), Low Income Housing Project (LIPH), Construction Loans - Marina Berthing Rehabilitation (Energy Loan - California Energy Commission), OED Revolving Loan Funds (Administrative documentation maintained in GMS Software by HHCS).	PERM	None	PERM	Dept. Policy
FIN138	BANK STATEMENTS As of 2008 Bank Statements stored on G-drive in PDF format. Cancelled checks stored electronically via bank website.	FYE+5	None	FYE+5	Dept. Policy
FIN139	RECONCILED BANK ACCOUNTS Statements, work papers (as of 2008 bank statements stored on G-drive in PDF format), outstanding check list (saved to G-drive in Excel format), voided checks.	FYE+5	None	FYE+5	Dept. Policy

RECORDS RETENTION SCHEDULE - FINANCE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
FIN140	ASSETS DOCUMENTS Investments, long term-assets and short term assets (as of 2009 all assets documents stored on S-drive in PDF format), certificate of deposit (CD) statements and trade notices.	PERM	None	PERM	Dept. Policy
FIN141	AUDIT, ACFR, AND YEAR-END WORK PAPERS Workpapers created as part of the annual Audit, ACFR, and Year-end Process.	10	None	10	Dept. Policy
CUSTOMER SERVICE					
FIN203	HEALTH INSPECTION PAYMENT RECEIPTS	5	None	5	Dept. Policy
FIN204	HOTEL TRANSIENT TAX Payment receipts from hotels.	5	None	5	Dept. Policy
FIN208	SMALL CLAIMS	AS	3	AS+3	Dept. Policy
CM404	TICKET BATCHES For parking tickets. With original source documents including RPP applications, payment receipts, citations and batches.	6 months	3.5	4	Dept. Policy
PURCHASING					
FIN401	FORMAL - REQUESTS FOR PROPOSALS (RFP) Invitation for Bid (IFB) and unsuccessful RFP's and IFB's.	CL	5	CL+5	Dept. Policy
FIN404	PURCHASE ORDERS, REQUISITIONS, AND INFORMAL BIDS	FYE+2	3	FYE+5	Dept. Policy
FIN408	VENDOR REGISTER	PERM	None	PERM	Dept. Policy
FIN409	VENDOR AND COMMODITY LISTS	US	None	US	Dept. Policy
AUD105	CONTRACT REGISTER Maintained in ERMA. Moved from City Auditor Schedule in 2025.	PERM	None	PERM	Dept. Policy
REVENUE COLLECTION					
FIN501	DOG LICENSE - APPLICATIONS AND RENEWALS	CL+3	None	CL+3	PC 597.1(d)

RECORDS RETENTION SCHEDULE - FINANCE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
FIN502	REFUSE - PAYMENT RECEIPTS	4	None	4	CCP 337
FIN503	REFUSE - BILLING REGISTER AND UPDATES Printouts.	2	3	5	Dept. Policy
FIN504	REFUSE ADJUSTMENTS Payment transfers, NSF, reversals.	2	2	4	Dept. Policy
FIN505	REFUSE - WORK ORDERS	1	2	3	Dept. Policy
FIN511	TAXI APPLICATIONS Individual files, insurance, vehicle safety inspection report. Applications are submitted annually. Maintained in paper format.	2	None	2	GC 34090
FIN512a	BUSINESS LICENSE APPLICATIONS New license applications. Applications and renewals scanned into the management system as of 2022. Paper retained for both current and older records.	AT+2	2	AT+4	CCP 337
FIN512b	BUSINESS LICENSE RENEWALS Renewal applications. Applications and renewals scanned into the management system as of 2022. Paper retained for both current and older records.	CYE+4	None	CYE+4	CCP 337
FIN514	MISCELLANEOUS ACCOUNTS RECEIVABLE Pending Charge Listing, Billing Register, Detail Trial Balance, Billing Summary, original documents from dept., Adjustments, A/R logs, Adjustment Control Log.	4	None	4	CCP 337
FIN515	MISCELLANEOUS ACCOUNTS RECEIVABLE Payment transfers, non-sufficient funds, reversals, Adjustment Journals.	2	2	4	Dept. Policy
FIN517	MISCELLANEOUS ACCOUNTS RECEIVABLE Payment receipts.	4	None	4	CCP 337
FIN518a	MESSAGE BUSINESS LICENSE APPLICATIONS New license applications. Applications and renewals scanned into the management system as of 2022. Paper retained for both current and older records.	5	None	5	Dept. Policy

RECORDS RETENTION SCHEDULE - FINANCE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
FIN518b	MESSAGE BUSINESS LICENSE RENEWALS Renewal applications. Applications and renewals scanned into the management system as of 2022. Paper retained for both current and older records.	4	None	4	CCP 337
AUD104	BUSINESS LICENSE TAX AUDIT Annual report.	PERM	None	PERM	Dept. Policy
REVENUE COLLECTION - REAL PROPERTY					
FIN601	ASSESSOR'S MAP BOOKS Plot maps (original maps maintained by the County).	PERM	None	PERM	Dept. Policy
FIN602	BUILDING CARDS Structure square footage/room count.	PERM	None	PERM	Dept. Policy
FIN607	SECURED TAX ROLL Original maintained by the County.	PERM	None	PERM	Dept. Policy
FIN609	RECORDED DEEDS - TRANSFER TAXES Reports from Alameda County that show number of deeds recorded and amount of transfer tax collected.	3	None	3	Dept. Policy
FIN610	SPECIAL ASSESSMENTS - PROPERTY TAXES	PERM	None	PERM	Dept. Policy
TREASURY					
FIN703	TREASURY INFORMATION REPORTS	FYE+1	6	FYE+7	Dept. Policy
FIN704	TREASURY RECORD OF DEPOSITS (GENERAL LEDGER) Cash receipts edit/post listings, GMBA batches.	FYE+1	3	FYE+4	IRS REG 31.6001-1€
FIN705	MISCELLANEOUS TAXES Transfer tax, utility users tax, hotel occupancy tax, parking lot tax. Maintained in paper format.	FYE+3	None	FYE+3	Dept. Policy

Retention Codes	
AA	After Audit
AS	After Settlement
AT	At Termination
CL	Close/Completion
CYE	Current Year End
FYE	Fiscal Year End
US	Until Superseded

RECORDS RETENTION SCHEDULE - FIRE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
FIRE CHIEF - ADMINISTRATION					
FIRE108	FIRE PREVENTION OPERATIONAL REPORTS Bulletins, memos and budget.	3	None	3	Dept. Policy
FIRE109	RIDE ALONG Includes waivers and vaccination records.	CYE+5	None	CYE+5	Dept. Policy
FIRE110	EMPLOYEE SUBPOENAS Both paper and electronic format.	CYE+2	None	CYE+2	GC 34090
FIRE111	MUTUAL AID, STRATEGIC PLANS	US+2	None	US+2	GC 34090
EMERGENCY PREPAREDNESS					
FIRE202	REGISTRATION FORMS - CERT CLASSES Community Emergency Response Training.	CYE+2	None	CYE+2	GC 34090
FIRE203	LIABILITY WAIVER FORMS Waivers and photo release forms for participants in hands-on disaster and first aid training programs.	CYE+3	None	CYE+3	Dept. Policy
ACCOUNTING					
FIRE302	AMBULANCE BILLING CORRESPONDENCE Email tracking of letters of patients and replies, copies of subpoenas for medical records, etc.	CYE+2	None	CYE+2	GC 34090
FIRE303	FIRE INSPECTION FEE BILLING REPORTS Reports downloaded and sent to Finance for billing.	CYE+2	None	CYE+2	GC 34090
DEPUTY CHIEF - OPERATIONS					
FIRE401	INVENTORY Equipment and supplies.	CYE+2	None	CYE+2	GC 34090

RECORDS RETENTION SCHEDULE - FIRE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
FIRE PREVENTION					
FIRE503	FIRE PREVENTION OCCUPANCY FILES - FIRE INSPECTION REPORTS Notification of inspection on property / premises and related reports; alarm and sprinkler systems; window bar, hazardous materials report, vegetation inspections, permits, plan reviews, incident reports, tank removals, citations and other prevention efforts. Maintained in paper format prior to 2009, then kept electronically in Red Alert.	PERM	None	PERM	Dept. Policy
FIRE504	FORM 850 COMMUNITY CARE LICENSING Care facilities for children or adults.	CYE+2	LOB+5	LOB+5	CFC 104.6
SUPPRESSION AND RESCUE SERVICES					
FIRE601a	INVESTIGATIONS, EVIDENCE OF ARSON - ARSON RESULTING IN HOMICIDE	CL+6	PERM	PERM	PC 799
FIRE601b	INVESTIGATIONS, EVIDENCE OF ARSON - ARSON RESULTING IN GREAT BODILY HARM, INHABITED STRUCTURE OR PROPERTY	CL+6	None	CL+6	PC 800
FIRE602	INCIDENT REPORTS Dispatch and daily logs.	CL+3	None	CL+3	GC 34090, CCP 338
FIRE603	HAZARDOUS WASTE DISPOSAL Documentation regarding handling and disposal of hazardous waste.	CYE+10	None	CYE+10	Cal OSHA, 40CFR122.21
TRAINING AND EMERGENCY MEDICAL SERVICES					
FIRE701	PERSONNEL TRAINING FILES Probationary employees (JAC - Joint Apprenticeship Committee). Maintained in both paper and electronic format. *Retention Note: If a complaint has been filed, retain indefinitely in office.	AT+5	None	AT+5*	GC 12946

RECORDS RETENTION SCHEDULE - FIRE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
FIRE702	SAFETY PERSONNEL - EXPOSURE RECORDS SAMPLING RESULTS, COLLECTION METHODOLOGY, BACKGROUND REPORTS, LAB REPORTS, AND WORKSHEETS Kept by the Fire Department and not sent to HR. Maintained in electronic format.	AT+30	None	AT+30	29 CFR 1910.1020(d)(1)(i)
FIRE703	PATIENT CARE REPORT (CONFIDENTIAL) Includes the patient care reports and against medical advice/refusal of care. Maintained electronically since at least 2019. Older files in paper format.	5	35	40	Dept. Policy
FIRE705	ACADEMY RECRUITS Includes training, examinations, manipulative videos and other academy training records. Maintained in paper format.	AT+7	None	AT+7	Dept. Policy
WILDLAND URBAN INTERFACE (WUI)					
FIRE801	CITATIONS Carbon copy maintained with original given to the resident. Uploaded to a third party administrator for tracking and processing.	CL+2	None	CL+2	GC 34090
FIRE802	DEFENSIBLE SPACE REPORTS Inspections of residences. Maintained electronically in a third party software system.	CYE+2	None	CYE+2	GC 34090
FIRE803	PUBLIC COMPLAINT FORMS Physical forms are scanned and kept in the G Drive and uploaded to Fireside.	CL+2	None	CL+2	GC 34090

Retention Codes	
AT	At Termination
CL	Close/Completion
CYE	Current Year End
US	Until Superseded
LOB	Life of Building

RECORDS RETENTION SCHEDULE - HEALTH, HOUSING AND COMMUNITY SERVICES

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATIONS & REFERENCE
ADMINISTRATION & FISCAL SERVICES					
HHS102	REQUEST FOR CERTIFIED COPY OF BIRTH/DEATH RECORD Maintained in paper format. Received by mail.	3	None	3	Dept. Policy
HHS103	BIRTH AND DEATH CERTIFICATES City's copy will remain in office for 5 years. Official record maintained in paper format and scanned into OnBase. Division may print the electronic version on bond paper for the public.	5	None	5	Per agreement with Alameda County, all original records are transferred to Alameda County monthly
HHS104	PURCHASING RECORDS – GRANTS Department requisitions, purchase orders, request for encumbrance (fn-24), warehouse requisitions. Maintained electronically since 2020, with some documents in mixed format prior to 2020.	AE+2	12	AE+14	Dept. Policy
FIN113	GRANTS Financial records of City-supported health and social welfare programs, Federal housing grant with an annual entitlement. Including but not limited to: Community Development Block Grant (CDBG), Community Services Block Grant (CSBG), Title III - Support Services, Office of Criminal Justice Planning (OCJP), community crime resistance program, Energy Crisis Intervention Program, funds to assist low-income individuals to pay bills. Finance reconciles the accounts and the departments maintain the support information. Transferred from Finance in 2025.	AA	10	AA+10	OMB Circular A-102, A-110, & A-133, GC 34090, 24CFR570.502, 24CFR85.42
HHS105	EMPLOYEE TIME SHEETS/CARDS – GRANT RELATED Includes application for leave of absence –leave requests. Retain for grant fund audit and FEMA reports. Maintained electronically since 2020, with some documents in mixed format prior to 2020.	AE+2	12	AE+14	Dept. Policy
HHS106	PAYROLL REPORTS AND RELATED RECORDS Maintained electronically since 2020, with some documents in mixed format prior to 2020.	AE+2	12	AE+14	Dept. Policy

RECORDS RETENTION SCHEDULE - HEALTH, HOUSING AND COMMUNITY SERVICES

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATIONS & REFERENCE
HHS107	APPLICATION FOR DISPOSITION OF HUMAN REMAINS Application is approved and becomes the permit for disposition of the remains. Maintained in paper format.	CYE+2	None	CYE+2	GC 34090
HHS208	POLICIES AND PROCEDURES - HEALTH RELATED All Health Promotion protocols - maintained by the division - purged/updated as needed by the division; one copy of each protocol maintained permanently for historical purposes. Maintained in both paper and electronic format.	PERM	None	PERM	Dept. Policy
HHS222	STATE MEDICAL BILLINGS – TARGETED CASE MANAGEMENT CLIENTS Medi-Cal reimbursement program. Includes client records subject to State and Federal audit. Paper client files before 2017. Electronic health records maintained in management system.	AA+3	7	10	Dept. Policy
HOUS309	STATE MEDICAL BILLINGS – CMAA - FEDERAL These records apply to Aging Services and Public Health Divisions. Medi-Cal forms, bills, checks, payments; client records, subject to State and Federal audit (to be reviewed/pulled after audit complete) Certified Medical Assistant Association.	AA+3	7	10	Dept. Policy 42 CFR §433.322 Cooperative of American Physicians and the California Medical Association
PUBLIC HEALTH – CLIENT SERVICES					
HHS201	CHILD HEALTH CONFERENCE CLINICAL RECORDS (CHC) *Retention Note: Retain records 7 years or one year past age 18, whichever is longer.	1	6	7*	CA H&W Agency, 22 CA ADC sec.75055
HHCS603	IMMUNIZATION CONSENT / REGISTRATION FORMS Consent forms for all immunizations - flu, etc. Maintained in both paper and electronic format. *Retention Note: Retain records for 3 years or one year past age 18, whichever is longer.	3	None	3*	IMM-1240 Policy per CA State Immunization Branch

RECORDS RETENTION SCHEDULE - HEALTH, HOUSING AND COMMUNITY SERVICES

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATIONS & REFERENCE
HHS202	<p>FIELD SERVICES REFERRALS Requests for public health nursing services including health education, referrals, etc. Includes referrals disposed as "unopened" and "21", and Black Infant Health. Maintained in both paper and electronic format.</p>	2	None	2	GC 34090
HHS205	<p>PATIENT CHARTS - FIELD SERVICES Field services family folders. Case management folders for entire family. Includes Black Infant Health. *Retention Note: Retain records 8 years or one year past age 18, whichever is longer.</p>	8	None	8*	22 CA ADC sec.75055 sec. 53861
HHS206	<p>COMMUNICABLE DISEASE Class II TB patient records, Not Active and other TB patient records, CD case histories, California Morbidity Reports (CMR), foodborne illness reports, treatment record cards, TB/CD log sheets. Charts maintained in paper format with other records maintained in mixed format.</p>	8	None	8	Dept. Policy
HHS207a	<p>PATIENT CHARTS - INDIVIDUALS ADULTS *Retention Note: Clinic closed in 2021. Older records are in storage and will follow the assigned retention.</p>	CL+7	None	CL+7*	22 CA ADC sec.75055
HHS207b	<p>PATIENT CHARTS - INDIVIDUALS INFANT THRU AGE 18 Applies to the Berkeley High School Health Center. *Retention Note: Retain records 7 years or one year past age 18, whichever is longer.</p>	CL+1	6	CL+7*	22 CA ADC sec.75055
HHS209	<p>FIELD SERVICE DAILY REPORTS - "DAILIES" Report of daily activities by field services staff.</p>	8	None	8	Dept. Policy (meets DHS PPL No. 00-013)
HHS210	<p>REPORTS - CHDP Child Health and Disability Prevention (CHDP) program annual school report; CHDP program annual performance measures. *Retention Note: CHDP sunsetted in FY2023. Record series remains in effect until existing records are destroyed.</p>	5	None	5*	CHDP State Policy

RECORDS RETENTION SCHEDULE - HEALTH, HOUSING AND COMMUNITY SERVICES

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATIONS & REFERENCE
HHS211	CHDP REFERRAL REPORT - (PM 357) Report of applicant doctor visits, vaccine reaction reports and report of applicants for aid. *Retention Note: CHDP sunsetted in FY2023. Record series remains in effect until existing records are destroyed.	3	None	3*	Dept. Policy
HHS216	STATE MEDI-CAL BILLINGS AND EOB'S FOR CLINICS	3	None	APO	22 CA Section 51476; Medi-Cal Provider Agreement - DHCS 6208 (REV. 2/17)
HHS217	COMMUNICABLE DISEASE - CLASS III & IV TB Class III and IV TB patient records. Includes chest xrays formerly under HHS218. Maintained in both paper and electronic format.	PERM	None	PERM	Dept. Policy
HHS220	WIC - CERTIFICATION NUTRITION ASSESSMENTS Women, Infant and Children Services (WIC). * *Retention Note: Assessments no longer maintained by the City. Inactive records stored at the City facility for files older than 2022. Maintained electronically on the State's site now. Record series remains in effect until existing records are destroyed.	3	7	10*	Dept. Policy
HHS221	SMOKE-FREE MULTI-UNIT HOUSING COMPLAINT FORM	3	None	3	Dept. Policy
HHS225	FOOD PANTRY SUMMARY REPORT MOU with Berkeley Food Network to provide groceries to community members. Reports sent twice monthly. Maintained in electronic format.	CYE+2	None	CYE+2	GC 34090
ENVIRONMENTAL HEALTH					
HHS301	NOISE - PERMITS / VARIANCES Permits given to the public for amplified sound in public locations. Variances issued to extend the noise permit beyond the expiration, but rarely issued. Maintained in mixed format.	2	None	2	GC 34090
HHS303	SANITATION INSPECTION FILES Includes inspections of food facilities and the PD jail.	5	None	5	Dept. Policy

RECORDS RETENTION SCHEDULE - HEALTH, HOUSING AND COMMUNITY SERVICES

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATIONS & REFERENCE
HHS304	NOTICE OF PESTICIDE APPLICATION Includes pesticide usage reports. Maintained in paper format.	2	None	2	GC 34090
HHS305	PROPERTY, BODY ART AND CANNABIS FACILITY INSPECTIONS Also includes health inspections for City facilities. Properties inspected for vector control. Maintained electronically since 2024. Mixed format prior to 2024.	5	None	5	Dept. Policy
MENTAL HEALTH					
HHS401	ALAMEDA COUNTY MENTAL HEALTH BILLINGS Monthly billings, payments, checks from Alameda County. *Retention Note: Retain records 7 years or until audited, which ever is first.	AA	None	AA*	Dept. Policy
HHS403	DAILY REPORT OF SERVICE ACTIVITY (DRSA) Supporting documentation for State and County billings. Indirect or direct clinician's notes. Maintained in paper format.	2	5	7	Dept. Policy
HHS404	MENTAL HEALTH OUTPATIENT RECORDS - ADULT BERKELEY AND ALBANY RESIDENTS Maintained in both paper and electronic format.	CL+2	5	CL+7	22 CA ADC sec.75055
HHS405	MENTAL HEALTH OUTPATIENT RECORDS - CHILDREN TO 25 (NOT NECESSARILY BERKELEY RESIDENTS) *Retention Note: Retain records 7 years or one year past age 18, whichever is longer. Maintained in both paper and electronic format.	CL+2	5	CL+7 *	22 CA ADC sec.75055
HHS409	STATE MEDICAL BILLINGS Medi-Cal forms, bills, checks, payments; subject to State and Federal audit (to be reviewed/pulled after audit complete).	AA	2	AA+2	Dept. Policy
HHS410	MEDI-CAL ADMINISTRATIVE ACTIVITIES (MAA) BILLING AND RELATED DOCUMENTATION Maintained electronically as of 2020.	AA+2	3	AA+5	Dept. Policy

RECORDS RETENTION SCHEDULE - HEALTH, HOUSING AND COMMUNITY SERVICES

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATIONS & REFERENCE
HHS411	MHSA FULL SERVICE PARTNERSHIP (FSP) DATA REPORTS Clients Service Information (CSI), client reports and other materials as requested by state or MHSA (Prop 63 legislation).	5	2	7	CCR Title 22 sec.75055(a)
HHS412	MENTAL HEALTH SERVICES ACT (MHSA) Plans, Notices, and Expenditures Reports. Compliance plan of how the City uses the funds. Three year plans or updates to the current plan. May be audited by the State between 2 and 5 years. Maintained in both paper and electronic format.	CL+5	15	CL+20	OMB Circular A-133; Dept. Policy
HHS413	GRADUATE INTERN RECORDS Includes personal information on internships. Interns receive a stipend for work. Maintained in paper format. CONFIDENTIAL.	3	2	5	Dept. Policy
HHS414	MENTAL HEALTH OUTPATIENT SIGN-IN SHEETS	2	None	2	GC 34090
HOUSING SERVICES					
HOUS101	HOUSING DEVELOPMENT PROJECT FILES (HOUSING TRUST FUND) Funding applications and proposals, project underwriting, relocation files if applicable, environmental review files, disposition agreements. Includes Redevelopment Agency project files. Also includes tenant income qualifications and rent calculations, copies of leases from initial lease up. Prior to March 2020, maintained paper and electronic records. All new records as of March 2020 are electronic. Elements are CONFIDENTIAL FILES (tenants income).	CL+5	PERM	PERM	Dept. Policy, HUD (CDBG and/or HOME) and State Redevelopment Law
HOUS102	HOUSING DEVELOPMENT PROJECT FILES (HOUSING TRUST FUND) - CONSTRUCTION FILE Site acquisition, feasibility analysis, construction documents, consultant contracts, construction period monitoring and correspondence. Prior to March 2020, maintained paper and electronic records. All new records as of March 2020 are electronic. Elements are CONFIDENTIAL.	CL+5	10	CL+15	Dept. Policy

RECORDS RETENTION SCHEDULE - HEALTH, HOUSING AND COMMUNITY SERVICES

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATIONS & REFERENCE
HOUS103	HOUSING DEVELOPMENT PROJECT FILES (HOUSING TRUST FUND) Applications of projects not funded. Maintained electronically.	CYE+2	NONE	CYE+2	Dept. Policy
HOUS104	CONDOMINIUM CONVERSION ORDINANCE AGREEMENTS Regulatory Agreements, Deeds of Trust, and Promissory Notes all maintained in electronic format only.	3	PERM	PERM	Dept. Policy
HOUS105	BELOW MARKET RATE HOUSING PROJECT FILES Inclusionary housing, affordable housing mitigation fee, and demolition fee agreements.	CL+3	PERM	PERM	Dept. Policy
HOUS106	HOUSING REHABILITATION PROGRAMS - SENIOR & DISABLED REHAB LOAN PROGRAM Contract documents, promissory note, deed of trust, summary sheet, contract with owner (scope of work), environmental review, finance documents. Prior to March 2025 maintained paper and electronic records. New records as of March 2025 are electronic.	CL+3	PERM	PERM	Dept. Policy OMB Circular A-110, 24 CFR 215.53, 24 CFR 570.490
HOUS119	HOUSING DEVELOPMENT PROJECT LONG TERM AGREEMENTS (HOUSING TRUST FUNDS) Grant and loan agreements requiring long term monitoring (deed of trust, contract, regulatory agreement, title insurance, promissory note). Leases of City-owned property for housing. Includes Redevelopment Agency agreements. Hard copy as required only, otherwise electronic.	PERM	None	PERM	Dept. Policy, HUD (CDBG (24 CFR 570.490) and/or HOME (24 CFR 92.508) and State Redevelopment Law
HOUS120	HOUSING TRUST FUND MONITORING FILES Annual compliance reports, physical inspection files. Prior to March 2025, maintained paper and electronic records. All new records as of March 2025 are electronic.	5	None	5	Dept. Policy, HUD (CDBG (24 CFR 570.490) and/or HOME (24 CFR 92.508)
HOUS121	BELOW MARKET RATE HOUSING MONITORING FILES Inclusionary housing, affordable housing mitigation fee, and demolition fee monitoring files only. Prior to March 2025, maintained paper and electronic records. All new records as of March 2025 are electronic.	3	None	3	Dept. Policy

RECORDS RETENTION SCHEDULE - HEALTH, HOUSING AND COMMUNITY SERVICES

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATIONS & REFERENCE
COMMUNITY SERVICES					
HOUS202	SHELTER PLUS CARE - TENANT FILES Housing assistance payments and program files. Maintained paper and electronic records. New records as of March 2025 are electronic. Past records to be converted to electronic by June 2026.	AE+2	3	AE+5	OMB Circular A-110, 2 CFR 215.53, 24 CFR 570.490
HOUS206	COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), EMERGENCY SOLUTIONS GRANT, HOME INVESTMENT PARTNERSHIP GRANT Applications, revenue agreements, reports (including Conplan, CAPER, AAP), budget, financial reports. Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition. Records involved in any litigation, claim or audit should be retained until all litigation, claims or audits have been resolved and final action taken. Maintained as an electronic record.	3	2	5	OMB Circular A-110, 2 CFR 215.53, 24 CFR 570.490, GC 34090
HOUS207	COMMUNITY AGENCY CONTRACTS (CDBG AND OTHER FUNDS) Contract files, monitoring reports, environmental reviews, and correspondence. Maintained as paper copy until June 30, 2024 maintained as an electronic record starting July 1, 2024.	AE+2	3	AE+5	OMB Circular A-110, 2 CFR 215.53, 24 CFR 570.490
HOUS208	COMMUNITY SERVICES BLOCK GRANT (CSBG) FILES Revenue agreements, reports. Maintained as an electronic record.	AE+2	3	AE+5	OMB Circular A-110, 2 CFR 215.53, 24 CFR 570.490
HOUS209	COMMUNITY AGENCY CONTRACT Includes Articles of Incorporation, by-laws, non-profit status, etc. Paper Records maintained in office prior to June 30, 2024. Records are maintained electronically as of July 1, 2024.	PERM	None	PERM	Dept. Policy
HOUS213	RELOCATION FILES BMC Chapter 13.84 Case files with alternative agreements, landlord/tenant letters, etc.	CL+ 4	None	CL+ 4	BMC 13.84

RECORDS RETENTION SCHEDULE - HEALTH, HOUSING AND COMMUNITY SERVICES

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATIONS & REFERENCE
HOUS218	FIRST SOURCE ORDINANCE FILES Maintained as an electronic record.	CYE+3	2	CYE+5	OMB Circular A.102, A.133 Department policy for non federal projects
HOUS219	COMMUNITY FACILITY IMPROVEMENTS (CDBG) Contract files, payroll records, construction monitoring documents. Maintained as paper copy until June 30, 2024, maintained as an electronic record starting July 1, 2024.	CL+2	3	CL+5	OMB Circular A-110, 2 CFR 215.53, 24 CFR 570.49
HOUS220	COMMUNITY WORKFORCE AGREEMENT (CWA) Capital improvement project files: agreements to be bound, pre-job records, dispatch requests, good faith efforts documents, utilization reports, etc. Maintained as an electronic record.	CL+5	2	CL+7	Dept. Policy
HOUS221	LABOR STANDARDS ENFORCEMENT Minimum Wage, Living Wage, paid sick leave, BFFFEWO, etc. CONFIDENTIAL FILES (employee complaints). Maintained as an electronic record.	CL+4	None	CL+4	Dept. Policy
AGING SERVICES					
HOUS214	BERKELEY RIDES FOR SENIORS AND THE DISABLED CLIENT FILES (FORMERLY KNOWN AS PARA TRANSIT) Client names, addresses, income categories, type, mailing list, etc. Applications filled on paper with data entered into the management database. Paper maintained in the client file. CONFIDENTIAL.	AT+2	None	AT+2	Dept. Policy
HOUS215	BERKELEY RIDES FOR SENIORS AND THE DISABLED APPLICATIONS (FORMERLY KNOWN AS PARA TRANSIT) Denied applications. Maintained in paper format.	2	None	2	GC 34090
HOUS216	TAXI AND VAN VOUCHERS Redeemed paper taxi and van vouchers by providers, also called "Taxi Scrips". Voucher books handed to clients. Service funded by the county directly to HH&CS. Cash given to providers.	6 months	3.5	4	Dept. Policy

RECORDS RETENTION SCHEDULE - HEALTH, HOUSING AND COMMUNITY SERVICES

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATIONS & REFERENCE
HOUS302	CONGREGATE PROGRAM PARTICIPANT APPLICATIONS Senior nutrition program grant with Alameda County submitted annually through the county's system. Paper format retained.	3	7	10	Dept. Policy
HOUS304	DAILY MEAL AND DONATION TALLY REPORT Count of meals served and donation received to support the grant. Monthly report sent electronically to the county.	3	7	10	Dept. Policy
HOUS305	PORTABLE MEAL INTAKE/ASSESSMENT FORMS Registration forms used for Meals on Wheels and other delivery services for active clients in their files. Maintained in paper format.	AT+3	7	AT+10	Dept. Policy
HOUS306	NUTRITION PROJECT SIGN IN SHEETS Clients sign in electronically and an electronic report is printed for the County.	3	7	10	Dept. Policy
HOUS310	STATE MEDICAL BILLING AUDIT REPORTS Reports received as a result of the annual audit.	AA+4	None	AA+4	CCP 337

Retention Codes	
AA	After Audit
AE	After Expiration
APO	After Payoff
AT	After Termination
CL	Close/Completion
CYE	Current Year End

RECORDS RETENTION SCHEDULE - HUMAN RESOURCES

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
ADMINISTRATION					
HR101	NEGOTIATIONS Notes, correspondence, contracts, and Memorandums of Understanding regarding labor negotiations between City and unions. Access is restricted to Employee Relations Manager, Director of Human Resources, and City Attorney for HR. Maintained in paper format and electronic format.	7	PERM	PERM	Dept. Policy
AFFIRMATIVE ACTION					
HR201	ADA: REASONABLE ACCOMMODATION ACTIONS Maintained only in electronic format.	5	None	5	Dept. Policy
HR202	EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS/REPORTS Access is restricted to: City Manager, City Attorney for HR, HR Director, and EEO and Diversity Officer. Case files relating to discrimination complaints, including complaints, legal and investigative documents, exhibits, related correspondence, withdrawal notices, and decisions or judgments. Maintained only in electronic format.	PERM	NONE	PERM	Dept. Policy
EMPLOYEE BENEFITS					
HR301a	EMPLOYEE BENEFITS RECORDS (SEPARATIONS) Employee benefit plans such as beneficiary forms and amendments. Maintained electronically in SharePoint. Hard copy files maintained at Storage through 12/31/2007 under HR301.	AT+5	None	AT+5	Dept. Policy
HR301b	EMPLOYEE BENEFITS RECORDS (RETIRES) Employee benefit plans such as beneficiary forms and amendments. Maintained electronically in SharePoint. Hard copy files maintained at Storage through 12/31/2007 under HR301.	Death + 7 Years	None	Death + 7 Years	Dept. Policy

RECORDS RETENTION SCHEDULE - HUMAN RESOURCES

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
HR302	EMPLOYEE BENEFIT HANDOUTS Vendor Information Flyers and Pamphlets. Maintained electronically in SharePoint.	US	None	US	Dept. Policy
EXAMINATION MANAGEMENT AND ADMINISTRATIVE SERVICES (EMAS)					
HR401	EMPLOYMENT APPLICATIONS Access is restricted to Human Resources Dept Examination staff and authorized department users only. For non-hired applicants. Hired applicant's applications maintained in the employee file. All applications maintained in NEOGOV electronically.	4	None	4	GC 12946
HR406	APPLICANT EXAMINATIONS Records relating to tests required of job applicants or of current personnel to qualify for promotion. Access is restricted to the Director of Human Resources, Recruitment and Examination staff. Includes tests and test papers. Maintained in NEOGOV electronically.	CL+4	None	CL+4	GC 12946
EMPLOYEE RELATIONS					
HR501	GRIEVANCE RECORDS Records relating to the review of employee grievances against personnel policies, working conditions, etc. Access is restricted to the Director of Human Resources, Employee Relations Manager, Senior HR Analyst assigned to Employee Relations, City Attorney assigned to HR, and Employee Relations clerical staff. As of 10/1/2020 records are electronic only. Retained in HR Acuity and SharePoint. *Paper Records at Offsite Storage prior to 10/1/2020.	AS+12	None*	AS+12	Dept. Policy

RECORDS RETENTION SCHEDULE - HUMAN RESOURCES

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
HR502	<p>DISCIPLINARY AND ADVERSE ACTION RECORDS Records created by Personnel Board or by Human Resources or supervisory officers in considering or reconsidering an appeal, an adverse action against an employee (e.g., demotion, probation, termination, suspension, leave without pay). Due process prior to disciplinary action. Access is restricted to: Employee Relations Manager, Employee Relations Senior HR Analyst, Employee Relations clerical staff, City Attorney for Human Resources, Director of Human Resources, and other staff as may be designated by the Director of Human Resources. Includes documents maintained outside of the personnel files. As of 10/1/2020 records are electronic only. Retained in HR Acuity and SharePoint. *Paper Records at Offsite Storage prior to 10/1/2020.</p>	CL+12	None*	CL+12	29 CFR 1602.31 Dept. Policy
RISK MANAGEMENT					
HR602	<p>WORKERS COMPENSATION FILES + EXPOSURE RECORDS Initial and supplemental reports of accidents to or job-related illnesses of employees, and documentation relating to any subsequent filing of claims by employees. Access is restricted to: Director of Human Resources, Employee Relations Manager, HR Office Specialist III, City Attorney, EEO and Diversity Officer, Occupational Health and Safety Officer, Associate Human Resources Analyst, and other persons designated by the Director of Human Resources. Records kept electronically in the Third Party Administrator database. For employees exposed in the course of their work to toxic substances, harmful physical agents, or blood-borne pathogens (injury reports). Kept separately from the main workers compensation case file and from the employee's medical file. Maintained in electronic format in the TPA database only if the issue becomes a workers compensation case. Electronic Backups on SharePoint as of 2012. *Paper Records prior to 2012 held at offsite storage under HR602a.</p>	AT+30	None*	AT+30	CCR, Title 8, Section 3204(d)

RECORDS RETENTION SCHEDULE - HUMAN RESOURCES

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
TRANSACTIONS					
HR701	<p>EMPLOYEE SERVICE RECORD "Employee Cardex File" - Employment history summary for each employee. Contains: name; date of birth; social security number; positions held, with dates of hire, promotion, transfer, or demotion; dates of leaves of absence or suspension that affect computation of length of service; wage or salary rate for each position held, including step or merit increases within grades; and date of separation. Access is restricted to the Director of Human Resources, Employee Relations Manager, and Employee Transaction Unit staff. Director of Human Resources may designate other staff access. Converting to electronic format.</p>	Death+7	None	Death+7	Dept. Policy
HR702	<p>MEDICAL FILE May include—certifications, and health or physical certificates of all jobs. Access is restricted to the Director of Human Resources, Employee Relations Manager, Associate HR Analyst, HR Technicians, OSII and other staff as may be designated by Director of Human Resources. Maintained in electronic format in SharePoint since 2013. *Paper Copies prior to 2013 are maintained at offsite storage.</p>	AT+30	None*	AT+30	29 CFR 1910.1020(d)(1)(i)
HR703a	<p>OCCUPATIONAL HEALTH AND SAFETY REPORTS - ENVIRONMENTAL, BIOLOGICAL AND MATERIAL SAFETY MONITORING REPORTS Concerning toxic substances and harmful physical agents in the workplace, including analyses derived from such reports. Kept electronically. Some physical files kept by Safety Officer. Access is restricted to the Occupational Health and Safety Coordinator and Specialist, Director of Human Resources, Employee Relations Manager, Associate HR Analyst, OSIII, and other staff as may be designated by Director of Human Resources.</p>	CL+30	None	CL+30	29 CFR 1910.1020(d) (1) (ii) (B)

RECORDS RETENTION SCHEDULE - HUMAN RESOURCES

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
HR703b	<p>OCCUPATIONAL HEALTH AND SAFETY REPORTS - DEPARTMENT OF TRANSPORTATION REQUIREMENTS DMV Pull Notice, Random Drug Results, Drug and Alcohol Testing Programs Acknowledgement, Drivers Proficiency Form, Reasonable Suspicion Training, etc. Maintained physically and electronically in the Safety Division with exception of the driver's license copies. Access is restricted to the Occupational Health and Safety Coordinator and Specialist, Director of Human Resources, Employee Relations Manager, Associate HR Analyst, OSIII, and other staff as may be designated by Director of Human Resources.</p>	CL+7	None	CL+7	Dept. Policy
HR704	<p>EMPLOYEE PERSONNEL FILES Includes Personnel Action/Information forms used to create/change information in the personnel records of individual employees regarding hiring, termination, transfer, performance evaluations, pay grade, position/job title, copy of Driver's License, leaves of absence, oaths of office, Livescan forms, name changes, and similar actions except those noted elsewhere in this schedule. Access is restricted to the individual employee, Director of Human Resources, Employee Relations Manager, and Employee Transaction Unit staff and other staff as may be designated by Director of Human Resources. Maintained electronically in Teams as of June 2020. Prior files are in paper format. *Retention Note: Library retains its own personnel records.</p>	AT+1	5	AT+6*	Dept. Policy
HR705	<p>REQUESTS FOR LEAVE Includes family and medical leave records. Maintained electronically.</p>	AT+5	None	AT+5	GC 12946

Retention Codes	
AS	After Settlement
AT	After Termination
CL	Close/Completion
US	Until Superseded

RECORDS RETENTION SCHEDULE - INFORMATION TECHNOLOGY

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
ADMINISTRATION					
IT103	<p>TECHNICAL DOCUMENTATION Documentation, procedures, policies, network diagrams and other related reference materials needed to maintain and support all enterprise systems and/or resume necessary business activities in response to a disaster. *Retention Note: If the retention period of electronic records is extended to meet requirements of an audit, litigation, open records action, etc., any technical documentation required to retrieve and read the records must be retained for the same period.</p>	US	None	US*	Dept. Policy
IT104	<p>SECURITY AND SYSTEM ACTIVITY DOCUMENTATION Security configurations, log files, user account information and other information related to security administration and system monitoring.</p>	AE	None	AE	Dept. Policy

Code	Retention Codes
AE	After Expiration
US	Until Superseded

RECORDS RETENTION SCHEDULE – OFFICE OF THE DIRECTOR OF POLICE ACCOUNTABILITY

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
POLICE ACCOUNTABILITY BOARD					
ODPA101	BOARD OF INQUIRY - HEARING RECORDINGS	10	None	10	Dept. Policy
ODPA102	POLICE ACCOUNTABILITY BOARD - COMPLAINT CASE FILES AND BOARD OF INQUIRY FINDINGS Civilian complaints investigated by the PAB and related correspondence, evidence, (documents, audio and video), interview recordings and transcripts, reports, and other investigative materials; Board of Inquiry findings; Caloca appeals, records and decisions. Includes sustained and unsustained misconduct.	AS+3	12	AS+15	PC 832.5(b)
ODPA103	POLICE ACCOUNTABILITY BOARD - MINUTES Electronic, in addition to hard copy, since 1999. Includes the agenda packet.	3	PERM	PERM	Dept. Policy
ODPA105	POLICE ACCOUNTABILITY BOARD - MEETING RECORDINGS Recordings have been digital only since 2012.	3	None	3	Dept. Policy
ODPA108	POLICY DEVELOPMENT OF PROCEDURES, AND HISTORICAL RECORDS Policy/law, CETA, sidewalk obstruction, search & seizure, etc.; UCPD, BPA, Training, Legal/Litigation, PRC records and reports, commissioner orientations and PRC handbooks, Procedural: regulations, officer rights, internal procedures, BPA-PRC relations.	5	10	15	Dept. Policy

Retention Codes	
AS	After Settlement

RECORDS RETENTION SCHEDULE – PARKS, RECREATION AND WATERFRONT

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
ADMINISTRATION					
PRW101	<p>PLANS, PROPOSED—UNBUILT Expansion and future site; studies and plans, including but not limited to project survey files, environmental impact reports, geotechnical reports, basis of design reports and feasibility studies. Maintained in both paper and electronic format.</p> <p>*Retention Note: Some of these may be of historical significance and worthy of permanent storage (See PRW106).</p>	CL+2	None	CL+2*	GC 34090
PRW102	<p>CAPITAL IMPROVEMENT PROJECT FILES Construction projects – Plans, Specifications & Reports. Includes but not limited to project survey files, environmental impact reports, geotechnical reports, as-builts, basis of design reports and feasibility studies, bid documents, copies of contracts, specifications, Material Submittals, O&M Manuals, Warranties, etc. All other documents that support progress of project from inception to completion, including but not limited to meeting minutes, consultant scope of work, bidders list, change orders, progress payments, inspection logs, etc. Includes files formally in PWKS303.</p> <p>*Retention Note: Other items in the Project Files that may be of historical significance should be retained under PRW106.</p>	CL+2	PERM	PERM*	Dept. Policy
PRW104	<p>PLANNING STUDIES *Retention Note: Some of these may be of historical significance and worthy of permanent storage (See PRW106).</p>	CL+5	None	CL+5*	Dept. Policy
PRW105	<p>PARK EVALUATIONS AND ASSESSMENTS Safety and accessibility. *Retention Note: Some of these may be of historical significance and worthy of permanent storage (See PRW106).</p>	CL+5	None	CL+5*	Dept. Policy
PRW106	<p>HISTORICAL FILE - BY PARK Includes newspapers, news releases, and photos (Previously PRW103).</p>	PERM	None	PERM	Dept. Policy

RECORDS RETENTION SCHEDULE – PARKS, RECREATION AND WATERFRONT

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
HOUS217	YOUTH WORKS PROGRAM Youth employee intern program files and administration documents – Job Order Forms, timesheets, sign in/out sheets. Transferred from HHCS in 2025.	CL+2	3	CL+5	Dept. Policy
MARINA					
PRW201	BERTH AGREEMENTS Permit to berth vessel with wet signature. Maintained in paper format.	CL+1	4	CL+5	Dept. Policy
PARKS (FACILITIES MAINTENANCE, FORESTRY, LANDSCAPE MAINTENANCE)					
PRW302	PARKS INSPECTION CHECKLISTS Quarterly park inspection sheets completed by landscape maintenance crews. Also includes playground inspections. Materials entered into NexGen and kept electronically since 2022.	CYE+5	None	CYE+5	Dept. Policy
PRW305	MAPS AND BLUEPRINTS As-built plans: irrigation, etc.	PERM	None	PERM	GC 34090(a)
PRW307	LIABILITY RELEASE FORMS Maintained in paper format.	CYE+2	None	CYE+2	GC 34090
PRW309	MAINTENANCE OPERATION FILES Work orders, inspections, repairs, cleaning, reports and complaints.	CYE+2	None	CYE+2	GC 34090
RECREATION					
PRW401	DAILY ATTENDANCE FORMS Maintained in paper format as printed from CivicRec.	CYE+2	None	CYE+2	Dept. Policy
PRW403	HEALTH HISTORY FORMS Includes personal and medical information on attendees for emergencies. Electronic format starting in 2024 with older files in paper format. CONFIDENTIAL. *Retention Note: Retain 10 years or until minor reaches the age of 20, whichever is longer.	2	8	10*	Dept. Policy
PRW404	VOLUNTEER LIABILITY RELEASE FORMS Mix of paper and electronic records.	CYE+2	None	CYE+2	CCP 335.1

RECORDS RETENTION SCHEDULE – PARKS, RECREATION AND WATERFRONT

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
PRW406	PARK USE PERMITS/FACILITY USE PERMITS Rentals for facilities and parks. Includes applications, waivers, insurance information and permits. Maintained electronically since 2021.	CYE+2	None	CYE+2	GC 34090
PRW407	REGISTRATION Camps, classes, programs, special events, sports leagues, drop-in waivers, youth with special needs and other programs and classes. May include scholarship application. Some programs still have paper forms for registration. Most registration entered into CivicRec.	CYE+2	None	CYE+2	GC 34090

Retention Codes	
CL	Close/Completion
CYE	Current Year End

RECORDS RETENTION SCHEDULE - PLANNING

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
CURRENT PLANNING					
PLNG201	ADMINISTRATIVE USE PERMITS Chronological record of AUPs. Maintained electronically since early 2000's. Older files are in paper or on microfiche.	5	PERM	PERM	Dept. Policy
PLNG202	CURRENT PLANNING CARD FILES Updated as needed by department.	US	None	US	Dept. Policy
PLNG204	ENVIRONMENTAL REVIEW PROJECT FILES Project files by address; traffic/hazardous materials/groundwater/soil studies.	5	PERM	PERM	Dept. Policy
PLNG205	ZONING CERTIFICATES FOR: HOME OCCUPATION PERMITS, BUSINESS LICENSES, BUILDING PERMITS, ETC. One time issue permit, no renewal required. Maintained electronically since 2003. Pre-2003 paper files are stored offsite. All microfiche stored in office.	2	PERM	PERM	Dept. Policy
PLNG206	LANDMARKS PRESERVATION COMMISSION PROJECT FILES BY ADDRESS AND CORRESPONDENCE Maintained electronically since 2003. Older files are in paper or on microfiche stored in office.	PERM	None	PERM	Dept. Policy
PLNG207	LANDMARK PRESERVATION COMMISSION - NOTICES OF DECISION OF LANDMARK DESIGNATION OF PROPERTY Maintained electronically since 2003. Pre-2003 paper files are stored offsite. All microfiche stored in office.	PERM	None	PERM	Dept. Policy
PLNG208	LANDMARK PRESERVATION COMMISSION - LIST OF HISTORIC SITES	PERM	None	PERM	Dept. Policy
PLNG209	MAPS - SANBORN FIRE INSURANCE MAP COLLECTION Historical maps of lots, blocks, and structures used in estimating potential risk for urban structures; includes data on construction material, height and function as well as location of lot lines.	5	PERM	PERM	GC 34090(a)

RECORDS RETENTION SCHEDULE - PLANNING

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
PLNG211	SUBDIVISION FILES Lot splits/condo conversions. Includes subdivision/condo logs. Maintained electronically since 2003. Older files are in paper or on microfiche.	PERM	None	PERM	GC 34090(a)
PLNG213	USE PERMITS Chron record of Use Permits. Maintained electronically since 2003. Older files are in paper or on microfiche.	5	PERM	PERM	Dept. Policy
PLNG214	VARIANCE AND USE PERMITS [PRE-1961] One time permit - subject to Zoning Officer approval. Organized by general area within the City. Maintained in paper format.	None	PERM	PERM	Dept. Policy
PLNG215	ZONING ADJUSTMENTS BOARD - NOTICES OF DECISION From 1979-2004 Notices of Decision were maintained; after 2004, NODs were filed in the Zoning Record by property, see PLNG220. Maintained in paper format before 2020. All electronic records since 2020.	PERM	None	PERM	Dept. Policy
PLNG216	ZONING ADJUSTMENTS BOARD - CAPTIONER'S RECORD Records are maintained permanently as historical and legal references because some minutes are incomplete or nonexistent; see item PLNG215. Maintained in paper and electronic format.	2	PERM	PERM	Dept. Policy
PLNG217	ZONING ADJUSTMENTS BOARD - MINUTES *Retention Note: Beginning in 2004, minutes are filed with agenda packets.	5	PERM	PERM*	GC 34090
PLNG220	ZONING RECORD BY PROPERTY ADDRESS Complete zoning files by address, including UP, AUP, LPC, DRC, variances, subdivisions, condo conversions, etc. Maintained in paper format before 2004, with electronic format afterwards.	5	PERM	PERM	Dept. Policy
ADVANCE PLANNING					
PLNG218	ZONING ORDINANCE - TEXT CHANGES Changes in the Zoning Ordinance; 1948 to present.	5	PERM	PERM	Dept. Policy

RECORDS RETENTION SCHEDULE - PLANNING

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
PLNG219	ZONING ORDINANCE 1949-1983 are located at the records center, all Zoning Ordinances after 1983* are located at the Zoning office.	5	PERM	PERM	Dept. Policy
PLNG301	GENERAL PLAN AND OTHER AREA PLANS Special and/or long-range program planning for coordination of services and strategic planning for the City. Includes the 1977 Master Plan, working files and adopted Area Plans amending the City's Master Plan. Upon Council adoption of any plan, working copies will be discarded, the official record is located in the City Clerk's Dept. as a permanent document. Maintained in paper format.	5	PERM	PERM	Dept. Policy
PLNG306	DESIGN REVIEW COMMITTEE – AGENDAS Maintained in paper format before 2020. All electronic records since 2020.	CYE+3	5	CYE+8	Dept. Policy
BUILDING AND SAFETY					
PLNG403	PERMITS, CONSTRUCTION-ASSOCIATED DOCUMENTS, FINAL AFFIDAVITS *Retention Note: Records kept in-office until final inspection, then retained digitally. Maintained electronically in the process management software system as of January 2015. Paper records prior to January 2015 maintained permanently at offsite storage.	PERM	None	PERM*	H&S 19850
PLNG404	PLANS - BUILDING (CONSTRUCTION PLANS) All buildings of any construction type, excluding banks, financial institutions, and utility companies. *Retention Note: Maintained electronically since 2015 and stored digitally in the process management system and on the shared drive. Paper Records Prior to 2015 are at Offsite Storage.	PERM	None	PERM*	H&S 19850
PLNG405	REPORTS WITH HOUSING DATA Census Bureau - report of new privately owned residential building or zoning permits issued State Dept of Finance - Housing Unit Change form.	PERM	None	PERM	H&S 19850

RECORDS RETENTION SCHEDULE - PLANNING

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
PLNG406	PSC (PERMIT SERVICE CENTER) CASHIER DAILY RECORDS Includes credit card slips and Cashier daily reports prepared at the end of each day. All other documents sent to Finance for processing.	CYE+2	4	CYE+6	Dept. Policy
PLNG407	EXTERIOR ELEVATED ELEMENTS FORMS Inspection certification and exemption declaration forms. *Retention Note: paper submittals digitized for permanent retention.	PERM	NONE	PERM*	H&S 19850
HOUS111	HOUSING CODE ENFORCEMENT - INSPECTION FILES Maintained electronically. Paper files are scanned and saved to the case archive once case is closed.	CL+2	None	CL+2	GC 34090
HOUS113	HOUSING CODE ENFORCEMENT - PROPERTY LIENS Inspections Special Assessment Tax Liens and back-up information for yearly liens.	FYE+1	2	FYE+3	Dept. Policy
FIN205	ACCOUNTS OUTSTANDING AND PAYMENTS - HOUSING INSPECTION	5	None	5	Dept. Policy
FIN206	PAYMENT RECEIPTS - HOUSING INSPECTION	1	3	4	Dept. Policy
FIN207	BILLING ADJUSTMENTS - HOUSING INSPECTION	AA+1	3	AA+4	State of CA Guidelines
ENERGY AND SUSTAINABLE DEVELOPMENT					
PLNG502	ENERGY USAGE DATA FOR GHG EMISSIONS Spreadsheet received from AVA Energy and PG&E. Maintained electronically.	CYE+2	None	CYE+2	GC 34090
PLNG506	BUILDING EMISSIONS SAVING ORDINANCE Compliance files. Paper records have been digitized and uploaded to Salesforce. After 5 years, BESO assessments expire.	AE+2	None	AE+2	Dept. Policy

RECORDS RETENTION SCHEDULE - PLANNING

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
TOXICS MANAGEMENT					
PLNG601	COMPLAINT FILES Citizen complaints regarding stormwater, lead, hazardous materials and emergency response. Maintained in a database since 2014.	10	None	10	Dept. Policy
PLNG602	CERTIFIED UNIFIED PROGRAM AGENCY (CUPA) SITE FILES Hazardous Material Disclosure, Hazardous Waste, Aboveground and Underground Storage Tanks files/records, reports, inspections and enforcement. Mostly electronic since 2020.	PERM	None	PERM	Dept. Policy
PLNG603	INSPECTOR TRAINING FILES CUPA programs/emergency response documentation of instruction and training. Maintained electronically by inspector.	CL+7	None	CL+7	Dept. Policy
PLNG604	REMEDICATION Contaminated sites monitoring wells, soil borings and other remediation activities by site. Current files maintained electronically. Records Prior to 2025 are at offsite storage.	CYE+5	PERM	PERM	Dept. Policy
PLNG605	UNDERGROUND STORAGE TANKS Plans, drawings, files and records not contained in a CUPA site file. Maintained electronically.	PERM	None	PERM	GC 34090(a)

Retention Codes	
AA	After Audit
AE	After Expiration
CL	Close/Completion
CYE	Current Year End
FYE	Fiscal Year End
US	Until Superseded

RECORDS RETENTION SCHEDULE – POLICE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
PROFESSIONAL STANDARDS DIVISION					
POL102	BERKELEY POLICE - TRAINING AND INFORMATION BULLETINS Written directives issued by Chief of Police detailing operational, technical, and procedural instructions and/or guidelines on specific subjects, one copy of rescinded and current bulletins are kept permanently for historical reference. Maintained in electronic format in Lexipol since 2010. Records prior to 2010 are at offsite storage.	PERM	None	PERM	Dept. Policy
POL103	GENERAL ORDERS/POLICE REGULATIONS Rules and regulations governing the Berkeley Police Department. Maintained in electronic format in Lexipol since 2010. Records prior to 2010 are at offsite storage.	PERM	None	PERM	Dept. Policy
PERSONNEL FILES					
POL104a	Personnel files, excluding non-sworn Parking personnel, of inactive Police employees, including personnel complaints - destroy 5 yrs. after termination from department, except for personnel who retired prior to 1975 (see POL104b). Maintained in paper format.	AT+5	None	AT+5	Dept. Policy
POL104b	Personnel files for personnel who retired prior to 1975 must be maintained permanently due to former retirement system. Maintained in paper format.	PERM	None	PERM	Dept. Policy
OFFICE OF THE CHIEF					
POL201	INTERNAL AFFAIRS INVESTIGATIONS AND COMPLAINT INVESTIGATIONS FILES and DISCIPLINARY ACTION FILES, NO SUSTAINED FINDINGS Members of the public complaints with no sustained findings. Held electronically and hard copy.	9	None	9	Dept. Policy

RECORDS RETENTION SCHEDULE – POLICE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
POL202	INTERNAL AFFAIRS INVESTIGATIONS AND COMPLAINT INVESTIGATIONS FILES and DISCIPLINARY ACTION FILES, SUSTAINED FINDINGS Members of the public complaints with sustained findings. Maintained both electronically and hard copy.	15	None	15	PC 832.5(b)
POL203	INTERNAL AFFAIRS INVESTIGATIONS, COMPLAINT INVESTIGATIONS FILES Internal complaints with no sustained findings. Held electronically or hard copy.	4	None	4	Dept. Policy
POL204	INTERNAL AFFAIRS INVESTIGATIONS, COMPLAINT INVESTIGATIONS FILES and DISCIPLINARY ACTION FILES Internal complaints or observation of misconduct with sustained findings. Held electronically or hard copy.	15	None	15	PC 832.5(b)
INVESTIGATIONS DIVISION - SPECIAL ENFORCEMENT					
POL301	CONFIDENTIAL INVESTIGATIONS Currently maintained in paper format.	CL+15	None	CL+15	Dept. Policy
SUPPORT SERVICES					
POL407	FINGERPRINT FILE Original fingerprint cards are kept in physical format. Inked palm cards are kept electronically. Records prior to 2004 are at offsite storage.	Death or Age 80	None	Death or Age 80	Dept. Policy
POL409	POLICE REPORT FILES Official criminal offense investigative reports, accident reports, non-criminal, and miscellaneous, CONSOLIDATED ARREST REPORTS (CAR). *Retention Note: Prior to 1996 and 2011 to current, all report files are kept PERM in police database. Records from 1997-2010 are at offsite storage.	PERM	None	PERM*	Dept. Policy

RECORDS RETENTION SCHEDULE – POLICE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
POL410a	<p>RECORD SEALING - NON-FACTUAL INNOCENCE - ADULTS Arrest records and narrative reports. In cases where charges are dropped because victim fails to show up, or the accused pleads “nolo” and gets a reduced sentence. *Retention Note: Records may be expunged before 3 years by court order.</p>	CL+3	None	CL+3*	PC 851.8(a) *Mandatory Destruction upon court order
POL410b	<p>RECORD SEALING - NON-FACTUAL INNOCENCE - JUVENILES Arrest records and narrative reports. In cases where charges are dropped because victim fails to show up, or the accused pleads “nolo” and gets a reduced sentence.</p>	CL+5	None	CL+5	WIC § 781
POL411a	<p>RECORD SEALING - INNOCENT BY TRIAL - ADULTS Arrest records and narrative reports. In cases where the accused is tried in court and the court determines the accused is innocent, which means the accused is factually innocent. Maintained in electronic format from 2011 forward. *Retention Note: Records may be expunged before 3 years by court order.</p>	CL+3	None	CL+3*	PC 851.8(a) *Mandatory Destruction upon court order
POL411b	<p>RECORD SEALING - INNOCENT BY TRIAL - JUVENILES Arrest records and narrative reports. In cases where the accused is tried in court and the court determines the accused is innocent, which means the accused is factually innocent. Maintained in electronic format from 2011 forward. *Retention Note: Records may be expunged before 5 years by court order.</p>	CL+5	None	CL+5*	WIC § 781 *Mandatory Destruction upon court order
SUPPORT SERVICES - COMMUNICATIONS CENTER					
POL501	<p>TELECOMMUNICATION LOG Log documenting computer requests from officers. Scanned to PDF.</p>	4	None	4	Dept. Policy
POL503	<p>DISPATCH AUDIO RECORDS</p>	180 Days	None	180 Days	State of California Guidelines

RECORDS RETENTION SCHEDULE – POLICE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
POL504	COMPUTER AIDED DISPATCH RECORDS Can be printed out from the system, but not always.	CL+3	None	CL+3	State of California Guidelines
SUPPORT SERVICES - CITY JAIL OPERATIONS					
POL601	BOOKING JACKET - DETAINEE JACKET Detainee Confinement form, consolidated arrest report, property receipt, may include upgraded strip search forms, Field Investigation Card, Warrants, and misc. *Retention Note: Beginning 2016, records stored electronically. Records prior to 2016 are at offsite storage.	7	None	7	Dept. Policy
POL603	JAIL SUPERVISOR LOGS Logs documenting observations and unique requirements of prisoners as well as any facility abnormalities. *Retention Note: Beginning 2016, records stored electronically.	CYE+6	None	CYE+6*	State of California Guidelines
POL604	REGISTRANT FORMS Sex, arson, drugs, gangs *Retention Note: Beginning 2017, records stored electronically. Records prior to 2017 are stored at offsite storage.	Life of Registrant in Jurisdiction	None	Life of Registrant in Jurisdiction*	State of California Guidelines
POL605	JAIL SECURITY CAMERA RECORDINGS	13 Months	None	13 Months	State of California Guidelines
INVESTIGATIONS - DETECTIVE BUREAU / CRIME SCENE UNIT					
POL701	CRIME REPORTS - AUTO THEFT INVESTIGATIONS Police reports, stolen vehicle system entries and cancellations, I.D. reports, photographs, supporting documentation. Maintained electronically.	CL+4	None	CL+4	Dept. Policy
POL702	CRIME REPORTS - INVESTIGATIONS - FRAUD Police reports concerning embezzlements, checks, credit cards, and purse and wallet thefts. Maintained electronically.	4	None	4	CCP 337

RECORDS RETENTION SCHEDULE – POLICE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
POL703	CRIME REPORTS - JUVENILE INVESTIGATIONS Paperwork involving assistance in juvenile investigations. Maintained electronically.	5	None	5	Dept. Policy
POL704	CRIME REPORTS - INVESTIGATIONS - HOMICIDE Police reports involving homicides, assaults, missing persons, dead bodies, suicide; homicide files are permanent. Maintained electronically since 2011. Paper records prior to 2011 at offsite storage.	PERM	None	PERM	Dept. Policy
POL705	CRIME REPORTS - INVESTIGATIONS - PROPERTY CRIMES Police reports concerning burglaries, arson, grand thefts. Maintained electronically.	2	None	2	GC 34090
POL706	CRIME REPORTS - INVESTIGATIONS - ROBBERY Police reports concerning robberies, purse snatches, weapons, guns. Maintained electronically.	3	None	3	Dept. Policy
POL707	CRIME REPORTS - INVESTIGATIONS - SEXUAL ASSAULT Police reports concerning sexual assaults, sex registrants, indecent exposure cases, obscene/annoying phone calls, domestic violence cases. Maintained electronically. *Retention Note: Records are not part of Police report. Used to monitor repeat offenders.	40	None	40*	PC 680(f)(2)
POL708	PHOTOGRAPHIC NEGATIVES Photographic negatives taken of crime scene and accident investigations. Includes inmate photographs. Film photography no longer used.	5	PERM	PERM	Dept. Policy
POL709	PHOTOGRAPHS AND PHOTOGRAPHIC NEGATIVES - NON CASE-RELATED Public relations, promotions, events, ceremonies, staff photos. Film photography no longer used.	CYE+5	PERM	PERM	Dept. Policy
POL710	PHOTOGRAPHIC/NEGATIVE LOG Paper and database log of photos taken.	PERM	None	PERM	Dept. Policy

RECORDS RETENTION SCHEDULE – POLICE

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
POL711	FIXED AUTOMATED LICENSE PLATE READER (ALPR) - DATA Readers attached to poles. *Retention Note: Maintained electronically for 30 days unless data corresponds to a case or hot list.	30 Days	None	30 Days*	Dept. Policy
SUPPORT SERVICES - WARRANT DETAIL					
POL801	WARRANT FILES Copies of original warrants and warrant tracking information. Maintained electronically.	7	None	7	Dept. Policy
POL902	SEALED JUVENILE RECORDS Prior arrest record sealed by court order.	5	None	5	WIC § 781(a)(1)A) with Court Order
INVESTIGATIONS - TRAFFIC / PARKING					
POL1001a	ACCIDENT REPORTS - Non-Fatal	CL+2	None	CL+2	State of California Guidelines
POL1001b	ACCIDENT REPORTS - Fatal	PERM	None	PERM	State of California Guidelines
POL1002a	PARKING CITATIONS, CLOSED	CL+2	None	CL+2	GC 34090
POL1002b	PARKING CITATIONS, OPEN	5	None	5	Dept. Policy
POL1003	CITATIONS - VOID Parking tickets issued in error or incorrectly.	30 days	None	30 days	Dept. Policy
POL1007	MOBILE LICENSE PLATE READERS - DATA	30 days	None	30 days	Dept. Policy
OPERATIONS – COMMUNITY SERVICES					
POL1105	SECURITY CHECKS Record receipt of homes and businesses surveyed to indicate areas to improve or repair to prevent burglaries and other crime.	2	None	2	GC 34090

Retention Codes	
AT	After Termination
CL	Close/Completion
CYE	Current Year End

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
ADMINISTRATION					
PWKS602	SAFETY TAILGATE DOCUMENTS Signatures of crew and safety subjects.	CYE+2	5	CYE+7	Dept. Policy
PWKS808	PRE & POST TRIP REPORTS Commercial vehicles.	2	None	2	Dept. Policy
PWKS906	SAFETY DATA SHEETS	PERM	None	PERM	Dept. Policy
PWKS1108	TRAINING RECORDS	AT+3	None	AT+3	Dept. Policy
CAPITAL IMPROVEMENTS					
PWKS201	CAPITAL IMPROVEMENTS - PROJECT FILES Documents that support process and progress of project to completion; including bidders list, specifications, reports, plans, work orders, schedules, ordinances and resolutions, board and commission minutes, weekly project minutes, etc.	CL+2	PERM	PERM	State of California Guidelines
PWKS202	CAPITAL IMPROVEMENTS - CONSTRUCTION FILES Planning, design, construction, conversion or modification of City-owned facilities, structures and systems.	CL+2	PERM	PERM	State of California Guidelines
PWKS203	CAPITAL IMPROVEMENTS - AGREEMENTS	CL+3	PERM	PERM	State of California Guidelines
ENGINEERING					
PWKS301	ENGINEER'S REPORTS Streetlighting, underground assessment districts and other types of projects.	10	PERM	PERM	Dept. Policy

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
PWKS302	CAPITAL IMPROVEMENT PROGRAM PROJECT FILES-PLANS, SPECIFICATIONS AND REPORTS (AND FOR FACILITIES PROGRAM ONLY: SUBMITTALS, O&M MANUALS, WARRANTIES, ETC.) Plans, specifications and reports, including but not limited to project survey files, environmental impact reports, geotechnical reports, basis of design reports and feasibility studies for storm, streets sewer, sidewalk, facilities and other infrastructure capital projects.	CL+2	PERM	PERM	Dept. Policy
PWKS303	PROJECT FILES - ALL OTHER DOCUMENTS All other documents (excluding PWKS 302) supporting progress of project from inception to completion, including but not limited to meeting minutes, consultant scope of work, engineers list, bidders list, change orders, progress payments, inspection logs, etc.	1	PERM	PERM	Dept. Policy
PWKS304	EASEMENTS AND ABANDONMENTS Legal easements and abandonments across all infrastructure programs including storm, streets, sewer, sidewalk, facilities, and other infrastructure capital projects.	5	PERM	PERM	GC 34090(a)
PWKS305	SURVEYING FILES Monument records. Records are maintained electronically.	PERM	None	PERM	GC 34090(a)
PWKS306	ENGINEERING PERMITS Permits for work in the public right of way, including but not limited to, permits to excavate by utilities and others, sidewalk construction, no parking sign permits, etc.	5	PERM	PERM	Dept. Policy
PWKS307	ENCROACHMENT PERMITS Encroachment permits in the public right of way, including but not limited to, fences, walls, café seating, parklets, balcony overhangs, etc.	5	PERM	PERM	GC 34090(a)
PWKS308	UTILITY, TRANSPORTATION AND OTHER AGENCY AGREEMENTS AND FILES Franchise agreements and correspondence dealing with utility and transportation issues and agencies. Other interagency agreements.	5	PERM	PERM	Dept. Policy

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
PWKS309	REGULATORY FILES Documents for regulatory compliance including annual and other reports, etc. Related to permits for air quality, landfill, stormwater and other regulatory permits. Most Records are maintained electronically. Some hard copies are maintained on-site.	PERM	None	PERM	Dept. Policy
PWKS310	SEWER LATERAL CERTIFICATE Certificate and documents for complying with BMC 17.24. May include notice of deficiency, permit documents, review form, CCTV report, enforcement letter, job card, application. Maintained electronically since August 2024, with paper records maintained for earlier documents.	3	17	20	BMC 17.24.100
EQUIPMENT MAINTENANCE					
PWKS403	VEHICLE REPLACEMENT Received from the Fleet Manager for the director's signature. Maintained in paper format.	5	None	5	Dept. Policy
PWKS404	VEHICLE FILE Registration and purchase documents; Includes disposed vehicles.	PERM	None	PERM	Dept. Policy
FACILITIES ELECTRICAL					
PWKS504	ELECTRICAL DIVISION WORK ORDERS Work orders for all problems called in to Electrical to be repaired/installed.	CYE+2	None	CYE+2	GC 34090
PWKS505	EMERGENCY GENERATOR TEST Marina lift stations, lift station test log book.	3	None	3	Dept. Policy
PWKS508	RADIO MAINTENANCE RECORDS Maintenance records of mobile and dash mounted radios.	5	None	5	Dept. Policy
PWKS509	UNDERGROUND UTILITY DISTRICTS Established Underground Utility Districts in Berkeley - background files. Resolution and report to Council filed in City Clerk Dept.	10	None	10	Dept. Policy

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
FACILITIES MAINTENANCE					
PWKS601	BMD MAINTENANCE REQUESTS Work orders for all maintenance repairs done by Building Maintenance Division.	CYE+2	None	CYE+2	GC 34090
PWKS603	ELEVATOR CERTIFICATIONS	US	None	US	Dept. Policy
PWKS604	FIRE SUPPRESSING SYSTEMS Inspection Records	US	None	US	Dept. Policy
PWKS605	REPAIR AND MAINTENANCE OF FIRE EXTINGUISHERS Inspection Records	US	None	US	Dept. Policy
PROPERTY MANAGEMENT					
PWKS701	LEASES	CL	PERM	PERM	Dept. Policy
PWKS702	APPRAISALS	AV	PERM	PERM	Dept. Policy
ZERO WASTE					
PWKS804	SELF RECORDING WEIGHT SLIP City vehicles only for afterhours drop-offs.	5	None	5	Cal. Code Regs. Tit. 14, § 18995.2(e)
PWKS806	THIRD PARTY TICKET RECEIPTS AND LOG For City Vehicles for Outbound materials to 3rd party locations for disposal or recycling. Tickets are maintained in Paper Format and the information into the Zero Waste Scale Software by Weighmaster city employees.	5	None	5	Cal. Code Regs. Tit. 14, § 18995.2(e)
PWKS807	MONTHLY TRANSFER STATION REPORTS Treasury receipts, computer reports, cash reports, register receipts. Maintained in paper format.	5	None	5	Cal. Code Regs. Tit. 14, § 18995.2(e)
PWKS811	WEIGHMASTER CERTIFICATE Weight slips for public and City vehicle drop-offs. Maintained electronically in PC Scale and in paper onsite.	5	None	5	Cal. Code Regs. Tit. 14, § 18995.2(e)
PWKS812	DAILY DISPATCH OPERATIONS LOG Sign-in/out log for time tracking for employee start and end times. Used to create the employee timesheets.	2	None	2	GC 34090

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
PWKS813	OFFICE VISITOR LOGS For City employees and public visitors to track in case of emergency. Paper format record.	2	None	2	GC 34090
PWKS814	SPECIAL PICKUP WORK ORDERS Signed by staff after processing the order. Sent to Finance for billing and copy maintained in PW for disputed charge research as requested by Finance.	2	None	2	Dept. Policy; GC 34090
PWKS815	DOCTOR'S CERTIFICATIONS Certifications provided by residents for pickup bin assistance due to medical disabilities. Renewed annually. CONFIDENTIAL.	AE+2	None	AE+2	Dept. Policy
STREETS AND UTILITIES					
PWKS904	CLEAN CITIES Includes mechanical sweeper record.	3	None	3	Dept. Policy
PWKS907	STREET MAINTENANCE INCLUDING SIDEWALK AND POTHOLE REPAIR Requests for sidewalk repair and work orders. Maintained electronically.	CL+2	None	CL+2	Dept. Policy
PWKS909	STORM MAINTENANCE	3	None	3	Dept. Policy
TRANSPORTATION					
PWKS910	TRAFFIC MAINTENANCE WORK ORDERS Generated by Traffic Engineering or public.	3	2	5	Dept. Policy
PWKS911	METER MAINTENANCE	2	None	2	Dept. Policy
PWKS1001	AREA PLANS - BIKE PLAN, PEDESTRIAN PLAN, E.G. Become amendments to the 1977 City Master Plan or General Plan. When a plan is adopted, the official record in the City Clerk Dept. becomes permanent and division working files are discarded.	PERM	None	PERM	Dept. Policy
PWKS1002	TRANSIT SUBSIDY LISTS Forms completed by employees to obtain Ecopass transit subsidy.	5	None	5	Dept. Policy

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
PWKS1003a	TRAFFIC ENGINEER SYSTEMS - CURB PAINTING Location and specifications of parking restrictions.	PERM	None	PERM	Dept. Policy
PWKS1003b	TRAFFIC ENGINEER SYSTEMS - PAVEMENT MARKINGS Location and specifications for traffic control striping and legends.	PERM	None	PERM	Dept. Policy
PWKS1003c	TRAFFIC ENGINEER SYSTEMS - SIGN LOCATION FILES Location and specifications of traffic signs.	PERM	None	PERM	Dept. Policy
PWKS1003d	TRAFFIC ENGINEER SYSTEMS - RED CURB PERMITS Legacy files of permits that were issued to homeowners.	PERM	None	PERM	Dept. Policy
PWKS1004	SIGNAL PRIORITY RATING Numerical rating of City street intersections.	20	None	20	Dept. Policy
PWKS1005	SPEED STUDIES Radar speed studies.	5	None	5	Dept. Policy
PWKS1006	TRAFFIC VOLUME COUNTS Traffic count on City streets. Maintained in electronic format.	15	None	15	Dept. Policy
PWKS1007	NEIGHBORHOOD TRAFFIC MANAGEMENT PLAN Studies, reports, surveys (Neighborhood Traffic Management Plans) for traffic calming and mitigation.	5	5	10	Dept. Policy
PWKS1010	TRAFFIC IMPACT STUDIES Incorporated into EIR; Planning maintains with CEQA Study/Report.	CL+2	None	CL+2	GC 34090
ENVIRONMENTAL COMPLIANCE					
PWKS1101	MONTHLY DESIGNATED OPERATOR INSPECTION	1	3	4	Dept. Policy
PWKS1102	UNDERGROUND STORAGE TANKS Annual monitoring equipment certification, leak detection maintenance, tank and line tests.	3	3	6	Dept. Policy

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

SERIES CODE	RECORD SERIES DESCRIPTION	RETAIN IN OFFICE	OFFSITE STORAGE	DISPOSITION	CITATION / REFERENCE
PWKS1103	UNDERGROUND STORAGE TANKS Written performance claims, calibration/maintenance records, permit to operate.	5	3	8	Dept. Policy
PWKS1104	UNDERGROUND STORAGE TANKS Repairs/upgrades, as-built diagrams, financial responsibility, closure report/notice.	PERM	None	PERM	State of California Guidelines
PWKS1106	HAZARDOUS WASTE MANIFESTS	3	PERM	PERM	Dept. Policy
PWKS1107	HAZARDOUS WASTE STORAGE AREA INSPECTIONS	CYE+2	None	CYE+2	Dept. Policy
PWKS1109	NON POINT DISCHARGE ELIMINATION SYSTEM PERMIT Sampling, records, compliance and monthly inspections.	CL+2	3	CL+5	State Water Resource Control Board Order 97-03-DWQ
PWKS1110	HAZARDOUS MATERIALS INCIDENT	PERM	None	PERM	Dept. Policy
PWKS1112	BAY AREA AIR QUALITY MANAGEMENT DISTRICT (BAAQMD) Permit to operate.	1	3	4	Dept. Policy
PWKS1113	EAST BAY MUNICIPAL UTILITY DISTRICT (EBMUD) Permits, monitoring, discharge reports, relevant correspondence. Maintained electronically.	3	None	3	Dept. Policy
PWKS1114	WASTE TIRE MANIFEST RECORDS	3	None	3	14 CCR § 18459.3: (a) & (b)
PWKS1115	STORM WATER POLLUTION PREVENTION PLAN Includes the plan and updates.	US+5	None	US+5	State Water Resource Control Board Order 97-03-DWQ

Retention Codes	
AE	After Expiration
AT	After Termination
AV	Administrative Value
CL	Close/Completion
CYE	Current Year End
US	Until Superseded

