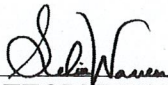


2024 APR -4 PM 4: 18

FILED
OFFICE OF THE CITY CLERK
OAKLAND

APPROVED AS TO FORM AND LEGALITY


CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

RESOLUTION NO. 90193 C.M.S.

RESOLUTION APPROVING A RECORDS RETENTION SCHEDULE FOR PREVIOUSLY OMITTED OAKLAND POLICE DEPARTMENT (OPD) AND COMMUNITY POLICE REVIEW AGENCY (CPRA) RECORDS AND OTHER ERRONEOUSLY OMITTED REVISIONS; MODIFYING TO THE EXTENT NECESSARY RESOLUTION NO. 90117 C.M.S. TO EXPRESSLY INCORPORATE THESE AMENDMENTS; AND REAFFIRMING THE AUTHORITY AND ROLE OF THE CITY CLERK TO 1) REVIEW AND APPROVE REQUESTS FOR THE DELETION AND/OR DESTRUCTION OF CITY RECORDS; AND 2) TO REVIEW AND AMEND THE RECORDS RETENTION SCHEDULE ON A PERIODIC BASIS WITHOUT RETURNING TO COUNCIL

WHEREAS, on May 2, 2023, the City Council passed Resolution No. 89700 C.M.S. authorizing the City Clerk to retain a consultant to prepare a new records retention policy that updates and replaces the existing policy, which was last updated in 2003; and

WHEREAS, on February 20, 2024, the City Council passed Resolution No. 90117 C.M.S., which, among other things, approved a Records and Information Management Policy (Exhibit A to Council Resolution 90117 C.M.S.) and a Records Retention Schedule (Exhibit B to Council Resolution 90117 C.M.S.);

WHEREAS, the Records and Information Management Policy (Exhibit A to Council Resolution 90117 C.M.S.) provides direction to staff on the rules for managing records of the City of Oakland; and

WHEREAS, the Records Retention Schedule (Exhibit B to Council Resolution 90117 C.M.S.) identifies categories of records created or received by City departments and establishes retention periods for those records consistent with federal, state and local law and policy, and was prepared with input from and in consultation with City departments; and

WHEREAS, on February 20, 2024, the Council approved the Records Retention Schedule (Exhibit B to Council Resolution 90117 C.M.S.) except for the following categories relating to the Oakland Police Department (OPD) and Community Police Review Agency (CPRA): Record Nos. 9b, 14b, 45 through 47, 67, 71, 84 and 105-126. Record Nos. 5 and 12, which are generally applicable to all departments, were approved except as applicable to OPD records; and

WHEREAS, Council provided additional time for staff to further consult on the retention schedules for those categories with the expectation that a subsequent resolution would be brought back to Council addressing the omitted records; and

WHEREAS, the City Clerk now presents an updated Records Retention Schedule in consultation with the outside consultant, Office of the City Attorney, Office of the Inspector General, CPRA and OPD, which includes the previously omitted categories and additional erroneously omitted revisions; and

WHEREAS, future updates and changes to the Records Retention Schedule will be reviewed and approved by the City Clerk and the City Attorney in compliance with then-existing laws and policies; now, therefore, be it

RESOLVED: The Council hereby approves and adopts the attached updated Records Retention Schedule (Exhibit B-Updated) and, to the extent necessary, modifies City Council Resolution No. 90117, to expressly incorporate the amendments set forth in this updated Records Retention Schedule; and be it

FURTHER RESOLVED: That, the City Clerk, in collaboration with the Office of the City Attorney, is authorized to review and approve requests for the deletion and/or destruction of any City records prior to deletion and/or destruction of such records in accordance with City procedures; and be it

FURTHER RESOLVED: That the City Clerk in collaboration with the Office of the City Attorney, is authorized to review and amend the Records Retention Schedule on a periodic basis to make updates and changes in compliance with then-existing laws and policies without returning to Council.

IN COUNCIL, OAKLAND, CALIFORNIA, **APR 16 2024**

PASSED BY THE FOLLOWING VOTE:

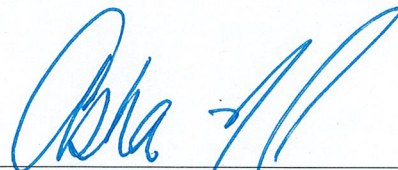
AYES - FIFE, GALLO, JENKINS, KALB, KAPLAN, RAMACHANDRAN, REID, AND
PRESIDENT FORTUNATO BAS - 8

NOES - 0

ABSENT - 0

ABSTENTION - 0

ATTEST:



ASHA REED

City Clerk and Clerk of the Council of the
City of Oakland, California

EXHIBIT B-UPDATED

[RECORDS RETENTION SCHEDULE]

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

AGONYMS USED IN LEGAL CITATIONS

CE = Cited GU = Comments/Case FR = Final Record LA = Limitation of Action M = Month
 MA = Majority MAJ = Majority PRC = Retention S = Superseded Y = Year

| Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|--|--|-----------------------------|-----------------|--|
| 001 Accounts Payable and Receivable Records and information related to the accounting of monies paid by or received by the City including payment for financial obligation | Aging Reports Cash Records (cash, count reports, cash flow book information, cash disbursement, cash register, receipts, cash receipts) Check Listing Credit Memos Collections Donations Employee Expense Reports, Reimbursements Fees Paid Form 1099 Form W-9 Invoices and Vouchers Purchasing Cards Expense Reconciliation/Allocations Reconciliations Refunds Taxes Paid Tax Revenue Received Tuition Reimbursements Utility Billing (registers, adjustments, deposit reports, payment subs) | All Departments | 10Y | CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 28 CFR 31.6001-1(g)(2) - (CU+4Y) US - 29 CFR 97.42 - (3Y) US - 29 CFR 516.5 - (3Y) US - 48 CFR 4.705-1 - (4Y; 2Y) |
| 002 Agreements, Contracts and Leases - Goods and Services Executed agreements, contracts, leases (which includes any type of contract, such as an agreement, franchise, or purchase order) and associated ancillary documents, between the City and other parties. Examples include: <ul style="list-style-type: none"> - Collective Bargaining Agreements - Contractor Agreements - Equipment Agreements - Franchise Agreements - Licensing Agreements - Maintenance Agreements - Memoranda of Agreement (MOA) - Memoranda of Understanding (MOU) - Professional Services Agreements - Service Contracts | Addendums and Amendments Attachments / Exhibits Certificates of Insurance Concessions Contractor Agreements (updated annually, semi-annually) Disclosures Equipment Agreements Family Resources & Referral Agreements (annually) Instructor Agreements Letters of Understanding Maintenance Agreements Memoranda of Agreement (MOAs) Memoranda of Understanding (MOUs) - other than labor MOUs Professional Services Agreements Purchase Orders Statements of Work (SOWs) Waivers | All Departments | While Active+4Y | CA - CCP 337 - (4Y) CA - CCP 337.1 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 28 CFR 516.5 - (3Y) US - 48 CFR 4.703 - (AC3Y) US - 48 CFR 4.705-1 - (4Y) US - 49 CFR 107.504 - (AC+2Y) |
| 003 Community Outreach, Media and Public Relations Records and information regarding external-facing communications, advertising and press relations materials, including documentation of outreach activities/events held in cooperation or for the benefit of the local community | Brochures, Flyers City FAQs Mailers Marketing Plans Media Packets, Releases, Kits PowerPoint Presentations for Council Members Public / Media Inquiries Public Outreach / Education Publications Produced by the City (newsletter, visitors guide) Publicity Files Seasonal Brochures Social Media Documentation Special Events Surveys Waivers of Liability | All Departments | 4Y | CA - CCP 337 - (LA4Y) CA - GOV 34090 - (2Y) |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

| | Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|--------|--|---|-------------------------------|-----------|---|
| 004 | Department Administration General internal administrative records of City departments, including: - Documentation of department internal activities - Routine department reports - Information captured on a log or a list - Correspondence, memos, notes and emails that do not require acknowledgment and do not pertain to another category - Department projects | Certificates of Life Attestations Constituent Correspondence Department Administrative Documents (calendars, committees, goals, objectives, meeting agendas, meeting minutes, meeting tapes/recording, plans) Department Generated Routine Studies / Reports Employee Communication Letters (announcements, new programs, notices) In-House Committees / Employee Committees Log Books and Lists Recorded Messages for Non-English Speakers Routine Correspondence Shipping and Receiving Records Unsuccessful Grant Funding Applications | All Departments | 2Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) Oakland Municipal Code 2.30.080 - (MAINT) |
| 005(a) | External Audits Records and information related to audits and administration of auditing activities, including reviewing and documenting operational, compliance, or financial information created as a part of an audit done by a third party. | Annual Audit Reports Audit Files, Plans Auditors Reports Management Responses Recommendations Remediation Plans / Results | All Departments except Police | CL+6Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) |
| 005(b) | External Audits Records and information related to audits and administration of auditing activities, including reviewing and documenting operational, compliance, or financial information created as a part of an audit done by a third party. | Annual Audit Reports Audit Files, Plans Auditors Reports Management Responses Recommendations Remediation Plans / Results | Police | CL+10Y* | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) *As required by Office of Inspector General |
| 006 | Grants Administration of Grants Issued To and Given by the City Documents the application, evaluation, awarding, administration, monitoring, reporting, and status of grants and other funding sources in which the City receives or gives monies, as well as when the City serves only as pass-through for grant funds, includes: - Federal grants - Local grants - State grants - Combined Federal, State and Local grants - Regional grants and funding sources - Grant Funds awarded by the City | Applications (including project proposals) Award Notification Grant Administration Grant Evaluations Program Rules, Regulations, Procedures Property Taxes Funding Reports to Funding Agencies | All Departments | CL+5Y | CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502(g)(7)(i)(A) - (AC+4Y) US - 28 CFR 97.42 - (3Y) Closed* = Closeout of Grant. Plus All Final Audit Reports Completed. If grant is in perpetuity, it never closes, or, retain per contract stipulation, whichever is longer. Unsuccessful applications are retained for 2 years. NOTE: If a grant requires longer retention, its specific requirements will take precedence. |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

ACRONYMS USED IN LEGAL CITATIONS
 CA = California
 FR = Fire Department
 LA = Law Enforcement
 MA = Mayor's Office
 M = Month
 Y = Year
 S = Subordinate
 P = Permit
 R = Request
 F = Fee

| Record ID | Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|-----------|--|---|-------------------------------|------------------|---|
| 007 | <p>Historical Documents, Events, and Collections</p> <p>Records and information documenting the history and significant milestones of the City as determined by the City Manager or City Clerk</p> | <p>Biographies of City Officials Census Information City Seal and Logo City Incorporation City Publications Demographics Elections (<i>historic, significant</i>) Executive, City Official Communications, Speeches, Videos Historic Districts Historical Events, Artifacts, Architecture, Designations, Projects Memorial Programs Picture Collections Publicity Photographs Registered Logos Significant News Clippings, Releases Sister City Program(s)</p> | All Departments | Permanent* | CA - GOV 34090 - (2Y) *The decision about what is historical is up to the City to decide. |
| 008 | <p>Permits Issued</p> <p>Documentation of permits issued by the City for the use of City property and facilities or for special activities within the City limits and are not long-term permits</p> <ul style="list-style-type: none"> - Alarms - Block Parties - Concealed Weapons - Filming Permits - Fire Code Permits - Special Events - Street Permits - Tent Permits - Transportation Permits (<i>oversize, overweight</i>) - Tree Removals | <p>Applications Backup Documentation Fingerprints Renewals</p> | All Departments | While Active+4Y* | CA - CCP 337 (4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) Oakland Municipal Code 12.36.090 - (PR) * Exception: Permits for removal of City Protected Trees will be maintained in a permanent file |
| 009(a) | <p>Policies, Procedures and Work Instructions</p> <p>Documentation of Council policies and administrative documentation of City policies, procedures, and work instructions for all departments.</p> | <p>Directives General Orders Guidelines Handbooks Instructions Manuals Policies Procedures Retention Schedule Standards Work Instructions</p> | All Departments except Police | S+2Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) |
| 009(b) | <p>Policies, Procedures and Work Instructions</p> <p>Documentation of Council policies and administrative documentation of City policies, procedures, and work instructions for the Police Department.</p> | <p>Directives General Orders Guidelines Handbooks Standards</p> | Police | S+50 Years | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) |
| 010 | <p>Procurement - Agreements and Contracts Not Awarded</p> <p>Records and information utilized in solicitation of goods and services where the purchase order, contract or agreement was not awarded.</p> | <p>Bids, Exhibits (<i>unaccepted, rejected, not awarded</i>) Price Lists Quotations Requisitions Requests for Information (RFI) Requests for Proposal (RFP) Requests for Quote (RFQ) Scorecards Specifications</p> | All Departments | CL+4Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

ACRONYMS USED IN LEGAL CITATIONS

GL = Closed; GU = Current Year; FR = Final Report; LA = Lapse of Authority; M = Month; N = Number of Program Assets; P = Policy; PR = Permit; S = Support; T = Termination; Y = Year

| Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|--|---|-------------------------------|---|---|
| 011 Public Notices Records documenting compliance with laws requiring public notice of government activities, excluding agendas and legislative body-related documents. Subjects may include assessments, elections, land use changes, public meetings and hearings, sale of property, and others. | Affidavits of Mailing Affidavits of Posting Affidavits of Publication/legal Notices Weekly Act Lists and Notices Public Hearing Notices Vacancy Notices | All Departments | 2Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) |
| 012 Service Requests, Issues, and Complaints Documentation regarding complaints and requests for service received by City departments. | Complaints and Inquiries Follow-up Investigations Issues Log OAK311 Work Requests Trouble Reports Work Orders | All Departments | 2Y Complaints of misconduct by OPD go to OPD Internal Affairs. | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) |
| 013 Strategic Planning Records and information relating to financial planning | Business Plans Consolidated Action Plans Financial Plans Forecasts Strategic Plans | All Departments | 2Y | CA - GOV 34090 - (2Y) |
| 014(a) Training Materials, Courses, Scheduling Documentation regarding the content of courses and schedules for training offered to employees, officials and volunteers, including: <ul style="list-style-type: none"> - Ethics - Fire Extinguisher - First Aid/CPR - Privacy - Safety - Specialized Equipment - Records and Information Management - Sexual Harassment - Agenda Training | AB1234 Attendance Lists Employee Development Employee Training Files Presentation Materials PowerPoint Slide Decks Rosters Sign-in Sheets Testing Training Bulletins | All Departments except Police | CU+5Y | CA - 8 CCR 3203 - (1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 12950.1 - (2Y) CA - GOV 34090 - (2Y) CA - GOV 53235.2(b) - (5Y) CA - GOV 53237.2(b) - (5Y) US - 29 CFR 1602.14 - (AC+1Y) |
| 014(b) Training Materials, Courses, Scheduling Documentation regarding the content of courses and schedules for training offered to police officers including: <ul style="list-style-type: none"> - Ethics - First Aid/CPR - Privacy - Safety - Specialized Equipment - Records and Information Management - Sexual Harassment - Weapons Training | Attendance Lists | Police | CU+20 Years* | CA - 8 CCR 3203 - (1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 2950.1 - (2Y) CA - GOV 34090 - (2Y) CA - GOV 53235.2(b) - (5Y) CA - GOV 53237.2(b) - (5Y) US - 29 CFR 1602.14 - (AC+1Y) *As required by Office of City Attorney and Office of Inspector General |
| 015 Volunteer Management Records and information regarding the onboarding and management of departmental volunteer staffing. | Employee Development | All Departments | 2Y | CA - GOV 34090 - (2Y) |
| 016 Legislative Administrative Records Administrative documents associated with meetings and activities of the City's legislative bodies, as well as documentation of non-legislative commissions, committees and task forces. | Employee Training Files | All Departments | 5Y | CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) Oakland Municipal Code - 3.20.080 - (5Y) |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

| <p>AGREEMENTS USED IN NEGOTIATIONS CE = Cease, CU = Current Year, FR = Final Resolution, LA = Limitation Action, MA = Majority, MAINT = Maintenance, PR = Partial, S = Suspended, U = Unfiled, W = Withdrawn, T = Terminated, J = Joint</p> | | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|--|-------------------------------|---|-----------------------------|--|------------------------------|
| Record Name and Description | Materials | | | | |
| <p>017 Animal Care - Care and Service of Animals Records that document the care, feeding, adoption, fostering or destruction of animals under the care of the City's Animal Care Facility.</p> | <p>Presentation Materials</p> | <p>Animal Services</p> | <p>4Y</p> | <p>CA - CCP 340(C) - (LA1Y) CA - CCP 337 - (LA4Y) CA - FAC 32003 - (3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 122331 - (MAINT) CA - PEN 597.1(d) - (3Y)</p> | |
| <p>018 Children's Accountability Oversight Records and information regarding the services of the Children's Accountability Initiatives that are created by the Children's Accountability Officer.</p> | <p>PowerPoint/Slide Decks</p> | <p>City Administrator</p> | <p>While Active+2Y</p> | <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)</p> | |
| <p>019 City Administrator Project Administration Records and information received or created for implementing and/or monitoring the implementation of a project. When a project becomes a part of the normal operations, the records belong to the operations. Types of Special Projects: - ADA Projects - Lead Settlement - Transformative Climate Communities (TCC) Grant Oversight - Sugar Sweetened Beverage Distribution Tax (SSBT) - ECAP/Sustainability</p> | <p>Rosters</p> | <p>City Administrator</p> | <p>CL+5Y</p> | <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)</p> | |
| <p>020 Organization Charts Documents that depict the departmental and reporting structure of the City government.</p> | <p>Sign-in Sheets</p> | <p>City Administrator</p> | <p>While Active+6Y</p> | <p>CA - GOV 34090 - (2Y)</p> | |
| <p>021 Legislative Records - Audio/Video Records Audio and video recordings of City Council, Commissions, Boards, City Committees and Redevelopment Successor Agency and their governing boards.</p> | <p>Testing</p> | <p>City Administrator City Clerk</p> | <p>Permanent</p> | <p>CA - GOV 34090.7 - (90D) CA GOV 54953 5(b) - (30D) Oakland Municipal Code 2.20.160(B) - (4Y)</p> | |
| <p>022 Legislative and Advisory Body Records Records of all action taken by City legislative and advisory bodies, including City Council, Oversight Board, Successor Agency, Redevelopment Agency, Planning Commission, City Boards and Commissions, Task Forces, Committees, and Subcommittees taken during public and closed session meetings and are subject to the rules of the Brown Act.</p> | <p>Training Bulletins</p> | <p>City Administrator City Clerk Public Ethics Commission</p> | <p>Permanent</p> | <p>CA - GOV 34090(e) - (PR)</p> | |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

CL = Closed; CU = Current; FR = Final Report; GR = Grant; IA = Investigation/Action; M = Month; MA = Matrix; MAINT = Maintenance; PR = Personnel; S = Suspended; T = Temporarily; Y = Year

AGRONYMS USED IN LEGAL CITATIONS
FR = Final Report; GR = Grant; IA = Investigation/Action; M = Month; MA = Matrix; MAINT = Maintenance; PR = Personnel; S = Suspended; T = Temporarily; Y = Year

| Record ID | Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|-----------|---|---|--------------------------------------|------------------|---|
| 023 | <p>Business Licenses and Permits</p> <p>Records and information documenting the issuance of City business licenses and business permits. Includes, but is not limited to, permits for the following types of businesses:</p> <ul style="list-style-type: none"> - Airports - Auctions and auctioneers - Bingo - Business Tax Certificates - Cabarets - Cannabis sales - Carnivals - Dance halls - Firearms dealers - Massage establishments and massage therapists - Miniature golf courses - Pawnbrokers and second-hand sellers - Poolrooms, bowling alleys and skating rinks - Private patrol services - Taxis and other for-hire vehicles (cabs, drivers) - Theaters - Tow trucks | <p>Annual Business Tax Certificates Applications* Business Tax (applications, fees, financial history, reports) Special Licenses (pesticides, applicators, painting)</p> | City Administrator Finance | While Active+6Y* | <p>CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) Oakland Municipal Code 5.66.060 - (PR)* Oakland Municipal Code 5.02.030 - (PR)*</p> <p>* Exception: Acknowledged versions of applications are retained permanently by City Administrator</p> |
| 024 | <p>Business Continuity Records - Facilities and Emergency Operations</p> <p>All documentation for dealing with preparation for and responses to emergencies, disasters and/or system failures in the City. Includes the Emergency Operations Center.</p> | <p>Business Continuity Plans Damage Assessment Disaster Recovery Plan and Case History Plan Emergency Contact Lists, Employee Lists, Roster of Workers Emergency Evacuation Procedures Emergency Operations Center Emergency Operations Plan Emergency Preparedness Evacuation Plans Fire Prevention Plan Telephone Trees Volunteer Lists</p> | City Administrator Fire Police | While Active+2Y | <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)</p> |
| 025(a) | <p>Routine Legal Advice and Opinions</p> <p>Memoranda containing legal advice and/or opinions prepared by the City Attorney.</p> | <p>Legal Memorandum Attorney Opinions</p> | City Attorney | While Active+2Y | <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)</p> |
| 025(b) | <p>Significant/Notable Advice and Opinions</p> <p>Memoranda containing legal advice and/or opinions prepared by the City Attorney.</p> | <p>Legal Memorandum Attorney Opinions</p> | City Attorney | Permanent | <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)</p> |
| 026 | <p>Public Information Requests</p> <p>Records requested by the public, required for provision to the public, and related inquiries.</p> | <p>Collection Lists Formal Public Records Requests Inquiries Public Records Requests</p> | City Attorney | Permanent | <p>CA - GOV 34090 - (2Y)</p> |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

CI = Closed CU = Current Year FR = Final Resolution LA = Limitation of Action LE = Life (of program/asset) M = Month
 MA = Majority MAINT = Maintenance PR = Preservation S = Suspended Y = Year

ACRONYMS USED IN LEGAL CITATIONS

| Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|---|--|----------------------------------|---------------------|--|
| 027 Routine Litigation and Third Party Claims Records generated for or related to routine cases or action before a judicial, arbitral, or administrative officer or body. | Claims Complaints Court Orders Discovery Exhibits Judgments Pleadings Related Correspondence Settlement Agreements Subpoenas (for civil subpoenas and criminal subpoenas) Third Party Claims | City Attorney | FR+10Y | CA - 2 CCR 11013 - (FR+2Y) CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - CCP 338.1 - (LA5Y) CA - GOV 911.2 - (LA6M; LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - LAB 5410 - (LA5Y) CA - RTC 19704 - (LA6Y) CA - UIC 1132 - (LA5Y) US - 28 USC 6531 - (LA6Y) US - 26 USC 6532 - (LA2Y) US - 29 USC 255 - (LA2Y) US - 28 USC 626(d) - (LA300D) US - 42 USC 2000e-5(e) - (LA180D) US - 42 USC 2000e-5(f) - (LA180D) |
| 028 Settlement Agreements Records and information regarding the final settlement in an action between the City and another party. | Agreement Court Rulings/Decisions | City Attorney | Permanent | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CI+3Y) CA - GOV 34090 - (2Y) |
| 029 Significant/Notable Litigation Records generated for or related to significant cases or action before a judicial, arbitral, or administrative officer or body. | Claims Complaints Court Orders Discovery Exhibits Judgments Pleadings Related Correspondence Settlement Agreements Subpoenas (for civil subpoenas and criminal subpoenas) Third Party Claims | City Attorney | Permanent | CA - 2 CCR 11013 - (FR+2Y) CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - CCP 338.1 - (LA5Y) CA - GOV 911.2 - (LA6M; LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - LAB 5410 - (LA5Y) CA - RTC 19704 - (LA6Y) CA - UIC 1132 - (LA5Y) US - 26 USC 6531 - (LA6Y) US - 26 USC 6532 - (LA2Y) US - 29 USC 255 - (LA2Y) US - 28 USC 626(d) - (LA300D) US - 42 USC 2000e-5(e) - (LA180D) US - 42 USC 2000e-5(f) - (LA180D) |
| 030 Property Claims by the City Records detailing claims lodged by the City for damages to City property. | Accident/Incident Reports Actuarial Reports Annual Audit of Open Claims Appraisals Claims By the City Closing Letters Damage Estimate Reports Supporting Documentation Insurance Claims, Appraisals, Reports Investigations | City Attorney Human Resources | Final Resolution+4Y | CA - CCP 337 - (LA4Y) CA - CCP 338.1 - (LA4Y) CA - GOV 34090 - (2Y) |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

ACRONYMS USED IN LEGAL CITATIONS

CL = Closed; CU = Current Year; FR = Final Resolution; LA = Limitation of Action; M = Month; P = Partial Records; PR = Preliminary; S = Superseded or
 MA = Majority; MANT = Main; R = Records; T = Term; Y = Year

U = Underscore; A = Asterisk; B = Bold; L = Left; R = Right; C = Center; D = Double; E = Emphasis; F = Font; G = Gray; H = Highlight; I = Italic; J = Justify; K = Keep; L = Link; M = Month; N = Number; O = Open; P = Partial; Q = Quote; R = Records; S = Superseded or

| Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|--|--|--|------------------|---|
| 031 Audits, Official - Internal and Administration Records and information related to internal performance audits and administration of auditing activities, including reviewing and documenting operational, compliance, or financial information created as a part of an audit. | Annual/Audit Reports Audit Files, Plans Audit Schedules Audit Worksheets Auditors Reports Improvement Plans Investigations/Workpapers Management Responses Observations Recommendations Remediation Plans / Results Responses | City Auditor | Audit Closure+6Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.517 - (AC-3Y) US - 26 USC 6531 - (LA6Y) |
| 032 Election Records - Administrative Files Documentation of the administration of City elections as well as the submission and processing of initiatives, referenda, recalls, or ballot measures, excluding petitions. | Ballot Measure (arguments for/against, full text, rebuttals, impartial analyses) City Attorney Opinion Election Correspondence Election Results Research Notes | City Clerk | 4Y | CA - GOV 34090 - (2Y) CA - GOV 81009 (f) (g) - (4Y), (2Y) |
| 033 Election Records - Initiative, Recall, or Referendum Petitions Petitions for initiative, referendum, or recall, whether successful or not. | Petitions (Initiatives, recall or referendum) | City Clerk | 8M | CA - ELEC 17200 - (6 Months) CA - ELEC 17400 - (6 Months) |
| 034 FPPC Forms - Mandated Reporting Forms mandated by state law related to receipt and redistribution of gifts and honoraria, ceremonial roles, and holding of multiple positions for certain employees, elected or appointed officials, or consultants. | Form 801 Form 802 Form 803 Form 804 Form 805 Form 806 | City Clerk | 7Y | CA - GOV 34090 - (2Y) CA - GOV 81009(e) - (7Y) |
| 035 FPPC Forms - Statements of Economic Interest Statements of economic interest mandated by state law for certain employees, elected or appointed officials, or consultants. | Form 700 | City Clerk | Term+7Y | CA - GOV 34090 - (2Y) CA - GOV 81009 (e) - (7Y) *Term = Term of Office, Term of Service or Termination of Employment |
| 036 Records, Information Management Documentation of the compliance with Records and Information Management policy and procedures. | Certificates of Destruction Inactive Records Storage Information Lists of Stored / Destroyed Records Records Transfers (to storage, to other depts.) | City Clerk | 10Y | CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) |
| 037 Public Meeting Speaker Requests Cards or similar records submitted by public attendees at City Council and Commission sessions who wish to speak during the session. | Speaker Requests | City Clerk | 6 Months | |
| 038 Final Budget Records and information relating to final approved City budgets. | Final Budget Document Gann Limit Annual Review | City Clerk Finance | 2 years | CA - GOV 34090 - (2Y) |
| 039 Election Records - Candidates Not Elected Campaign statements and election documentation for candidates who are not elected. | Campaign Statements Nomination Papers | City Clerk Public Ethics Commission | 5Y | CA - ELEC 17100(a) - (TR+4Y) CA - GOV 81009(b) - (5Y) CA - GOV 84616(b) - (4Y) |
| 040 Election Records - Committee Campaign Forms Campaign statements for Political Action Committees, General Purpose Committees and all other FPPC campaign reports, Oakland-specific campaign reports, public financing reports and forms, and other statements not specified in Record #s 034 & 035. | FPPC Series 400 Forms OCRA Forms Public Financing Vouchers Public Financing Reimbursement Claims | City Clerk Public Ethics Commission | 7Y | CA - GOV 81009(e) - (7Y) |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

AGRONIMIES USED IN LEGAL CITATIONS

CL = Closed CU = Current Year FR = Final (60) Day LA = Limitation of Action M = Month
 MA = Maturity MAINT = Maintenance PA = Partially S = Suspended T = Transmittal Y = Year

| Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|--|---|--|------------------------|---|
| <p>041</p> <p>Election Records - Officeholders, Candidates Elected, and Supporting Committees Campaign statements and election documentation for candidates who are elected or appointed to City offices, their controlled and supporting committees, and officeholders</p> | <p>Campaign Statements (candidates, candidates-controlled committees, formally-formed committees in support, officeholders) Nomination Papers</p> | <p>City Clerk Public Ethics Commission</p> | <p>Permanent</p> | <p>CA - ELEC-17100(a) - (T+4Y) CA - GOV 31009(b) - (PR)</p> |
| <p>042</p> <p>Elected Officials Administrative Records Records and information regarding administration of the activities and work of the Oakland City Council and other elected City officials.</p> | <p>Chron Files Constituent Correspondence Presentations Projects Social Media Postings Special Events Travel Schedules</p> | <p>City Council Office</p> | <p>2Y</p> | <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)</p> |
| <p>043</p> <p>Economic Development Programs and Services Records and information documenting the City's economic-development programs and redevelopment successor programs including marketing, events and customer relationships management.</p> | <p>Adult and Youth Training Program Documents Business Incentive Programs (grants, funding) Climate Action Plan Community Activities Demographics Economic Development Programs Economic Development Strategy Emergency Funding Job Connect and Listings Job Fairs and Recruitment Marketing (website) On-the-Job Training for Adults and Youth Outreach Signage and Facade Program Workforce Investment Grant Agreements Workforce Statistics and Data</p> | <p>City Council Office Economic & Workforce Development</p> | <p>While Active+4Y</p> | <p>CA - CCP 337 - (LA4) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502 - (CL+4Y)</p> |
| <p>044</p> <p>Redevelopment/Successor Agency Official Reports Official reports issued by the former Oakland Redevelopment Agency or the Successor agency to the Oakland Redevelopment Agency.</p> | <p>Administrative Budgets Annual Report to State Bond Expenditure Agreement Bond Spending Plan, Amendments Compensation Agreements with Taxing Entities Due Diligence Reviews Enforceable Obligation Payment Schedule (EOPS) Excess Bond Proceeds Housing Asset Inventories ORSA Formation Documents Oversight Board Formation Documentation Prior Period Adjustment Records Recognized Obligation Payment Schedule (ROPS) Reports Resolutions State Controllers Report State Department of Finance Determination Letter Statement of Indebtedness Successor Agency Property Management Plans</p> | <p>City Council Office Economic & Workforce Development Finance Department</p> | <p>Bond Payoff+2Y</p> | <p>CA - GOV 34090 - (2Y) CA - HSC 34177(n) - (1Y) US - 24 CFR 570.502 - (CL+4Y)</p> |
| <p>045</p> <p>Police Review Activity Reporting Records and information documenting the disclosures, reporting and investigations of the Community Police Review Agency.</p> | <p>Annual Report Disclosures Special Projects Statistical Reports</p> | <p>Community Police Review Agency</p> | <p>CL+20Y*</p> | <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 832.5(b) - (5Y, where there is not a sustained finding of misconduct) CA - PEN 832.5(b) - (15Y, where there is a sustained finding of misconduct) *As required by Office of Inspector General</p> |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

AGRONIMS: BIDDING LEGAL CITATIONS

OB = Closed, CU = Current, ER = Final Resolution, CA = Certification of Accuracy, M = Month, Y = Year
 MA = Maturity, MAINT = Maintenance, PR = Payments, S = Suspended, T = Terminations, Y = Year

| Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|---|--|--|------------------|--|
| <p>046</p> <p>Complaints, Internal Investigations - No Sustained Finding of Misconduct</p> <p>Documentation of complaints received, formal inquiries and investigations, including those by Internal Affairs, involving Police department employees (excludes officer involved shootings) where this is no sustained finding of misconduct.</p> | <p>Internal Investigations - Citizen Complaints</p> <p>Internal Investigations - Departmental Complaints and Informal Complaints</p> | <p>Community Police Review</p> <p>Agency Police</p> | <p>CL+20Y*</p> | <p>CA - EVID 1045 - (AC+5Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 12946 - (4Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - PEN 801.5 - (4Y)</p> <p>CA - PEN 832.5(b) - (5Y, where there is not a sustained finding of misconduct)</p> <p>CA - VEH 2547 - (3Y)</p> <p>*As required by Office of Inspector General</p> |
| <p>047</p> <p>Complaints, Internal Investigations - Sustained Finding of Misconduct</p> <p>Documentation of complaints received, formal inquiries, and investigations, including those by Internal Affairs, involving Police department employees (excludes officer involved shootings) where this is a sustained finding of misconduct.</p> | <p>Internal Investigations - Citizen Complaints</p> <p>Internal Investigations - Departmental Complaints and Informal Complaints</p> | <p>Community Police Review</p> <p>Agency Police</p> | <p>CL+20Y*</p> | <p>CA - EVID 1045 - (AC+5Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 12946 - (4Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - PEN 801.5 - (4Y)</p> <p>CA - PEN 832.5(b) - (15Y, where there is a sustained finding of misconduct)</p> <p>CA - VEH 2547 - (3Y)</p> <p>*As required by Office of Inspector General</p> |
| <p>048</p> <p>Cultural Development Program Funding</p> <p>Documents and funding related to the programs, awards and activities for the benefit of local nonprofit arts and cultural organizations.</p> | <p>Applications</p> <p>Art Loans and Submittals</p> <p>Awards</p> <p>Community Garden</p> <p>Events and Programs</p> | <p>Economic & Workforce Development</p> | <p>6Y</p> | <p>CA - CCP 337 - (LA4Y)</p> <p>CA - CCP 338(c)(3)(A) - (LA6Y)</p> <p>CA - GOV 34090 - (2Y)</p> |
| <p>049</p> <p>Agreements, Contracts and Leases - Construction, Infrastructure, and Real Property</p> <p>Executed agreements and contracts for acquisition of, modifications to, or disposal of real property, including construction services, as well as associated ancillary documents, between the City and other parties. Examples include:</p> <ul style="list-style-type: none"> - Acquisition Agreements - Contractor Construction Agreements - Professional Services Agreements - Property Improvement Contracts - Personal Property Sales Agreements - Subdivision Improvement Agreements (SIAs) | <p>Attachments / Exhibits</p> <p>Awarded Bids</p> <p>Performance Bonds</p> <p>Certificates of Insurance</p> <p>Disburses</p> <p>Letters of Intent</p> <p>Private Land Development Bond</p> <p>Purchase Orders</p> <p>Specifications</p> <p>Statements of Work (SOWs)</p> <p>Storm Water Maintenance Agreements (SWMAs)</p> <p>Supplemental / Subdivision Improvement Agreements (SSIAs)</p> <p>Warranties</p> <p>Wastewater Agreements</p> | <p>Economic & Workforce Development</p> <p>Housing & Community Development</p> <p>Public Works</p> | <p>Permanent</p> | <p>CA - CCP 315 - (LA10Y)</p> <p>CA - CCP 337 - (LA4Y)</p> <p>CA - CCP 337.1 - (LA4Y)</p> <p>CA - CCP 337.15 - (LA10Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 3546.7 - (CL+5Y)</p> <p>CA - GOV 34090(a) - (PR)</p> <p>US - 2 CFR 200.334 - (CL-3Y)</p> <p>US - 29 CFR 516.5 - (3Y)</p> <p>US - 48 CFR 4.705-1 - (4Y)</p> |
| <p>050</p> <p>Civil Rights and Employment Investigations</p> <p>Records and information documenting complaints, investigations, mediation, and counseling regarding civil rights and employment violations. Includes:</p> <ul style="list-style-type: none"> - Civil Rights Violations - Discrimination and Harassment - Sexual Harassment - EEOC Complaints | <p>Closure Letters</p> <p>Coaching and Counseling Records</p> <p>Compliance Audits</p> <p>Mediation Records</p> <p>Reports</p> <p>Training Records</p> | <p>Employment Investigations & Civil Rights Compliance</p> | <p>FR+2Y</p> | <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 12965 - (LA1Y; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

AGRONYMS USED IN LEGAL CITATIONS

CL - Closed CU - Current Year FR - Final Resolution EA - Elimination of Action U - Undergoing Program (asset)
 MA - Maturity MNT - Maint. Records PR - Periodical S - Supervised T - Terminated Y - Year M - Month

| Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|--|--|-----------------------------|--------------|--|
| 051 Bank Account Information Records and information related to banking authorities, activities, transactions and correspondence. This category includes reconciliations | Bank Account Administration Bank Statements (all agencies) Checks, Canceled Check Registers, Journals Corrections/Returns/Adjustments Credit Card Merchant/Activity Statements Deposit Permits, Deposits Electronic Banking Transactions Reconciliations Signature Cards Transfers Treasurer Receipts | Finance | 20Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 48 CFR 4.705-1 - (4Y) |
| 052 Debt Administration Records and information relating to City financing and debt activities. | Amortization Schedules Arbitrage Reports Bond Documents and Reports (continuing disclosures, bond rating reports, official statements, transcripts, requisitions) Bond RFP/RFQ Loans/Master Leases (debt state loans) Payment History/Schedules/Trustee statements | Finance | Maturity+10Y | CA - CCP 336a - (LA6Y) CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) * Maturity includes cancellation and redemption |
| 053 Financial Reporting - Annual, Periodic Annual and periodic financial reports, whether required by regulations or generated to track financial transactions and achievements by the City. | ACFR Workpapers Payroll Reports (FRA, RMT, CMA 457 accounts, Maron/Wife, deferred compensation) Revenue/Expenditures Reports Treasurer's Report Workers Compensation Reports | Finance | 10Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 USC 6531 - (LA6Y) |
| 054 Financial Reporting - Official Official financial reports of the City. | Annual Report of Financial Transactions To State Annual State Controller Filings Audited Financial Statements CalPERS Reports and Retirement Plans State Controller's Report U.S. Equal Employment Opportunity Commission (EEOC) Reports | Finance | 10Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 USC 6531 - (LA6Y) |
| 055 Fixed Assets Records and information related to the ownership, transfer, acquisition, disposition, capital leased, or improvement of fixed assets owned by or used by the City. | Acquisitions Amortization Asset Retirement Records Capital Asset Records Capital Improvements Depreciation Schedules Dispositions Equipment Rental/Usage Reports Fixed Asset Ledger Fixed Asset Reports Fixed/Capital Asset Accounting Possessory Interest Valuation Information | Finance | Life+10Y | CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 26 USC 6531 - (LA6Y) * Life of Asset |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

ACRONYMS USED IN LEGAL CITATIONS

CL=Closed; CU=Current Year; FR=Final Resolution; LA=Initiation and Action; LI=List; GP=Program/Process; M=Month; MA=Majority; MAIN=Main; PR=Permanent; S=Superseded; T=Termination; Y=Year

| Record ID | Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|-----------|---|--|-----------------------------|-------------|--|
| 056 | <p>General Ledger, Journal Entries, Budget Adjustments</p> <p>Records and information related to the transfer of charges between accounts and summaries of account information, including year end summaries of general ledger transactions.</p> | <p>Account Ledgers Balance Sheets Budget Adjustments Cash Journal Entries Chart of Accounts Downloads / Data Exports Expenditure Reports General Ledger Journal Entries and Backup Documentation Revenue Sub-Ledgers Summary Reports Trial Balance Year-End / Account Detail History Report</p> | Finance | 10Y | <p>CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y)</p> |
| 057 | <p>Investments and Treasury</p> <p>Records and information relating to City investment activities.</p> | <p>Certificates of Deposit (CDs) Financial Investment Planning Investment Reporting and Portfolio Management Investment Reports Local Agency Investment Fund (LAIF) Quarterly Investment Report Security Instruments Third-Party Trustee/Account Statements</p> | Finance | Maturity+6Y | <p>CA - CCP 336 - (LA5Y) CA - CCP 337 - (LA3Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) • Maturity includes cancellation and redemption</p> |
| 058 | <p>Payroll</p> <p>Records and information related to the accounting of payroll earnings, deductions, and issuance. This also includes records and information reflecting all earnings and benefits paid to each employee, including:</p> <ul style="list-style-type: none"> - Name, address, SSN - Total amount and date of payments - Period of service covered for each - Withholding - Tax collected | <p>Benefit Payments Deduction Authorizations, Registers, Reports Deferred Compensation Employee Master Lists, Addresses Extra Help Reports Federal and State Tax P.E.R.S. Reporting Payroll Checks, Copies, Stub Reports Payroll Certifications, Controls, Earnings Payroll Taxes Processing Reports, Reports to Government Salary Schedules Timekeeping Records (attendance sheets, leave slips, overtime slips, Telestaff payroll reports, timecards, out of class forms/reports, extra help requests) W-2, W-4 Wage Rate Tables</p> | Finance | 20Y | <p>CA - 2 CCR 570.5 - (5Y) CA - 2 CCR 571(b)(1)(E) - (5Y) CA - 8 CCR 11040(7) - (3Y) CA - 22 CCR 1085-2(c) - (CU+4Y) CA - GOV 12946 - (4Y) CA - GOV 34090 - (2Y) CA - LAB 2268 - (3Y) CA - LAB 1174(d) - (3Y) CA - LAB 1197.5 - (LA2Y, LA3Y) CA - UIC 1132 - (LA3Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4) US - 26 USC 6531 - (LA6Y) US - 29 CFR 516.5 - (3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1620.32 - (2Y) US - 29 CFR 1627.3(a) - (3Y) US - 29 USC 436 - (5Y) US - 48 CFR 4.705-2 - (4Y; 2Y)</p> |
| 059 | <p>Procurement - Purchasing and Requisitioning - Awarded</p> <p>Records and information created during the process of gathering information and awarding purchase orders or contracts for goods and services, including the terms and conditions under which vendors will provide those goods or services.</p> | <p>Bids Bonds Change Orders Compliance with City Purchasing Requirements Evaluation Sheets Exhibits Notices of Intent (to award; to bid) Price Lists Proof of Insurance Certificates Proposals Purchase Orders Quotations Receiving Reports Requests Requests for Proposal (RFP) Requests for Qualifications (RFQ) Specifications</p> | Finance | CL+4Y | <p>CA - CCP 337 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL-3Y) CA - GOV 34090 - (2Y) US - 21 CFR 200.334 - (CL+3Y) US - 29 CFR 516.5 - (3Y) US - 48 CFR 4.703 - (AC3Y) US - 48 CFR 4.705-1 - (4Y) US - 49 CFR 107.504 - (AC-2Y) Oakland Municipal Code 2.23.050 - (MAINT)</p> |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

| <p> LEGISLATION CU = Closed CU = Current Year FR = Final Resolution EA = Elimination Action MA = Maturity MAINT = Maintenance PR = Permanent S = Superseded E = E-mail G = Geographic M = Memo P = Photograph R = Reproduction Y = Year </p> | | Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|---|---|---|-------------------------|-----------------------------|--|------------------------------|
| 060 | <p>Unclaimed Funds Records and information pertaining to unclaimed or outstanding checks not cashed by recipient.</p> | Unclaimed Checks Unclaimed Funds | Finance | 10Y | CA - CCP 1513 - (3Y) CA - GOV 34090 - (2Y) US - Uniform Unclaimed Property Act (2016), Section 404 - (10Y) | |
| 061 | <p>Funding Districts Records and information documenting the formation and operations of the City's funding districts, including those for: - Business Improvement Districts (BIDs) - Fire Prevention - Infrastructure Finance Districts (IFDS, EIFDS) - Maintenance - Transit - Street Lighting - Landscaping - Open Space - Mello Roos - Parking</p> | Continuing Disclosures Debt Reporting District Formation Documents | Finance Public Works | Permanent | CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090(a) - (PR) CA - GOV 60201 - (PR) | |
| 062 | <p>Budget and Financial Planning Records and information regarding the development of District, agency, assessment district, special district, council, commission or departmental budgets and plans.</p> | Budget Planning Documents Capital Improvement Program Budget (back-up data, final budget document, reports) Five-Year Plans Program / Initiative Plans Revenue/Expenditure Reports Trial Balance/Balance Sheets (Finals) | Finance | 6Y | CA - GOV 34090 - (2Y) | |
| 063 | <p>Fire Academy and Volunteers Records and information documenting the activities of the City-run Fire Academy and any volunteer programs.</p> | Applications Course Syllabus Reports Testing Materials | Fire | 4Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - State Fire Training Procedures Manual 5.1.1(A) - (4Y) CA - State Fire Training Procedures Manual 5.1.1(B) - (4Y) | |
| 064 | <p>Fire Investigations Records and information associated with arson investigations.</p> | Evidence Files Fire Origin and Cause Investigation Reports Investigations Photographs | Fire | Permanent | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (PR) CA - PEN 800 - (LA6Y) CA - PEN 801 - (LA3Y) | |
| 065 | <p>Fire Prevention Inspections and Programs Records and information associated with the Fire Department programs and inspections of facilities and undeveloped parcels for vegetation management.</p> | Commercial Facility Files Fire Education Inspection Reports Lien and Cost Recovery Information Residential or Lot Files | Fire | LT+5Y | CA - California Fire Code, 104.6 - (5Y or Life of Structure or Activity, whichever is longer) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) - Life of Structure or Activity | |
| 066 | <p>Station Activity Records Records and information created and maintained by the department for activities at the fire station.</p> | Equipment and station maintenance logs Fire Incident Logs Station Logs | Fire | 2Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) | |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

| Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|---|--|---|-------------------------|---|
| <p>067</p> <p>Incident Reports Records and information associated with department responses to fires and emergency incidents, including medical emergencies.</p> | <p>Death Declarations Emergency Medical Services Forms Emergency Services False Alarm Reports Hazardous Waste Spills Investigation Reports Mandated Reporting: Child Abuse, Elder Abuse Patient Care Reports (PCRs) / Refusal of Treatment/Release of Liability Forms Strike Team Records Suspicious Activity Reports (SARs)</p> | <p>Fire Police</p> | <p>10Y</p> | <p>CA - California Fire Code: 104.6 - (5Y) CA - 13 CCR 1100.7 - (3Y) CA - 22 CCR 100170 (MAINT) CA - 22 CCR 100171 (e) - (MAINT) CA - CCP 340.5 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 11191 - (3Y) *PCRs for minors must be retained for AC-7Y or until the minor reaches the Age of Majority Status (18Y), whichever is longer.</p> |
| <p>068</p> <p>Application, System Development and Maintenance Technical documentation related to development and management of City technology processes, applications, or systems, as well as conversions, changes or modifications to existing applications or systems.</p> | <p>Business, Functional Requirements Change Requests Data Element Attribute Reports Data Migration Documentation Database Dictionary / Schema End User Documentation, User Manuals Hardware Configurations Intranet Joint Dispatch Center Network Circuits Inventories Network/Equipment Control Support Documentation Police and Fire Dispatch Source Code System Documentation (codebooks, record layouts, reference guides, schematics, specifications) System, Application Maintenance Documentation (hardware/operating system requirements, monitoring logs, operating manuals) Telecommunications System (telephones, voicemail) Websites</p> | <p>Fire Police Information Technology</p> | <p>L1*+2Y</p> | <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) *Life of Application.</p> |
| <p>069</p> <p>Fire Equipment Records and information associated with fire protection and emergency response equipment.</p> | <p>Apparatus and Maintenance Records Certification/Binder Equipment Checks Inventories (apparatus, equipment, fixture)</p> | <p>Fire Public Works</p> | <p>L1*+2Y</p> | <p>CA - 8 CCR 3205(b)(1) - (1Y) CA - GOV 34090 - (2Y) US - 29 CFR 1910.157 (Life of extinguisher) *Life of Equipment</p> |
| <p>070</p> <p>Hazardous Waste, Monitoring and Remediation Planning, monitoring and contingency/emergency action plans for hazardous waste, emergency and spill response, natural and exposure emergencies, notifications and response; environmental action plans and supporting documentation; hazardous communications plans, including labeling, MSDS controls, training programs and procedures.</p> | <p>Emergency Response Programs Employee Hazardous Chemical Exposure Hazardous Material Incident Reports Hazardous Substances Shipping Manifests Hazardous Waste Material Safety Data Sheets (MSDS) Proportion 65 Monitoring Site Mitigation Toxic Substance Inventory</p> | <p>Fire Public Works</p> | <p>While Active+30Y</p> | <p>CA - 8 CCR 3204(c) - (CL+30Y) CA - 22 CCR 66262.40 - (3Y) CA - 22 CCR 66263.22 - (3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25160.8(c)(3)(D) - (AC+3Y) US - 29 CFR 1910.1020 - (CL+30Y)</p> |
| <p>071</p> <p>Fire and Police Routine Dispatch Telephone and Radio Communications Records Routine daily recording of telephone communications and all radio communications relating to the operations of the department.</p> | <p>Audio Telephone Recordings Audio Radio Recordings 911 Call Recordings Logs Dispatch Activity Logs</p> | <p>Fire Police</p> | <p>100D*</p> | <p>CA - GOV 34090.6 - (Routine Audit: 100D) *Exception: If recordings are evidence in any criminal prosecution, claims filed, potential claims or any pending litigation, they shall be preserved for 100 days after the conclusion of the court action.</p> |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

| <p> AGRONYMS USED IN REGACTIONS: CL = Closed; CU = Current Year; ER = Eminent Domain; LA = Limitation on Action; M = Month; Y = Year; MA = Majority; MAIN = Maintenance; PR = Permanent; S = Superseded; T = Termination; Y = Year </p> | | | | | |
|---|---|--|---------------------------------|-----------|--|
| Record Number | Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
| 072 | Community Development Block Grant Project Files Records and information of CDBG projects. | Applications Awards CDBG District Documents CDBG Grant Agreements Project Files | Housing & Community Development | CL+5Y | CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502(a)(7) - (CL+4Y) |
| 073 | Housing Assistance Programs Records and information regarding programs that provide housing and/or housing assistance to those in need including: - Access improvement program (AIP) - Covid relief financial assistance - Displaced tenant relocation - Emergency home repair program (EHRP) - Eviction moratorium (and phase-out) - Home maintenance & improvement program (HMIP) - Lead-safe improvement program (LSIP) - PHA Housing Choice Voucher Program - Rental adjustment program (RAP) | Applications Citizen Participation Plans Complaints Fee Schedules Public Hearing Records, (Petitions, Responses, Decisions) Shelter Records | Housing & Community Development | CL+5Y | CA - 25 CCR 7721 - (MAINT) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 5.514 - (5Y) US - 24 CFR 91.105(b) - (5Y) US - 24 CFR 92.508 - (CL+3Y) US - 24 CFR 570.489(d) - (CL+3Y) US - 24 CFR 884.214 - (3Y) US - 24 CFR 908.101 - (3Y) US - 24 CFR 982.156 - (AG+3Y) US - 29 CFR 97.42 - (3Y) |
| 074 | Housing Financing Files Records and information regarding programs that provide assistance to home purchasers and home owners, including: - Accessory dwelling unit loan program (ADULP) - Acquisition Conversion to Affordable Housing (ACAH) - Affordable housing new construction loan program - Homebuyer mortgage assistance program (MAP) - Homeless Assistance - Homekey Program - Pre-development loan program - Residential rehabilitation loans | Affordability Agreements Applications Commitment Letters Deeds of Trust Escrow Instructions Estoppel Certificates Grant Agreements Intercreditor Agreements Lender Title Insurance Policies Loan Agreements Measure KK Implementation Records Measure U Implementation Records Monitoring Files Notices of Funding Availability (NOFAs) Promissory Notes Regulatory Agreements Settlement Statements Subordination Agreements Title Reports Underwriting Guidelines | Housing & Community Development | CL+5Y* | CA - 25 CCR 7721 - (MAINT) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 5.514 - (5Y) US - 24 CFR 92.508 - (CL+3Y) US - 24 CFR 908.101 - (AC+3Y) US - 29 CFR 97.42 - (3Y) * Closes when Loan is Fully Paid |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

ACRONYMS USED IN LEGAL CITATIONS:
 CL = County GU = County/Gar
 FR = Final Resolution LA = Legislation/Action
 MA = Majority MAJ = Majority/MS = Superseded
 PR = Permanent ST = Statute

| Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|--|--|--|-----------------|---|
| 075 Real Estate and Economic Development Transactions Records and information related to the ownership, acquisition, disposition, transfer, or lease of infrastructure and facilities including grant (deeds, owned by or used by the City. | Acquisitions Appraisals Attachments Buildings Capital Improvements Disposition and Development Agreements (DDAs) Easements Escrow Instructions Exclusive Negotiating Agreements (ENAs) Grant/Deeds Ground Leases Housing Authority Owned Properties Lease Disposition and Development Agreements (LDDAs) Leases Letters of Intent Letters of Interest License Agreements Possessory Interest Purchase and Sales Agreements Real Estate Property Agreements Right of Way Subdivision Improvement Agreements (SIAs) Term Sheets Title Insurance Policies Valuation Information | Housing & Community Development EWD/Real Estate Division | Permanent | CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090(e) - (FR) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502(a)(7)(A) - (AC+4Y) |
| 076 Benefit Plans and Programs Benefit Plans established to provide employee benefits and associated administrative documents. | COBRA Rates, Records, Histories Employee Benefit Plans (e.g. medical, dental, vision, EAP, FMLA, etc.) Group Insurance Cost Data Retirement Plans Summary Plan Descriptions | Human Resources | L+*6Y | CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 29 CFR 1627.3(b)(2) - (T+1Y) US - 29 CFR 4007.10(a)(1) - (6Y) US - 29 CFR 4041.5 - (L+*6Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (T+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y) |
| 077 Employee Benefit Files Employee election (selection), enrollment or termination forms and related correspondence, including transmissions to carriers of additions, changes, claims and deletions (includes employee medical records subject to HIPAA requirements). | Benefits Files, Enrollments, Appeals Beneficiary Designations Death Claims/Life Event Documents Disability Claims Employment Status Changes (authorizations, terminations, confirmations, status changes, coverage changes) Flexible Spending Enrollment Life Insurance Notification Letters(ED) Premium Information Required Benefits Reporting Retirement Supplemental Forms | Human Resources | While Active+6Y | CA - 22 CCR 1085-2 - (CU+4Y) CA - GOV 12946 - (AC+4Y) CA - GOV 34090 - (2Y) US - 26 CFR 301.6501 - (CU+3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1602.31 - (AC+2Y) US - 29 CFR 1602.32 - (3Y) US - 29 USC 4007.10 - (6Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (T+1Y) |
| 078 Labor Relations Grievances Documentation related to labor grievances filed under current collective bargaining agreements. | Grievance Files/Commission Hearing Grievance/Hearing Logs Union Grievances | Human Resources | FR+4Y | CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 12960 - (LA3Y) CA - GOV 12965 - (LA2Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 29 CFR 1602.31 - (CL+2Y) US - 29 USC 255 - (LA2Y) |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

AGRONYMS USED IN LEGISLATIONS
 CL - Closed CU - Current Year FR - Final Resolution LA - Limitation Action
 MA - Maturity MAINT - Maintenance PR - Permanent S - Supported

Life-Group/Program/Category M - Month
 Termination Year

| Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|---|---|-----------------------------------|------------------|--|
| 079 Labor Relations Negotiations Documentation related to the negotiations between labor unions for collective bargaining purposes. | Confidential Memos Costing Ground Rules Handouts Information Requests Miscellaneous Information Notes Proposals - City Proposals - Union | Human Resources | While Active+20Y | CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 29 CFR 516.6 - (3Y) |
| 080 Regulatory Reporting for Human Resources Official non-financial Human Resources reports issued by City organizations to comply with regulatory requirements. | Annual Asbestos Notification EEO-4 Reports IRS Form 1095-C Labor Reports OSHA 300 Reports | Human Resources | 5Y | CA - 2 CCR 11013(G)(1) - (2Y) CA - 8 CCR 14300.33(a) - (CU+5Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 29 CFR 405.9 - (5Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1904.33 - (5Y) |
| 081 Risk Management Insurance Coverage Records detailing the City's general coverage against property damage and liability, including renewal submission information, insurance quotes, & broker correspondence. | Binding Information Broker Correspondence California Joint Powers Insurance Authority (C/JPIA) Certificates of Insurance Completed Applications Excess Insurance Authority (EIA) Flood Insurance Insurance Policies Insurance Quotes Insurance Submissions Liability Insurance Renewal Strategy | Human Resources | While Active+4Y | CA - 22 CCR 3267-2 - (MAINT) CA - CCP 337 - (LA4Y) CA - GOV 8546.7 - (CL-3Y) CA - GOV 34090 - (2Y) |
| 082 Salary, Compensation Documentation of job classification compensation. | Classification Studies Compensation Plans, Planning, Analysis Cost of Living Adjustments Job Descriptions Salary Range History Salary Surveys | Human Resources | 2Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (2Y) |
| 083 Work Authorizations and Supporting Documentation Employment eligibility verification forms collected for active employees and supporting documentation regarding immigration status. | I-9 Documents and copies of associated documents Immigration Supporting Documentation | Human Resources | Termination+3Y | CA - GOV 34090 - (2Y) US - 20 CFR 655.760 Subpart H - (T+1Y) US - 6 CFR 274a.2 - (3Y or T+1Y, whichever is longer) |
| 084 Staffing and Recruitment Records and information related to recruitment of qualified persons for full-time, part-time and seasonal paid positions with the City; - applications and related records of candidates interviewed but not hired or accepted - applications received but not acted upon. | Applications, CVs, Resumes (rejected, unsolicited) Applicant Tracking Records (hired, rejected) Background Checks, Investigations - candidates not hired/accepted (except Police See 85(b)) Civil Service Examination Results and Rankings Drug Testing, Pre-Hire Screening - candidates not hired/accepted Interview Notes Job Descriptions and Specifications Job Postings, Announcements Job Requisition Requests Recruitment of Commission/Committee Candidates Temporary Intern Staffing Test Results (non-hires) Test and Examination Materials | Human Resources Fire Police | 4Y | CA - 2 CCR 11013(G)(2) - (2Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 12960 - (LA3Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 (2Y) US - 29 CFR 1607.4 - (MAINT) US - 29 CFR 1627.3(b)(1) - (1Y) US - 41 CFR 60-741.44(f)(4) - (3Y) US - 41 CFR 60-741.44(k) - (3Y) |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

ACRONYMS USED IN LEGAL CITATIONS
 CL - Closed; CU - Current Year; FR - Final Resolution; LA - Emission of Action
 MA - Maturity; MAINT - Maintenance; PR - Permanent; S - Suspended
 UF - Life of program/assault; T - Termination; Y - Year

| Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|--|--|-------------------------------|----------------|---|
| 085(a) Background Checks - Personnel Not Hired All documentation related to background checks for Applicants and unpaid volunteers that were not hired. | LiveScan Forms | Human Resources | 4Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 34090 - (2Y) NOTE: Background checks for personnel hired are part of the personnel file. |
| 085(b) Background Checks - Personnel Not Hired All documentation related to background checks for Applicants and unpaid volunteers that were not hired. | LiveScan Forms | Police | 20Y* | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 34090 - (2Y) NOTE: Background checks for personnel hired are part of the personnel file. *As required by Office of City Attorney and Office of Inspector General |
| 086(a) Personnel Files All documents related to paid employees (full and part-time), seasonal workers, and interns including but not limited to: - selection/hiring - assignments - promotion - demotion - transfer - layoff / recall / out-placement - termination / discharge / resignation - pay rates / other terms of compensation - individual's training records | Applications; Applicant Reference Verifications Awards; Rewards; Commendations; Certificates Background Checks; Investigations; LiveScan Forms - Candidates hired Complaints and Disciplinary Actions Drivers License Data Employee Policy Acknowledgements Individual Employee Agreements; Contracts (copies) Individual Education, Development, Training Records Investigations Job Offer Letters Leave of Absence Documentation; FMLA Oaths of Office Performance Evaluations; Reviews or PIPs Recognition | Human Resources Except Police | Termination+5Y | CA - 2 GCR 11013 - (AC+2) CA - 8 GCR 11040(7) - (3Y) CA - 22 GCR 10852 - (CU+4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 31050 - (T+5Y) CA - GOV 12946 - (4Y; T+4Y) CA - GOV 12950.1 - (2Y) CA - GOV 34090 - (2Y) CA - GOV 53232(b) - (5Y) CA - LAB 432.3 - (TE+3Y) CA - LAB 1198.5(c)(1) - (T+3Y) CA - VEH 1808.1(c) - (1Y) US - 29 CFR 825.500(b) - (5Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1602.31 - (T+1Y) US - 29 USC 1059 - (T+1Y) US - 41 CFR 60-1.12(a) - (2Y) US - 41 CFR 60-741.60 - (2Y) US - 49 CFR 40.333 - (5Y) US - 49 CFR 382.401(b)(1) - (1Y; if negative; 5Y if positive) |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

CL = Closed, CU = Current Year, FR = Final Resolution, LA = Limitation Action, MA = Majority, MAINT = Maintenance, PR = Permit, S = Supervised, T = Termination, Y = Year

ACRONYMS USED IN LEGAL CITATIONS
LA = Limitation Action, MA = Majority, MAINT = Maintenance, PR = Permit, S = Supervised, T = Termination, Y = Year

| Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|---|---|---------------------------------|--|--|
| <p>086(b) Personnel Files</p> <p>All documents related to paid employees (full and part-time), seasonal workers, and interns including but not limited to:</p> <ul style="list-style-type: none"> - selection/hiring - assignments - promotion - demotion - transfer - layoff / recall / out-placement - termination / discharge / resignation - pay rates / other terms of compensation - individual's training records | <p>Applications, Applicant Reference Verifications</p> <p>Awards, Rewards, Commendations, Certificates</p> <p>Background Checks, Investigations, LiveScan Forms - candidates hired</p> <p>Complaints and Disciplinary Actions</p> <p>Drivers License Data</p> <p>Employee Policy Acknowledgments</p> <p>Individual Employee Agreements, Contracts (copies)</p> <p>Investigations, Development, Training Records</p> <p>Job Offer Letters</p> <p>Leave of Absence Documentation, FMLA</p> <p>Oaths of Office</p> <p>Performance Evaluations, Reviews or PIPs</p> <p>Recognition</p> | Police | <p>Termination+20Y*</p> <p>*As required by Office of the City Attorney and Office of Inspector General</p> | <p>CA - 2 CCR 11013 - (AC+2)</p> <p>CA - 8 CCR 11040(7) - (3Y)</p> <p>CA - 22 CCR 1085-2 - (CU+4Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 3105(f) - (T+5Y)</p> <p>CA - GOV 12946 - (4Y; T+4Y)</p> <p>CA - GOV 12950.1 - (2Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - GOV 53235.2(b) - (5Y)</p> <p>CA - GOV 53237.2(b) - (5Y)</p> <p>CA - LAB 432.3 - (TE+3Y)</p> <p>CA - LAB 1198.5(c)(1) - (T+3Y)</p> <p>CA - LAB 2810.8 - (T+3Y)</p> <p>CA - VEH 1808.1(c) - (1Y)</p> <p>US - 29 CFR 825.500(b) - (3Y)</p> <p>US - 29 CFR 1602.14 - (AC+1Y)</p> <p>US - 29 CFR 1602.30 - (3Y)</p> <p>US - 29 CFR 1602.31 - (T+2Y)</p> <p>US - 29 CFR 1627.3 - (T+1Y)</p> <p>US - 29 USC 1059 - (T+1Y)</p> <p>US - 41 CFR 60-1.12 (a) - (2Y)</p> <p>US - 41 CFR 60-741.80 - (2Y)</p> <p>US - 49 CFR 40.333 - (5Y)</p> <p>US - 49 CFR 382.401(b)(1) - (1Y, if negative; 5Y if positive)</p> |
| <p>087 Employee Hazardous Exposure and Worker Compensation Records</p> <p>Documents pertaining to work-related injuries and related medical records of City employees, including exposure to hazardous substances and chemicals</p> | <p>Exposure Files</p> <p>Exposure Monitoring</p> <p>Field Exposure</p> <p>Workers Compensation</p> | Human Resources Public Works | Termination+30Y | <p>CA - 8 CCR 3204(d) - (T+30Y)</p> <p>CA - 8 CCR 10102 - (Injury+5Y or Closed+1Y)</p> <p>CA - 8 CCR 14300.33 - (5Y)</p> <p>CA - CCP 338.1 - (LA5Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 12946 - (4Y; T+4Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - 29 CFR 1904.33 - (CU+5Y)</p> <p>US - 29 CFR 1910.95(m)(3)(i) - (T)</p> <p>US - 29 CFR 1910.1020 - (T+30Y)</p> |
| <p>088 Employee Health & Safety</p> <p>Documents related to the Injury Illness Prevention Program (IIPP), the protection of employee health and safety, and drug screening.</p> <p>NOTE: May include employee medical information subject to HIPAA requirements.</p> | <p>Accident (Injury or Illness) Investigation Reports</p> <p>ADA Compliance and Reasonable Accommodation</p> <p>Bloodborne Pathogen/Exposure Control Plan</p> <p>Certifications</p> <p>Drug Screenings</p> <p>Emergency Action Plans</p> <p>Employee Safety Training Records</p> <p>Ergonomic Evaluations</p> <p>Health and Safety Bulletins</p> <p>Instructor Agreements</p> <p>Lockout Tagout</p> <p>New Hire Health & Safety Orientation Checklist Forms</p> <p>Public Access Defibrillation</p> <p>Reports (Unsafe Conditions, Hazards, Hazard Correction)</p> <p>Reviews</p> <p>Safety Committee (employee suggestions and responses, safety letters/memos, meeting minutes)</p> <p>Safety Inspections</p> | Human Resources | 6Y | <p>CA - 8 CCR 3203(b)(1) - (1Y)</p> <p>CA - 8 CCR 5157 - (1Y)</p> <p>CA - 8 CCR 10102 - (Injury+5Y or Closed+1Y)</p> <p>CA - 8 CCR 14300.33 - (CU+5Y)</p> <p>CA - CCP 337 - (LA4Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - LAB 6401.7 - (MAINT)</p> <p>CA - LAB 6409.6 - (3Y)</p> <p>US - 29 CFR 1602.14 - (AC+1Y)</p> <p>US - 29 CFR 1602.31 - (AC+2Y)</p> <p>US - 29 CFR 1904.33 - (5Y)</p> <p>US - 49 CFR 382.401(b)(1) - (5Y)</p> |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

ACRONYMS USED IN LEGISLATIONS

CL = Closed, GB = Current Year, FR = Final Resolution, LA = Limitation of Action, MA = Majority, MINT = Main, PR = Permanent, S = Supervised, T = Termination, W = Whole

EL = Life (of program/assets), M = Month, Y = Year, L = Lifetime, S = Supervised

| Record ID | Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|-----------|---|--|--|-----------------|---|
| 089 | <p>Human Services Programs</p> <p>Records and information documenting the services and programs of the Human Services Department:</p> <ul style="list-style-type: none"> - Aging & Adult Services - Child and Youth Services - Community Cabin Program - Community Homelessness Services - Head Start and Early Learning - Paratransit Services - Supportive Financial Services | <p>Applications</p> <p>Case Files, including Medical Files</p> <p>Family Records (confidential)</p> <p>Homelessness Voucher Records</p> <p>Needs for Seniors Records</p> <p>Participant Metrics</p> <p>Program Files</p> <p>Reports</p> <p>Schedules</p> <p>Teacher Records</p> <p>Video Recordings of Events</p> <p>Walters</p> | Human Services | While Active+7Y | <p>CA - BPC 2919 - (AC+7Y; Adults; Age of Majority+7Y; Minors)</p> <p>CA - BPC 4960.49 - (AC+7Y; Adults; Age of Majority+7Y; Minors)</p> <p>CA - BPC 4993 - (AC+7Y; Adults; Age of Majority+7Y; Minors)</p> <p>CA - CCP 335.1 - (LA2Y)</p> <p>CA - CCP 337 - (LA4Y)</p> <p>CA - CCP 340.15 - (LA3Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>US - 2 CFR 200.334 - (CL+3Y)</p> <p>US - 24 CFR 85.19 - (5Y)</p> <p>US - 24 CFR 908.101 - (3Y)</p> <p>US - 24 CFR 982.156 - (EXP+3Y)</p> |
| 090 | <p>Asset Management, Maintenance</p> <p>Records related to the management and maintenance of City assets, including equipment, fleet vehicles, parks, real property and infrastructure assets.</p> | <p>Air Quality Permits</p> <p>Calibration Records</p> <p>Equipment Certifications</p> <p>Irrigation (parks, public green space)</p> <p>Landscaping</p> <p>Maintenance and Repair Work Orders</p> <p>Maintenance Inspection Reports (equipment, facilities, trees)</p> <p>Maintenance Reports (buildings, equipment, streets, sidewalks)</p> <p>Parking Lots</p> <p>Pool Chemical Readings</p> <p>Streets (alleys, highways)</p> <p>Tree Service / Tree Requests</p> <p>Vehicles / Fleet (automobiles, buses, trucks, forklifts, etc.)</p> | Human Services Public Works Transportation | L+5Y | <p>CA - 3 CCR 6824(g) - (2Y)</p> <p>CA - 22 CCR 65523(e) - (2Y)</p> <p>CA - 22 CCR 66266.130(c)(5) - (3Y)</p> <p>CA - CCP 337 - (LA4Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 4216.2(f) - (3Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - HSC 25250.18(b) - (3Y)</p> <p>CA - VEH 34505.5(c) - (2Y)</p> <p>* Life of Asset</p> |
| 091 | <p>Business Continuity Records - Computing Equipment and Network Operations</p> <p>All documentation for, dealing with, preparation for and responses to emergencies, disasters and/or system failures for City computing resources.</p> | <p>Business Continuity Plans</p> <p>Disaster Recovery Plan</p> <p>Emergency Response</p> | Information Technology | S+2Y | <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> |
| 092 | <p>Technology Help Desk, Access and Security</p> <p>Records and technical documentation of internal controls and system security. Includes data / information security breaches, notifications, and supporting documentation.</p> | <p>Access Requests</p> <p>Annual Database & System Security Reviews</p> <p>Audit Trail Files</p> <p>Automated Logs</p> <p>Change Management Case Files</p> <p>Computer Usage Files</p> <p>Data Breaches (notifications, reports, responses)</p> <p>Data Sets, Extracted Data Summaries</p> <p>Firewall</p> <p>Hardcopy Publication, Printouts of Report Data</p> <p>Security Access (buildings, doors, systems)</p> <p>Special Access Approvals</p> <p>Trouble Tickets</p> <p>Usage Reports (summary, system)</p> <p>User Access Records (passwords, security logs, user accounts, log-in files, data entry logs, accounts)</p> <p>User Incident, Response Files</p> | Information Technology | 3Y | <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - CIV 1798.27 - (3Y)</p> |
| 093 | <p>Operational Maps</p> <p>Informal maps and geographical information pertaining to City operations and services.</p> | <p>Sewer TV Surveys</p> <p>Street Sweeping</p> <p>Tree Trimming</p> <p>Trash Pick-up</p> | Information Technology, Public Works | 2Y | <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

ACRONYMS USED IN LEGAL CITATIONS

CI = Closed; CL = Current Year; CR = Final Resolution; LA = Limitation of Action; M = Month; RI = Retention Information; S = Subsequent; Y = Year
 MA = Majority; MAINT = Maintenance; RC = Retention; S = Subsequent; Y = Year

| Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|--|--|---------------------------------------|-------------------|---|
| 094 Inspector General - Closed Case Reviews Records and information regarding the findings and decisions of the Inspector General after review of Police and Community Police Review Agency closed cases. | Recommendations and Findings Reports Review Notes | Inspector General | CL+20Y* | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) *As required by Office of City Attorney |
| 095 Inspector General Program Records Records and information regarding the routine monitoring and assessment of the Community Police Review Agency and Police Department's activity. | Annual Reports Audits Risk Assessments Surveys Work Plans | Inspector General | CL+20Y* | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) *As required by Office of City Attorney |
| 096 Library Records related to the operation and maintenance of the City's public Library. | Accession Records Circulation Records Correspondence and Communication (with patrons, with Friends of the Library) Outreach Overdue Records Patron Requests Reports | Library | While Active+2Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) |
| 097 Appointments to Boards and Commissions Staff records related to appointments and membership made by authorized elected officials to councils, committees, boards, and commissions. | Applications (approved, unsuccessful) Interview Notes Letters of Appointment Letters of Recommendation Oaths of Office Resumes | Mayor | Term of Office+2Y | CA - GOV 34090 - (2Y) |
| 098 Parks and Recreation Facility Rentals Records and information documenting rental arrangements for the City's parks and recreational facilities, including: - Dunsmuir Hellman Historic Estate - Jack London Aquatic Center - Joaquin Miller Community Center - Lake Merritt Sailboat House - Lakeside Park Garden Center - Leona Lodge - Morcom Rose Garden - Sequoia Lodge | Facility Rentals (use applications - approved and unapproved, permits, reservation books, insurance certificates, users, reports) | Parks, Recreation & Youth Development | While Active+4Y | CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) |
| 099 Parks and Recreation Programs and Services Records and information documenting the City's parks and recreational programs and services. | Applications Day Care Program/Class/Liaisons Program/Event Evaluations Recreation Schedules Registrations Forms Reservations and Waivers Special Events Sports Team Rosters Summer Camp Withdrawal Forms | Parks, Recreation & Youth Development | While Active+4Y | CA - CCP 337 - (LA4Y) CA - 22 CCR 65523 - (2Y) CA - 22 CCR 101221 - (AG-3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

AGRONIMS USED IN LEGAL CITATIONS

CL = Closed, CU = Current Year, FR = Final Resolution, LA = Limitation of Action, M = Month, Y = Year, C = Completion, P = Permanent, S = Supervised, M = Month, C = Completion, P = Permanent, S = Supervised

| Record Number | Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|---------------|---|---|---------------------------------------|-----------------|--|
| 100 | <p>Planning and Zoning Services</p> <p>Records and information pertaining to the activities of the planning division, including zoning. Includes Discretionary Entitlement records (hearing required).</p> | <p>Administrative Meeting Minutes, Decisions Appeals CEQA Documents Design Review Development Agreements Development Plan Entitlements (<i>administrative, planning</i>) General Plan Home Occupancy Permits Land Use Permits, Studies Master Plans and Specific Plans Planned Development (<i>PD</i>) Planning Review Case Files (<i>notices, neighbor letters, plans, blueprints</i>) Variances Zoning, Rezoning and Map Amendments</p> | Planning & Building | Permanent | <p>CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12981 - (1Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)</p> |
| 101 | <p>Code Compliance and Enforcement</p> <p>Records and information documenting compliance with City codes, including violations and hearings.</p> | <p>Citations Compliance with Conditions of Approval Hearings Illegal Dumping Inspections / Enforcement (<i>business, residential</i>) Investigations Notices of Noncompliance Notices of Violation Photographs</p> | Planning and Building Public Works | While Active+5Y | <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802 - (2Y)</p> <p>NOTE: Records for repeat offenders may be retained longer to document a history of violations</p> |
| 102 | <p>Building Plans, Building Permits, Appeals and Decisions</p> <p>Records and information documenting the building services provided by the City regulating private property.</p> | <p>Alternate Materials and Methods of Construction Appeals Building Inspections Building Permits (<i>issued, active, history</i>) Building Plans - Commercial & Residential Certificates of Occupancy Design and Construction Standards Developer Fee's and Waivers Modifications and Related Tests</p> | Planning and Building | Permanent | <p>CA - CRC 107.5 - (Completion+180D) CA - CRC 106.5 - (Completion+180D) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)* Oakland Municipal Code 15.04.2.325 - (MAINT) Oakland Municipal Code 15.04.2.330 - (MAINT) Oakland Municipal Code 15.04.2.335 - (MAINT)</p> <p>* Life of Building</p> |
| 103 | <p>Real Property Maps and Drawings</p> <p>Final maps and geographical information pertaining to City properties.</p> | <p>Aerial Photos Assessor Parcel Maps Annexations Benchmarks Building Site Determination Center Line Files Drainage Flood Hazard Boundary Maps (FHBM) Geographic Information System (GIS) Grading Plan Drawings Improvement Plans: Drawings Lot Line Adjustments Parcel Mergers Parcels, Plats Records of Survey Maps Rights of Way Sphere of Influence Street Address Files Subdivisions Tentative Maps Tracts</p> | Planning and Building Public Works | Permanent | <p>CA - CCP 337.15 - (LA10Y) CA - GOV 34090(a) - (PR) CA - HSC 19850 - (LI)* US - 44 CFR 60.3 - (MAINT)</p> <p>* Life of Building, Asset or Facility</p> |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

ACRONYMS USED IN LEGAL CITATIONS

CL = Closed CU = Current Year FF = Final Resolution LA = Law Enforcement Action LI = Life of program asset M = Month
 MA = Majority MAIN = Main PK = Permanent S = Stipulated T = Termination Y = Year

| Item # | Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|--------|--|---|---|-------------------|--|
| 104 | Encroachments Records documenting encroachments upon City property, or by the City on the property of others that are not stored in a project file. | Certificates of Compliance Encroachment Permits | Planning and Building Public Works Transportation | While Active+10Y | CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) |
| 105 | Case Files - Felonies, Excluding Murder/Homicides, Capital Offenses, Crimes of Sexual Violence, Child Abuse, Elder Abuse, and Violations of Public Trust Records, crime reports and evidence associated with felony violations of laws, excluding homicide and capital violations, crimes of sexual violence, child abuse, elder abuse, embezzlement of public funds, or falsification of public documents; includes felony hit-and-run traffic accidents and driving under the influence (DUI) cases. | Case Files Reports | Police | CL+10Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 800 - (LA6Y) CA - PEN 801 - (LA3Y) CA - PEN 801.1(b) - (LA10Y) CA - PEN 851.8 - (SEAL&DESTROY) CA - Law Enforcement Evidence and Property Management Guide * Provided there are not outstanding warrants, deaths, and it is not classified under PC §800 and 290 and HSC §11850 - Statute of limitations is 2 years. |
| 106 | Criminal Registrations - Gangs Records for those required to register as a gang violence offender. | Registrations | Police | 5Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 186.32 - (5Y) |
| 107 | Criminal Registrations - Juvenile Arsonists Records for those juveniles required to register as arsonists. | Registrations | Police | Age 25 or SEAL+5Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 457.1(g) - (Upon reaching age of 25 or when records are sealed) CA - WIC 781 - (SEAL+5Y) |
| 108 | Criminal Registrations - Sex Offenders, Adult Arsonists Records for those required to register as sex offenders or arsonists. | Registrations | Police | LI+2Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 290 - (Life of Offender) CA - PEN 290.008(d) - (5Y; 10Y) CA - PEN 457.1(b)(2) - (Life of Arsonist) * LI = Life of the offender or arsonist |
| 109 | Logs of Access or Deletion of Data for Body-Worn Cameras Documentation of when and by whom access to or deletion of data from body-worn cameras takes place. | Logs of Access or Deletion | Police | Permanent | CA - GOV 34090 - (2Y) CA - PEN 832.18(b)(5)(E) - (PR) |
| 110 | Police - General Administrative Records Records of general community support activities and administrative records received and/or generated in the routine course of law enforcement activities and not associated with a case number. | Activity Reports Crime Statistics and Reporting Daily Bulletins Extradition Files (out of state) False Alarm Reports Incident Logs LiveScan Research (for non-City organizations) Peace Officer Traffic Stops Report Refund Letters Ride-Along Program Records Tow Notifications and Reports Traffic Information Reports Uniform Crime Reporting Vehicle Release Documents Waiver Letters | Police | While Active+3Y | CA - 11 CCR 999.228(i) - (3Y) CA - 11 CCR 999.228(e) - (3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - CCP 339 - (LA2Y) CA - GOV 34090 - (2Y) CA - GOV 12525.5 - (CU+1Y) |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

AGREEMENTS USED IN LEGAL CITATIONS

CL = Closed CU = Current Year FR = Final Resolution LA = Limitation on Action
 MA = Maturity MAINT = (MAINT) PER = Permanent S = Suspended
 U = (Life of program - case) M = Month
 T = Termination Y = Year

| Record Name and Description | | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|-----------------------------|--|---|-----------------------------|-----------|--|
| 111 | Police Case Files - Dead Bodies Records, crime reports and evidence associated with investigations of dead bodies, whether by natural causes or found. | Reports Statements | Police | CL+2Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) * Case remains active until body has been identified and cause of death determined. If determination is made that the death was a homicide, records are recategorized as "Felony Murder/Homicide" case files |
| 112 | Police Case Files - Domestic Violence Records, crime reports and evidence associated with investigations and served protective orders for domestic violence. | Criminal Protective Orders Reports Restraining Orders Statements | Police | CL+20Y* | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 13710 - (MAINT) *As required by Office of the City Attorney |
| 113 | Police Case Files - Felony Murder/Homicide, Capital Offenses, Child Abuse, Elder Abuse, Sex Crimes and Violations of Public Trust Records, crime reports and evidence associated with capital felony violations of laws, including homicide, child abuse, elder abuse, sex crimes, embezzlement of public funds, or falsification of public documents. | Case Files Reports | Police | Permanent | CA - CCP 340.1 - (Longer of Plaintiff's Age of Majority+8Y or Discovery of Injury+3Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (PR) No limitation on commencement of action; PC §261, 286, 288, 288.5, 289.5, 289.5, and 799 |
| 114 | Police Case Files - Misdemeanors, Infractions, Bicycle and Pedestrian Stops Records, crime reports and evidence of misdemeanors and infractions, including traffic incidents, bicycle stops, pedestrian stops, and parking/moving citations and appeals. | Case Files Field Contact Records Reports | Police | 2Y* | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802 - (LA1Y) CA - VEH 2547 - (3Y) * Provided there are no outstanding warrants, deaths, and it is not classified under PC §800 & 290 and H&S §11850; Statute of Limitations is 2 years |
| 115 | Police Case Files - Missing Persons, Protective Custody and Runaways Records, crime reports and evidence associated with missing persons and runaways | Case Files Reports | Police | CL+2Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) * Case remains active until solved or person is found |
| 116 | Police Case Files - Officer Use of Force All use of force records, crime reports and evidence associated with criminal cases dealing with officer involved shootings and any other types of use of force. | Case Files Reports | Police | Permanent | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (PR) CA - PEN 832.18 - (2Y) CA - PEN 832.5 - (5Y, where there is not a sustained finding of misconduct; 15Y where was a sustained finding of misconduct) *As required by the Office of the City Attorney and Office of Inspector General |
| 117 | Police Case Files - Sealing of Records Records of court orders or other valid legal requests to seal records and the underlying case files. | Case Files Reports | Police | SEAL+3Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 851.8 - (SEAL+3Y) CA - PEN 851.90 - (MAINT) CA - WIC 781.5(g) - (SEAL+3Y) *SEAL = Date Records Sealed |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

ACRONYMS USED IN LEGAL CITATIONS

CL = Closed; CU = Current/Use; FR = Final Resolution; LA = Limitation of Action; M = Month; W = Worth; MA = Maturity; MAIN = Main; PR = Permission; S = Suspended; T = Terminated; Y = Year

| Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|---|--|-----------------------------|-----------------------------|--|
| <p>118 Police Case Files - Stolen Property</p> <p>Records, crime reports and evidence associated with stolen property.</p> | Case Files Reports | Police | CL+20Y** | <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - CCP 338(c)(2) - (LA3Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>* Case remains active until solved</p> <p>**As required by the Office of the City Attorney</p> |
| <p>119 Police Case Files - Traffic Collisions - Fatal</p> <p>Records, crime reports and evidence associated with traffic collisions involving fatalities.</p> | Case Files Reports | Police | Permanent | <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - PEN 799 - (PR)</p> |
| <p>120 Police Community Programs</p> <p>Records and information regarding community activities and programs managed by the Police Department.</p> | Cadets Citizens Academy Explorers | Police | CL+5Y | <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> |
| <p>121 Police Laboratory Records</p> <p>Records and information regarding the testing and laboratory results performed during investigations of a crime.</p> | Equipment Records Laboratory Results Reports | Police | 10Y | <p>CA - CCP 343 - (LA4Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - PEN 4901 - (LA10Y)</p> |
| <p>122 Police Routine Video Records</p> <p>Recordings of routine video monitoring, to include time and date of video, location of video and other related information.</p> | Body Cam Drone Recordings | Police | Defer to current OPD policy | <p>CA - PEN 832.18 - (60D)</p> <p>DGO I-15 F-2 provides that BWC files shall be retained for a period of 2 years unless required for criminal investigation, administrative investigation, research, civil litigation, training and no recordings may be deleted while a request for recordings is pending including litigation holds or PRA requests.</p> <p>DGO I-25 provides that recordings are retained for 5 days unless the recording is needed for a criminal or administrative (IAD) investigation.</p> |
| <p>123 Police Shooting Range</p> <p>Records and information regarding the shooting range managed by the City's Police Department.</p> | Sign-In Sheets | Police | 2Y | <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> |
| <p>124 Police Academy Records</p> <p>Records and information generated or received in the recruitment of new police officers and training records of the Police Academy</p> | Accreditation Records Attendance Course Work and Grades Recruitment Letters Training Schedules | Police | 20Y* | <p>CA - CCP 343 - (LA4Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>*As required by the Office of the City Attorney</p> |
| <p>125 Seized or Unclaimed Property Records</p> <p>Records documenting tracking and management of physical property seized by the Police department, or collected by the Police department but unclaimed, and not assigned to a case number, or considered as evidence in a criminal investigation.</p> | Evidence Files Inventory Reports Logs - Sign in | Police | 2Y | <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - VEH 10650(g) - (1Y)</p> |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

ACRONYMS USED IN LEGAL CITATIONS:
 CL = Closed, CU = Current/ear, FR = Final Resolution, LA = Limitation on Action
 MA = Maturity, MAINT = Maintenance, PR = Permanent, S = Suspended
 LI = Life of Program/Asset, M = Month, T = Termination, Y = Year

| Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|--|--|-----------------------------|-----------------|--|
| 126 Police K-9 and Equestrian Records Records documenting the acquisition, assignment and care of the Police Department's K-9 and equestrian units. | Animal Acquisition Records Animal Medical Records Assignment and Ownership Records Training Records | Police | LI*+10Y | CA - CCP 335.1 - (LA2Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) *LI = life of the animal |
| 127 Lobbyist Registration and Activity Disclosure Registration records and reports disclosing lobbyist activity required by the Lobbyist Registration Act. | Lobbyist Quarterly Activity Reports Lobbyist Registration Lobbyist Registration Termination Training Records | Public Ethics Commission | While Active+5Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 85487 - (CL-3Y) CA - GOV 34090 - (2Y) CA - GOV 86106 - (2Y) CA - GOV 86110 - (MAINT) CA - GOV 86116.5 - (1Y) US - 11 CFR 102.96 - (3Y) US - 11 CFR 104.14(b) - (3Y) Oakland Municipal Code 3.20.080 - (5Y) |
| 128 Public Ethics Commission Investigations Records and information documenting complaints, investigations, mediation, settlements and administrative hearings regarding violations within the Public Ethics Commission's jurisdiction. Includes: - Government Ethics Act Violations - Oakland Campaign Reform Act Violations - Lobbyist Registration Act Violations - Limited Public Financing Act Violations - Fair Elections Act Violations - Sunshine Act Violations - Other miscellaneous provisions of the City Charter and OMC (e.g. Chapter 2.24, 2.45) giving jurisdiction to the PEC to investigate certain types of violations | Complaints Dismissal, Warning and Advisory Letters Evidence Used in Support of any of the Above Final Settlement Agreements Hearing Officer Findings and Recommendations Investigative Reports Investigation Summaries Legal Analysis Memoranda Preliminary Review Memoranda Probable Cause Reports Request For Settlement Authority Memoranda | Public Ethics Commission | FR+5Y | CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 1092(b) - (LA4Y) CA - GOV 34090 - (2Y) CA - PEN 801 - (LA3Y) CA - PEN 802 - (LA1Y) Oakland Municipal Code 2.28.080(6) - (LA4Y) Oakland Municipal Code 3.15.190(A) - (LA5Y) |
| 129 Building, Property Management Records and information regarding the structure of City buildings. | As-Built Blueprints Construction Records Electrical Wiring Schematics Floor Plans Property Inventory Utility Consumption Tracking | Public Works | LI*+10Y | CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)* *LI = Life of Building or Facility |
| 130 Fuel Management Records related to the purchase, storage, tracking and management of fuel for City vehicles. | California Air Resources Board Certificate Fuel Card Authorizations Fuel Pump Maintenance and Testing Fuel Reports, Billing Reports, Journals, Fuel Tickets Fuel Tank Integrity Testing Fuel Tank Maintenance (aboveground, below ground) Storage Tanks - above and below ground | Public Works | LI*+5Y | CA - 23 CCR 2712 - (LI)* CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GC 34090 - (2Y) CA - HSC 25283.5(a)(3) - (MAINT) CA - HSC 25285 - (5Y) CA - HSC 25292(b)(4) - (1Y) CA - HSC 25293 - (MAINT) *LI - Life of Tank |
| 131 Security, Access Operations Records and information regarding physical access controls and protection for City buildings and facilities. | Access Controls Access Reports Badge Lists Daily Activity Logs Facility Key Lists Key Cards Security Camera Footage Transaction Logs | Public Works | 2Y* | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - GOV 34090.6 - (Routine Video 1Y) *Exception: 1) Records that are evidence in any civil or criminal litigation or 3) party claim shall be preserved pursuant to any litigation hold notice or to 100 days after the conclusion of the court proceeding into such hold; 2) routine building security recordings may be purged after one year with written consent of the City Attorney |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

AGRONYMS USED IN LEGAL CITATIONS
 CL=Closed CU=Currently Open
 FR=Final Resolution LA=Limitation of Action
 MA=Maternity MAINT=Maintenance
 PR=Proration S=Superseded

U=Life of program/asset
 M=Month
 Y=Year
 T=Termination
 A=Annual

| Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|---|--|--------------------------------|-----------------|--|
| 132 Storm Drainage Management Records and information documenting the operations and maintenance of the City's storm drains, pump stations and drainage ditches. | Drainage Ditches Pump Stations Storm Drains | Public Works | 5Y | CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 40 CFR 122.410 - (3Y) |
| 133 Water, Sewer and Solid Waste Records and information associated with the maintenance of sewers, storm drains, waste water, and land use. | Backflow Prevention Environmental Conservation Programs Flood Control (plans, S85) Inventories (equipment, materials, meters, pipes) Irrigation (management, plans, SS/ID) Pollution Control Permits Sewer System Storm Drains Storm Water Monitoring Underground Service Alerts (USA) Waste Water (lab groups, reports to state) Water Runoff Testing Weight Tickets | Public Works | While Active+5Y | CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25244.19 - (4Y) CA - HSC 25244.20 - (4Y) US - 40 CFR 122.21(p) - (5Y) US - 40 CFR 122.410 - (5Y) US - 40 CFR 122.440(k) - (3Y) |
| 134 Facility Maintenance and Inspection Records Reports of inspections of maintenance performed on City facilities and infrastructure including: - Buildings - Equipment - Janitorial - Parks - Streets - Sidewalks - Storm Drains - Streetlights - Traffic Signals - Trees | Air Quality Inspections Backflow Inspections Elevator Certificates Equipment Inspections Graffiti Removal Facility Inspections Inspections Inventory of City Trees Logs Playground Inspections Reports Staffing Schedules Street Striping and Signing Tree Trimming Schedules Traffic signal repairs and maintenance | Public Works Transportation | 4Y | CA - 22 CCR 65523 - (2Y) CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 4216.2(f) - (3Y) CA - GOV 34090 - (2Y) |
| 135 Capital Project Files Records and information related to the administration, analysis, design, development, planning, construction and maintenance of public works, Capital Improvement (CIP) and Engineering & Capital Projects for City facilities and infrastructure. Includes projects funded from various sources including bonds, grants, capital improvement and general fund. | Assessments Capacity (water, wastewater) Fees Certificates of Compliance/Notice of Non-Compliance Daily Inspections and Progress Meetings E.I.R.; Notice of Determination, Categorical Exemptions Encroachment Permits, Certificates Field Inspections, Closures Final Improvement Plans/As-Built Plans NPDES Permits Photos/Pictures Project Plans and Schedules, Insurance, Permits Real Estate Appraisals Reports: (Geotechnical, Soil, Drainage, Stormwater, Sewer, and Traffic) Specifications, Calculations, Change Orders Studies and Surveys Underground Utilities Maps | Public Works | Permanent | CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - 14 CCR 15095 - (Reasonable) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 85467 - (C+3Y) CA - GOV 34090 - (2Y) CA - HSC 19660 - (U) US - 2 CFR 200.334 - (C-L-3Y) US - 24 CFR 92.508(G) - (AC-5Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC-4Y) US - 29 CFR 97.42(b) - (AC-3Y) *U = Life of Building, Asset or Facility |
| 136 Race and Equity Program Records Records and information regarding the services and support provided by the office of Race and Equity. | Advice Memos Correspondence Reports Statistics and Indicators | Race and Equity | While Active+3Y | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.31 - (CL+2Y) US - 29 CFR 1607.4 - (MAINT) US - 41 CFR 60-1.12 (a) - (2Y) US - 41 CFR 60-741.44 - (3Y) US - 41 CFR 60-741.80 - (2Y) |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

ACRONYMS USED IN LEGAL CITATIONS

CL = Closed; CU = Current Year; FR = Final Resolution; LA = Limitation of Action; M = Month; Y = Year
 MA = Majority; MAINT = Maintained; PR = Partially; S = Suspended; T = Termination

| Record Number | Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
|---------------|--|--|------------------------------------|-----------------|---|
| 137 | Traffic and Transportation Design and Planning Records and information of activities impacting City streets and traffic, as well as transportation projects and efforts to manage traffic circulation and plan for upcoming improvements, including studies and surveys. | Bicycle and Pedestrian Program City Street Projects (potholes) Highway Corridors Impact Studies Parking Plans Rights-of-Way Signs, Signals and Street Markings Speed Surveys Street/Highway Studies/Surveys Street Name Changes Streetscape Services Temporary Street Closures Traffic Counts Traffic Management Plans Transportation Planning | Transportation | While Active+2Y | CA - GOV 945.6(a)(2) - (LA6M); LA2Y) CA - GOV 34090 - (2Y) |
| 138 | Transportation Traffic Safety and Enforcement Records and information regarding the safety and control of streets and parking meters. Includes: - Parking enforcement - Vehicle abatement from private property | Citations Hearing of Appeals Parking Meters Collections | Transportation | While Active+2Y | CA - GOV 945.6(a)(2) - (LA6M); LA2Y) CA - GOV 34090 - (2Y) |
| 139 | Violence Prevention Program Records Records and information regarding the services and programs offered by the City for Violence Prevention. - Community Healing and Restoration - Life Coaching, Adult and Youth - Family Support, Hospital Response and Relocation - Gender-Based Violence Response - Gun Violence Response - Youth Diversion - School-site Violence and Prevention Teams - Violence Interruption Services | Coaching Records Diversion Records Evaluations Reports Response Records Strategic Plans | Violence Prevention | While Active+3Y | CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M); LA2Y) CA - GOV 34090 - (2Y) |
| 140 | Small and Disadvantaged Business and Supplier Files Records and information of small and disadvantaged businesses and suppliers to all City organizations created or retained in the purchasing or acquisition of goods and services. | Small and Disadvantaged Contractors - Vendor List Vendor Applications, Profiles Vendor Packets | Workplace and Employment Standards | While Active+2Y | CA - GOV 945.6(a)(2) - (LA6M); LA2Y) CA - GOV 34090 - (2Y) |
| 141 | Small Business Inclusion Enforcement Records and information generated or received by the City to monitor the inclusion of small and disadvantaged businesses in City projects and programs. | Applications Certificates to Businesses Fees and Penalties Project Files Reports | Workplace and Employment Standards | While Active+4Y | CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M); LA2Y) CA - GOV 34090 - (2Y) |
| 142 | Workplace Claims and Complaints Records and information regarding any labor complaints against the City or a City business. | Investigations Letters and Correspondence Living Wage Complaints, Hearings, Determinations and Findings MOUs | Workplace and Employment Standards | FR+4Y | CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M); LA2Y) Oakland Municipal Code 2.28.060 - (MAINT) |
| 143 | Police - Internal Affairs Records Records and information received or created in the investigation of a police officer misconduct completed by the Police Department. | Case File | Police | Permanent | CA - GOV 945.6(a)(2) - (LA6M); LA2Y) CA - GOV 34090 - (2Y) *As required by Office of City Attorney |

CITY OF OAKLAND
RECORDS RETENTION SCHEDULE

| <p>ACRONYMS USED IN LEGAL CITATIONS CL = Closed CU = Current Year FR = Final Resolution LA = Limitation on Action M = Month MA = Maturity MAINT = Maintain PR = Permanent S = Suspended T = Termination Y = Year</p> | | | | | |
|--|--|-------------------|-----------------------------|-----------|--|
| Record Number | Record Name and Description | Example Documents | Department/Office of Record | Retention | Legal Citations and Comments |
| 144 | <p>Case Files - Officer Vehicle Pursuits</p> <p>Records and information regarding the officers vehicle pursuits.</p> | | Police | CL-20Y* | CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 800 - (LA6Y) CA - PEN 801 - (LA3Y) CA - PEN 801.1(b) - (LA10Y) CA - PEN 851.8 - (SEAL&DESTROY) *As requested by Office of Inspector General |