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FILED
OFFICE OF THE CITY CLERK
OAKLAND

APPROVED AS TO FORM AND LEGALITY


CITY ATTORNEY'S OFFICE

*EXHIBIT B AS AMENDED BY THE CITY COUNCIL
AT THE FEBRUARY 20, 2024 COUNCIL MEETING*

OAKLAND CITY COUNCIL

RESOLUTION NO. 90117 C.M.S.

RESOLUTION 1) APPROVING A RECORDS AND INFORMATION MANAGEMENT POLICY AND A RECORDS RETENTION SCHEDULE; 2) AUTHORIZING THE DESTRUCTION OF RECORDINGS OF ROUTINE VIDEO MONITORING PURSUANT TO GOVERNMENT CODE 34090.6(A) AFTER ONE YEAR; 3) AUTHORIZING THE CITY CLERK TO REVIEW AND APPROVE REQUESTS FOR THE DELETION AND/OR DESTRUCTION OF ANY CITY RECORDS; AND 4) AUTHORIZING THE CITY CLERK TO REVIEW THE RETENTION PERIODS IN THE RECORDS RETENTION SCHEDULE ON A PERIODIC BASIS

WHEREAS, on September 24, 1991, the City Council passed Ordinance No. 11370, which established a citywide records management program; and

WHEREAS, on February 25, 2003, the City Council passed Resolution No. 77659 C.M.S., which, among other things, approved the implementation of a citywide records management program and a records retention schedule; and

WHEREAS, Administrative Instruction 114 (last updated February 14, 2008) provides that “[e]ach retention schedule shall be submitted as a Resolution to the City Council for approval”; and

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, the Records and Information Management Policy (Exhibit A) provides direction to staff on the rules for managing records of the City of Oakland; and

WHEREAS, the Records Retention Schedule (Exhibit B) 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, under the updated Records Retention Schedule, Category 122 Police Routine Video Records and Category 131 Security, Access Operations, provide for the retention of building security recordings; and

WHEREAS, pursuant to Government Code section 34090.6(a), the City may, after one year, destroy recordings of routine video monitoring, including building security recordings not subject to litigation holds due to claims filed or pending litigation with approval of the legislative body and written consent of the agency attorney and the Council wishes to provide such approval via this Resolution; 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 Records and Information Management Policy (**Exhibit A**) and Records Retention Schedule (**Exhibit B**) and, to the extent necessary, repeals the former citywide records management program and records retention schedule set forth in Resolution No. 77659 C.M.S.; and be it

FURTHER RESOLVED: That pursuant to Government Code 34090.6(a) and subject to the written consent of the Office of the City Attorney, the Council hereby authorizes, after one year, the destruction of recordings of routine video monitoring that are not subject to litigation holds due to claims filed or pending litigation, including building security recordings; and be it

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

FURTHER RESOLVED: That the City Clerk in collaboration with the Office of the City Attorney, is hereby authorized to review the retention periods in the Records Retention Schedule on a periodic basis to make updates and changes in compliance with then-existing laws and policies.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE: **FEB 20 2024**

AYES - FIFE, GALLO, JENKINS, KALB, KAPLAN, ~~RAMACHANDRAN~~, REID, AND PRESIDENT FORTUNATO BAS - 7

NOES 0

ABSENT 0

ABSTENTION 0

1 Excused - Ramachandran

ATTEST:

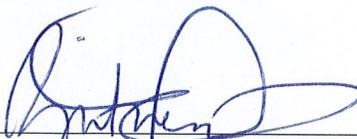

ASHA REED
City Clerk and Clerk of the Council of the
City of Oakland, California

EXHIBIT A

CITY OF OAKLAND

RECORDS AND INFORMATION MANAGEMENT POLICY

1. Purpose

This Policy serves as the highest level of governance for City of Oakland (the “City”) records and information. This Records and Information Management (RIM) Policy identifies and states the requirements and rules the City will follow in managing its paper and electronic records and information in compliance with laws and regulations. The rules apply to the content of the record, not to the tools or media used to create or transmit the record or information.

It is the responsibility of every elected or appointed official, employee and contractor to comply with the rules and requirements of this Policy.

2. Policy Statements

a. Ownership

Records and information created or received in the conduct of the City’s business are the exclusive property of the City and are subject to the rules and requirements of this Policy and the Records Retention Schedule.

b. Classification and Format

Records and information, both in paper and in any electronic format, are to be created, stored and managed with appropriate classification and indexing that enables efficient and shared access, appropriate application of retention and secured protection.

Records and information determined to be confidential or restricted must be secured and access controlled.

c. Retention

Records are to be retained in accordance with the approved Records Retention Schedule. When records have completed or passed their retention period, regardless of format, they are to be deleted or destroyed in compliance with the City’s procedures.

Prior to destruction or deletion of any City records, even in compliance with the Retention Schedule, such records must be reviewed by the Office of the City Attorney and Office of the City Clerk.

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Retention periods and categories are to be reviewed on a routine basis that allows for changes due to regulatory changes or by advice of the Office of the City Attorney.

d. Storage

Paper records no longer considered active may be transferred to a designated offsite repository to fulfill retention requirements. Electronic records no longer considered active may be transferred to an approved offline repository to fulfill retention requirements, but records transferred to an offline or offsite repository shall remain accessible by City employees for business needs.

Records owned by the City shall not be stored on personal devices or in any unauthorized location.

e. Electronic Communications

Unless otherwise required by contract or law, including data privacy laws, electronic communication, including emails, email threads, text messaging, instant messaging, social media and any other form of electronic communication that may be used to conduct the City's business, are subject to this Policy and are the exclusive property of the City.

Emails sent or received for the purpose of City business are considered the City's property and must be maintained in City systems and in compliance with this Policy and the Records Retention Schedule.

Instant messaging such as text messages are to be limited to brief communications to establish contact, identify location or confirm appointments. Text messages should not be used to create and communicate directives, conduct City business or send files.

Social media should be used exclusively for the distribution of City information. No original documents are to be created within social media but may be attached to the original communication and shall be limited to announcements.

Electronic Communication systems are intended to be a medium of delivery of communication and not as a repository for records. Although Electronic Communications may seem to be less formal than other written communication, the same definition of a Record applies, as do the rules for storage and retention. Electronic Communications that meet the definition of a record are to be stored in an official City repository.

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f. Records of Exiting Elected or Appointed Officials, Employees and Contractors

When an employee or a contractor separates from the City, the supervisor or manager of that employee or contractor is responsible for complying with the requirements of this Policy and any supporting procedures for retaining and managing the records and information of the exiting employee or contractor.

When an elected or appointed official separates from the City, the City Clerk is responsible for complying with the requirements of this Policy and any supporting procedures for obtaining and retaining the records and information of the exiting official.

g. Legal Holds and Suspending Retention Requirements

Records and information relevant to litigation and subject to a Legal Hold are to be retained and preserved until further notice from the City Attorney's Office regardless of the retention period set forth in the Records Retention Schedule.

Records and information subject to a Legal Hold that are no longer required for day-to-day business operations may be transferred to an approved offsite repository in coordination with the City Clerk's Department.

h. Information Protection

Disaster recovery backup media are exact copies of an operating system, associated applications, and data created for the sole purpose of recovering data in the event of a disaster or business disruption and are not subject to the requirements of the Records Retention Schedule. Backups serve as a level of protection for electronic systems, and the data stored on those systems are not subject to any retention requirements.

3. Key Definitions – *other definitions are included in Attachment C*

a. Convenience Information

Not all information or data is a record. Some information is collected or created in order to complete a task or enable the creation of a record, but the City has no obligation to retain it. This type of information is considered Convenience Information as it is only created or received for the convenience of the employees. Examples of types of Convenience Information may be found in ***Attachment B***.

b. Record

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RECORDS AND INFORMATION MANAGEMENT POLICY

Records are either defined specifically by laws or regulations or, in the absence of specific definitions, a record is the document or information generated as the final output of a business process or business decision.

c. Records Retention Schedule

The Records Retention Schedule is the governance document that describes the categories or types of City records and the required retention period that these are to be retained. Records should be retained for the length of time prescribed in the Records Retention Schedule.

4. Controls

The management of each department is responsible for managing and controlling their records and information in accordance with this Policy and the Records Retention Schedule. It is the department management’s responsibility to ensure that there are adequate procedures that enable employees to comply with this Policy and the Records Retention Schedule.

Only authorized users should have access to a department’s records and information.

5. Periodic Review

Office of the City Auditor may periodically conduct an independent review of a department’s procedures to determine if they are in compliance with this Policy.

6. Revision History

Revision History			
Version	Date	Description of Changes	Revised By

7. Attachments

- a.** Attachment A – Examples of Convenience Information
- b.** Attachment B – Glossary of Terms

ATTACHMENT A
EXAMPLES OF CONVENIENCE INFORMATION

- Identical copies of documents
- Extra copies of printed or processed materials kept only for convenience or reference (e.g. copy of expense reports by the individual once it has been paid)
- Miscellaneous notices of employee meetings, holidays, and other reference materials
- Templates and Blank Forms used to create a document or record
- System backups – taken for the sole purpose of information protection and restoration in the event of a business disruption
- Notes, working papers, or drafts created or used in the preparation of a record
- Catalogs, trade journals, and other outside publications or papers received from external companies or bodies that are used as reference
- Materials used for information gathering purposes – stock of publications, supporting documentation not used in the final report or record

ATTACHMENT B
GLOSSARY OF TERMS

RIM Program Glossary		
		Created: 2024 Revised:
<p>This Records and Information Management (RIM) Program Glossary provides a comprehensive and standardized list of terms and acronyms along with their definitions that are used by the City of Oakland. This Glossary is designed to eliminate the need to include terms and definitions within the body of the Policies or Procedures. This Glossary provides a standard lexicon consistent with industry standards (ARMA, ANSI, and Sedona Conference).</p>		
Term	Definition	Reference
Access	The right, opportunity, or means of finding, using, or retrieving information.	ARMA/ANSI
ACT	Active. Retain the record or information while the document is active, in force or in use. Once the document is no longer active then the retention period starts and is calculated.	City
Active Records	A record needed to perform current operations, subject to frequent use, and usually located near the user.	ARMA/ANSI
ANSI	American National Standards Institute, a non-profit organization that administers and coordinates the U.S. voluntary standardization and conformity assessment system.	ARMA/ANSI
Archival Data	Records and information the City retains for long-term storage and record keeping purposes, but which is not immediately accessible. Archival data may be written to removable media or may be maintained on a system component.	Sedona Conference
Archive	A designated location where records and information that are required to be retained or preserved for extended periods of time are stored. An archive is a separate location from any ongoing business activity.	ARMA/ANSI
ARMA	Association of Records Managers and Administrators, the professional organization for Records and Information Management.	ARMA

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Term	Definition	Reference
Audit	<p>An independent review and examination of records and activities to test for compliance with established policies or standards, often with recommendations for changes in controls or procedures.</p> <p>To conduct an independent review and examination of system records and activities to test the adequacy and effectiveness of the records and information management procedures, to ensure compliance with established policy and operational procedures, and to recommend any necessary changes.</p>	ARMA/ANSI
Backup	A copy of electronic information created as a precaution in case the original is lost or destroyed.	ARMA/ANSI
Backup Data	An exact copy of electronically stored information (ESI) that serves as a source for recovery in the event of a system problem or disaster. Backup Data is generally stored separately from active data on portable media. Backup Data is distinct from Archives. See "Disaster Recovery Backup Tapes."	Sedona Conference
Change Request	A formal request for a change to be made to RIM Policy or the Retention Schedule. The request is submitted to the Compliance Department with a justification and details of the change.	City
Classification	The systematic identification and arrangement of records into categories according to logically structured conventions, methods, and procedural rules including an index of the metadata.	ARMA/ANSI
Confidentiality/Sensitivity	A classification of records that contain information, the disclosure of which would harm the privacy of individuals or the security of the City.	ARMA/ANSI
Control	A means of managing risk or ensuring that a business objective is achieved. Example of Controls include Policies, Procedures, roles, passwords, signature authorization, etc.	City

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Term	Definition	Reference
Convenience Information	<p>Information received or created that has no business value and is not a Record. Convenience information will not further the City's business and does not have to adhere to any defined Retention Period provided it is not subject to a Legal Hold.</p> <p>Examples of Convenience Information includes the following items: Catalogs and Trade Journals, Duplicate Copies, Extra Copies, Personal Documents, Personal Working Files and Notes, Reference Materials, Templates and Transitory Correspondence.</p>	City
CY	Current Year. Indicates the year in which the record or information was created or received.	City
Deletion	The process whereby data is removed from active files and other data storage structures on computers and rendered inaccessible except through the use of special data recovery tools designed to recover deleted data.	ARMA/ANSI
Destruction	The definitive obliteration of records or information beyond any possible reconstitution.	ARMA/ANSI
Disaster Recovery Plan	A plan to restore a system after a catastrophic loss.	City
Discovery	The process of identifying, locating, securing, and producing information and materials for the purpose of obtaining evidence for utilization in the legal process. It is also used to describe the process of reviewing all materials that may be potentially relevant.	Sedona Conference
Disposition	A final administrative action taken with regard to records, including destruction, transfer to another entity, or permanent preservation.	Sedona Conference
Document	Any recorded or stored information in whatever format or type. This includes both physical and electronic formats such as, but not limited to, paper documents; forms; reports; manuals; correspondence; notes; computer files such as spreadsheets, databases, word-processed documents, email messages, web-based content, and any electronic communications; and media, such as videotape, audiotape, microfilm or photographs in any format.	City

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Term	Definition	Reference
Draft Records	A preliminary version of a record before it has been completed, finalized, accepted, validated or filed. Such records include working files and notes.	Sedona Conference
Electronic Content Management System (ECM)	A system consisting of software, hardware, policies and processes to automate the preparation, organization, tracking, distribution and retention of electronic documents.	ARMA/ANSI
Electronic Record	Any Record stored on or by a machine or electronic device or containing machine-sensible or machine-readable information.	City
Email	The transmission of messages, their metadata, and possible attachments over communication networks.	ARMA/ANSI
ESI	Electronically Stored Information	Sedona Conference
Event-Based Disposition	A concept wherein once a registered event occurs, the disposition schedule starts.	ARMA/ANSI
File	A group of documents in any format or media related by subject, activity or transaction, often handled as a unit.	ARMA/ANSI
File Plan	A classification scheme describing different types of files maintained in an office, how they are identified, where they should be stored, how they should be indexed for retrieval, and a reference to the approved disposition for each file.	ARMA/ANSI
Filename	The name given to a group or series of related documents contained in a file folder. A specific electronic document or record name.	ARMA/ANSI
Format (noun)	The internal structure of a file, which defines the way it is stored and used.	Sedona Conference
Format (verb)	To make a drive ready for first use.	Sedona Conference

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Term	Definition	Reference
Historical Records	Records and/or information that possess a value in documenting the history of the organization and are thus worthy of permanent preservation.	ARMA/ANSI
Inactive Record	Any Record related to closed, completed, or concluded activities. Inactive Records are no longer routinely referenced but must be retained in order to fulfill legal or retention requirements.	City
Indexing	The act of specifying the predetermined metadata such as topic, name, number or caption under which a document is to be filed.	ARMA/ANSI
Information	Data that has been given value through analysis, interpretation, or compilation in a meaningful form.	ARMA/ANSI
Information Classification	<p>(ARMA) A logical and systematic arrangement for indexing records and information into subject groups or categories based on some defined scheme of natural relationships for identification and protection.</p> <p>(Sedona Conference) The logical structures and software routines used to control access to records and information as well as the overall structure in which the files are named, stored, and organized.</p>	ARMA/Sedona Conference
Instant Messaging (IM)	Real-time communications using software or electronic devices allowing communication while both parties are "on-line."	City
Legacy Data	Legacy Data is ESI in which an organization may have invested significant resources but has been created or stored by the use of software and/or hardware that has become obsolete or replaced.	Sedona Conference
Legal Hold	(a/k/a "Litigation Hold") An obligation statement the City uses to preserve forms of relevant information as a result of current or anticipated litigation, audit, governmental investigation or other such matters.	Sedona Conference

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Term	Definition	Reference
Legal Hold Notice	A communication issued by the Office of the General Counsel as a result of current or anticipated litigation, audit, governmental investigation or other such matter that directs impacted <i>City Personnel</i> to preserve any <i>Documents</i> that may be relevant to the matter.	Sedona Conference
Lifecycle	The distinct phases of a record or information's existence, from creation to final disposition.	ARMA/ANSI
Metadata	Data that is typically stored electronically that describes characteristics of electronic information, found in different places in different forms. Metadata can be supplied by the application, users, or the file system. Metadata can describe how, when and by whom information was collected, created, accessed, modified and how it is formatted. It can be altered intentionally or inadvertently.	Sedona Conference
Native Format	The associated file structure of electronic documents defined by the original creating application. The file structure is referred to as the "native format" of the document.	Sedona Conference
Offsite Storage	A potentially secure location, remote from the primary location at which inactive or vital records and information are stored.	ARMA/ANSI
Onsite Storage	Storage of records and information on the premises of the organization.	ARMA/ANSI
Policy	A high-level set of rules, containing a set of principles, embracing the general goals of the organization, used to base decisions. Procedures are the document to implement the Policy for each department.	City
Preservation (Operations)	Process and work involved in ensuring the technical and intellectual survival of authentic records through time.	ARMA/ANSI
Preservation (Discovery)	The process of ensuring retention and protection from destruction or deletion of all potentially relevant evidence, including electronic metadata.	Sedona Conference
Record	Records are either defined specifically in applicable statutes, Municipal Code, City business practices, or, in the absence of specific practices, a Record is the document or information generated as the final output of a business process or business decision.	City

RECORDS AND INFORMATION MANAGEMENT POLICY

Term	Definition	Reference
Records Owner	The subject matter expert on the contents of the record and is responsible for the lifecycle management of the record.	ARMA/ANSI
Records and Information Management	The field of Records and Information Management is responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing, and maintaining evidence of and information about business activities an organization.	ARMA/ANSI
Records Management Program	A comprehensive strategy and plan with a set of requirements for the systematic control of the creation, use, maintenance and disposition of records and information regardless of media.	Sedona Conference
Records Retention Schedule	A comprehensive list of <i>Records</i> , indicating for each the length of time each <i>Record</i> is to be maintained.	ARMA/ANSI
Remote Access	The ability to access and use digital information from a location off-site from where the information is physically located.	Sedona Conference
Restricted Access	A limitation on access to records and information of a specific type imposed by general or specific requirements.	ARMA/ANSI
Retention Period	The length of time a record or information is to be kept meeting administrative, fiscal, legal or historical requirements.	ARMA/ANSI
Retire	Withdraw an Application, IT service, etc. from use in the live environment. Also known as Decommissioning.	City
Sedona Conference	The Sedona Conference is a nonpartisan, nonprofit 501(c)(3) research and educational institute dedicated to the advanced study of law and policy in the areas of antitrust law, complex litigation, intellectual property rights, and data security and privacy law.	Sedona Conference
Spoliation	The destruction/deletion of records or properties, such as metadata, that may be relevant to ongoing or anticipated litigation, government investigation or audit.	Sedona Conference

RECORDS AND INFORMATION MANAGEMENT POLICY

Term	Definition	Reference
Standard Procedures	Written procedures prescribing and describing the steps to be taken in normal and defined conditions which are necessary to assure control of production and processes.	City
Statute of Limitation	The period of time in which legal action may be taken as defined by law.	ARMA/ANSI
Structured Data	Data stored in a structured format, such as databases or data sets.	Sedona Conference
SUP	Until Superseded. Retain the record or information until a new or later version replaces the record or information.	City
Template	A Template is a structure or framework for a document. It can be guidance or required.	City
Text Message	Electronic messages sent via devices such as mobile phones that are transmitted via a commercial service provider.	City
Trigger Events	Activities that once they occur initiate the start of the retention period identified in the Records Retention Schedule.	City
Unstructured Data	Masses of data which either do not have a data structure or have a data structure not easily readable by machine.	Sedona Conference
Vital Record	Any Record that is fundamental to the functioning of an organization and necessary to continue operations without delay under abnormal conditions.	City

EXHIBIT B

**CITY OF OAKLAND
RECORDS RETENTION SCHEDULE**

ACRONYMS USED IN LEGAL CITATIONS
 AC = While Active CL = Closed CU = Current Year FR = Final Resolution LA = Limitation on Action LI = Life (of program, asset) M = Month
 MA = Maturity MAINT = Maintain Records PR = Permanent S = Superseded T = Termination Y = Year

Record No.	Record Name and Description	Example 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 (<i>cash count reports, cash flow book information, cash disbursement, cash register receipts, cash receipts</i>) Check Listing Credit Memos Collections Donations Employee Expense Reports, Reimbursements Fees Paid Fees Received Form 1099 Form W-9 Invoices and Vouchers Purchasing Cards Expense Reconciliation/Allocations Reconciliations Refunds Taxes Paid Tax Revenue Received Tuition Reimbursements Utility Billing (<i>registers, adjustments, deposit reports, payment stubs</i>)	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 - 26 CFR 31.6001-1(e)(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: - 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 (<i>MOAs</i>) Memoranda of Understanding (<i>MOUs</i>) - other than labor MOUs Professional Services Agreements Purchase Orders Statements of Work (<i>SOWs</i>) Warranties	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 - 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)
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 (<i>newsletter, visitors guide</i>) Publicity Files Seasonal Brochures Social Media Documentation Special Events Surveys Waivers of Liability	All Departments	4Y	CA - CCP 337 - (LA4Y) CA - GOV 34090 - (2Y)
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	Certificate of Life Attestations Constituent Correspondence Department Administrative Documents (<i>calendars, committees, goals, objectives, meeting agendas, meeting minutes, meeting tapes/recording, plans</i>) Department Generated Routine Studies / Reports Employee Communication Letters (<i>announcements, new programs, notices</i>) 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)

**CITY OF OAKLAND
RECORDS RETENTION SCHEDULE**

ACRONYMS USED IN LEGAL CITATIONS
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Record No.	Record Name and Description	Example Documents	Department/Office of Record	Retention	Legal Citations and Comments
005	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 <u>except Police and Community Police Review Agency</u>	Closed+6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)
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 (<i>including project proposals</i>) Award Notification Grant Administration Grant Evaluations Program Rules, Regulations, Procedures Property Taxes Funding Reports to Funding Agencies	All Departments	Closed*+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)(i)(A) - (AC+4Y) US - 29 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.
007	Historical Documents, Events, and Collections Records and information documenting the history and significant milestones of the City as determined by the City Manager or City Clerk	Biographies of City Officials Census Information City Seal 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)	All Departments	Permanent*	CA - GOV 34090 - (2Y) *The decision about what is historical is up to the City to decide.
008	Permits Issued 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. - Alarms - Block Parties - Concealed Weapons - Filming Permits - Fire Code Permits - Special Events - Street Permits - Tent Permits - Transportation Permits (<i>oversize, overweight</i>) - Tree Removals	Applications Backup Documentation Fingerprints Renewals	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)	Policies, Procedures and Work Instructions Documentation of Council policies and administrative documentation of City policies, procedures, and work instructions for all departments.	Directives General Orders Guidelines Handbooks Instructions Manuals Policies Procedures Retention Schedule Standards Work Instructions	All Departments except Police	Superseded+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)

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Record No.	Record Name and Description	Example Documents	Department/Office of Record	Retention	Legal Citations and Comments
009(b)	Policies, Procedures and Work Instructions Documentation of Council policies and administrative documentation of City policies, procedures, and work instructions for all departments.	Directives General Orders Guidelines Handbooks Standards	Police	20-Years*	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) *As required by Office of the City Attorney
010	Procurement - Agreements and Contracts Not Awarded Records and information utilized in solicitation of goods and services where the purchase order, contract or agreement was not awarded.	Bids, Exhibits (<i>unaccepted, rejected, not awarded</i>) Price Lists Quotations Requisitions Requests for Information (<i>RFI</i>) Requests for Proposal (<i>RFP</i>) Requests for Quote (<i>RFQ</i>) Scorecards Specifications	All Departments	Closed+4Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
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 Maddy Act Lists and Notices Public Hearing Notices Public Meeting 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 <u>except Police and Community Police Review Agency</u>	2Y	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: - 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	Current Year+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: Ethics First Aid/CPR Privacy Safety Specialized Equipment Records and Information Management Sexual Harassment Weapons Training	Attendance Lists	Police	20-Years*	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) *As required by Office of City Attorney
015	Volunteer Management Records and information regarding the onboarding and management of departmental volunteer staffing.	Employee Development	All Departments	2Y	CA - GOV 34090 - (2Y)

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Record No.	Record Name and Description	Example Documents	Department/Office of Record	Retention	Legal Citations and Comments
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)
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.	Presentation Materials	Animal Services	4Y	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)
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.	PowerPoint Slide Decks	City Administrator	While Active+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
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	Rosters	City Administrator	Closed+5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
020	Organization Charts Documents that depict the departmental and reporting structure of the City government.	Sign-in Sheets	City Administrator	While Active+6Y	CA - GOV 34090 - (2Y)
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.	Testing	City Administrator City Clerk	4Y <u>Permanent</u>	CA - GOV 34090.7 - (90D) CA GOV 54953.5(b) - (30D) Oakland Municipal Code 2.20.160(B) - (4Y)
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.	Training Bulletins	City Administrator City Clerk Public Ethics Commission	Permanent	CA - GOV 34090(e) - (PR)

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Record No.	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*</p> <p>BusinessTax (<i>applications, fees, financial history, reports</i>)</p> <p>Special Licenses (<i>pesticides, applicators, painting</i>)</p>	City Administrator Finance	While Active+6Y*	<p>CA - CCP 337 - (LA4Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>Oakland Municipal Code 5.66.060 - (PR)*</p> <p>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</p> <p>Damage Assessment</p> <p>Disaster Recovery Plan and Case History Plan</p> <p>Emergency Contact Lists, Employee Lists, Roster of Workers</p> <p>Emergency Evacuation Procedures</p> <p>Emergency Operations Center</p> <p>Emergency Operations Plan</p> <p>Emergency Preparedness</p> <p>Emergency Response</p> <p>Evacuation Plans</p> <p>Fire Prevention Plan</p> <p>Telephone Trees</p> <p>Volunteer Lists</p>	City Administrator Fire Police	While Active+2Y	<p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p>
025	<p>Legal Advice and Opinions</p> <p>Memoranda containing legal advice prepared by the City Attorney.</p>	<p>Legal Memorandum</p> <p>Attorney Opinions</p>	City Attorney	While Active+2Y	<p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>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</p> <p>Formal Public Records Requests</p> <p>Inquiries</p> <p>Pitchess Motion Requests</p> <p>Public Records Requests</p> <p>Subpoenas for Records</p>	City Attorney	2Y	<p>CA - GOV 34090 - (2Y)</p>
027	<p>Routine Litigation and Third Party Claims</p> <p>Records generated for or related to routine cases or action before a judicial, arbitral, or administrative officer or body.</p>	<p>Claims</p> <p>Complaints</p> <p>Court Orders</p> <p>Discovery</p> <p>Exhibits</p> <p>Judgments</p> <p>Pleadings</p> <p>Related Correspondence</p> <p>Settlement Agreements</p> <p>Subpoenas (<i>for civil subpoenas and criminal subpoenas</i>)</p> <p>Third Party Claims</p>	City Attorney	Final Resolution+10Y	<p>CA - 2 CCR 11013 - (FR+2Y)</p> <p>CA - CCP 315 - (LA10Y)</p> <p>CA - CCP 337 - (LA4Y)</p> <p>CA - CCP 337.15 - (LA10Y)</p> <p>CA - CCP 338.1 - (LA5Y)</p> <p>CA - GOV 911.2 - (LA6M; LA1Y)</p> <p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 34090 - (2Y)</p> <p>CA - LAB 5410 - (LA5Y)</p> <p>CA - RTC 19704 - (LA6Y)</p> <p>CA - UIC 1132 - (LA3Y)</p> <p>US - 26 USC 6531 - (LA6Y)</p> <p>US - 26 USC 6532 - (LA2Y)</p> <p>US - 29 USC 255 - (LA2Y)</p> <p>US - 29 USC 626(d) - (LA300D)</p> <p>US - 42 USC 2000e-5(e) - (LA180D)</p> <p>US - 42 USC 2000e-5(f) - (LA180D)</p>
028	<p>Settlement Agreements</p> <p>Records and information regarding the final settlement in an action between the City and another party.</p>	<p>Agreement</p> <p>Court Rulings/Decisions</p>	City Attorney	Permanent	<p>CA - GOV 945.6(a)(2) - (LA6M; LA2Y)</p> <p>CA - GOV 8546.7 - (CL+3Y)</p> <p>CA - GOV 34090 - (2Y)</p>

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Record No.	Record Name and Description	Example Documents	Department/Office of Record	Retention	Legal Citations and Comments
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 (<i>for civil subpoenas and criminal subpoenas</i>) 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 - (LA3Y) US - 26 USC 6531 - (LA6Y) US - 26 USC 6532 - (LA2Y) US - 29 USC 255 - (LA2Y) US - 29 USC 626(d) - (LA300D) US - 42 USC 2000e-5(e) - (LA180D) 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)
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 Workpapers 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 (<i>arguments for/against, full text, rebuttals, impartial analyses</i>) 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 (<i>initiatives, recall or referendum</i>)	City Clerk	8M	CA - ELEC 17200 - (8 Months) CA - ELEC 17400 - (8 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 (<i>to storage, to other depts.</i>)	City Clerk	10Y	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)

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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) - (T+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)
041	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.	Campaign Statements (<i>candidates, candidate-controlled committees, primarily-formed committees in support, officeholders</i>) Nomination Papers	City Clerk Public Ethics Commission	Permanent	CA - ELEC 17100(a) - (T+4Y) CA - GOV 81009(b) - (PR)
042	Elected Officials Administrative Records Records and information regarding administration of the activities and work of the Oakland City Council and other elected City officials.	Chron Files Constituent Correspondence Presentations Projects Social Media Postings Special Events Travel Schedules	City Council Office	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
043	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.	Adult and Youth Training Program Documents Business Incentive Programs (<i>grants, funding</i>) Business Recruitment Programs Climate Action Plan Community Activities Demographics Economic Development Programs Economic Development Strategy Emergency Funding Job Connect and Listings Job Fairs and Recruitment Marketing (<i>website</i>) On-the-Job Training for Adults and Youth Outreach Signage and Facade Program Workforce Investment Grant Agreements Workforce Statistics and Data	City Council Office Economic & Workforce Development	While Active+4Y	CA - CCP 337 - (LA4) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502 - (CL+4Y)
044	Redevelopment/Successor Agency Official Reports Official reports issued by the former Oakland Redevelopment Agency or the Successor agency to the Oakland Redevelopment Agency.	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	City Council Office Economic & Workforce Development Finance Department	Bond Payoff+2Y	CA - GOV 34090 - (2Y) CA - HSC 34177(n) - (1Y) US - 24 CFR 570.502 - (CL+4Y)

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Record No.	Record Name and Description	Example Documents	Department/Office of Record	Retention	Legal Citations and Comments
045	Police Review Activity Reporting Records and information documenting the disclosures, reporting and investigations of the Community Police Review Agency.	Annual Report Disclosures Special Projects Statistical Reports	Community Police Review Agency	While Active+20Y	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)
046	Complaints, Internal Investigations - No Sustained Finding of Misconduct 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.	Internal Investigations - Citizen Complaints Internal Investigations - Departmental Complaints and Informal Complaints	Community Police Review Agency Police	While Active+20Y	CA - EVID 1045 - (AC+5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 34090 - (2Y) CA - PEN 801.5 - (4Y) CA - PEN 832.5(b) - (5Y, where there is not a sustained finding of misconduct) CA - VEH 2547 - (3Y)
047	Complaints, Internal Investigations - Sustained Finding of Misconduct 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.	Internal Investigations - Citizen Complaints Internal Investigations - Departmental Complaints and Informal Complaints	Community Police Review Agency Police	While Active+20Y	CA - EVID 1045 - (AC+5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 34090 - (2Y) CA - PEN 801.5 - (4Y) CA - PEN 832.5(b) - (15Y, where there is a sustained finding of misconduct) CA - VEH 2547 - (3Y)
048	Cultural Development Program Funding Documents and funding related to the programs, awards and activities for the benefit of local nonprofit arts and cultural organizations.	Applications Art Loans and Submittals Awards Community Garden Events and Programs	Economic & Workforce Development	6Y	CA - CCP 337 - (LA4Y) CA - CCP 338(c)(3)(A) - (LA6Y) CA - GOV 34090 - (2Y)
049	Agreements, Contracts and Leases - Construction, Infrastructure, and Real Property 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: - Acquisition Agreements - Contractor Construction Agreements - Professional Services Agreements - Property Improvement Contracts - Personal Property Sales Agreements - Subdivision Improvement Agreements (SIAs)	Addendums and Amendments Attachments / Exhibits Awarded Bids Performance Bonds Certificates of Insurance Disclosures Letters of Intent Private Land Development Bond Purchase Orders Specifications Statements of Work (SOWs) Storm Water Maintenance Agreements (SWMAs) Supplemental Subdivision Improvement Agreements (SSIAAs) Warranties Wastewater Agreements	Economic & Workforce Development Housing & Community Development Public Works	Permanent	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090(a) - (PR) US - 2 CFR 200.334 - (CL+3Y) US - 29 CFR 516.5 - (3Y) US - 48 CFR 4.705-1 - (4Y)
050	Civil Rights and Employment Investigations Records and information documenting complaints, investigations, mediation, and counseling regarding civil rights and employment violations. Includes: - Civil Rights Violations - Discrimination and Harassment - Sexual Harassment - EEOC Complaints	Closure Letters Coaching and Counseling Records Complaints Compliance Audits Mediation Records Reports Training Records	Employment Investigations & Civil Rights Compliance	Final Resolution+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12965 - (LA1Y; LA2Y) CA - GOV 34090 - (2Y)
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) Check Copies 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)

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Record No.	Record Name and Description	Example Documents	Department/Office of Record	Retention	Legal Citations and Comments
052	Debt Administration Records and information relating to City financing and debt activities.	Amortization Schedules Arbitrage Reports Bond Documents and Reports (<i>continuing disclosures, bond rating reports, official statements, transcripts, requisitions</i>) Bond RFP/RFQ Loans/Master Leases (<i>debt state loans</i>) 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 (<i>HRA, RMT, ICMA 457 accounts, Nationwide, deferred compensation</i>) 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
056	General Ledger, Journal Entries, Budget Adjustments Records and information related to the transfer of charges between accounts and summaries of account information, including year end summaries of general ledger transactions.	Account Ledgers Balance Sheets Budget Adjustments Cash Journal Entries Chart of Accounts Downloads / Data Exports Expenditure Reports General Ledger Journal Entries and Backup Documentation Revenue Sub-Ledgers Summary Reports Trial Balance Year-End / Account Detail History Report	Finance	10Y	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y)
057	Investments and Treasury Records and information relating to City investment activities.	Certificates of Deposit (<i>CDs</i>) Financial Investment Planning Investment Reporting and Portfolio Management Investment Reports Local Agency Investment Fund (<i>LAIF</i>) Quarterly Investment Report Security Instruments Third Party Trustee Account Statements	Finance	Maturity*+6Y	CA - CCP 336 - (LA5Y) CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) * Maturity includes cancellation and redemption

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Record No.	Record Name and Description	Example Documents	Department/Office of Record	Retention	Legal Citations and Comments
058	Payroll 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: - Name, address, SSN - Total amount and date of payments - Period of service covered for each - Withholding - Tax collected	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 (<i>attendance sheets, leave slips, overtime slips, Telestaff payroll reports, timecards, out of class forms/reports, extra help requests</i>) W-2, W-4 Wage Rate Tables	Finance	20Y	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 226a - (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)
059	Procurement - Purchasing and Requisitioning - Awarded 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.	Bids Bonds Change Orders Compliance with City Purchasing Requirements Evaluation Sheets Exhibits Notices of Intent (<i>to award, to bid</i>) Price Lists Proof of Insurance Certificates Proposals Purchase Orders Quotations Receiving Reports Requisitions Requests for Proposal (RFP) Requests for Qualifications (RFQ) Specifications	Finance	Closed+4	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 29 CFR 516.5 - (3Y) US - 48 CFR 4.703 - (AC3Y) US - 48 CFR 4.705-1 - (4Y) US - 49 CFR 107.504 - (AC+2Y) Oakland Municipal Code 2.23.050 - (MAINT)
060	Unclaimed Funds Records and information pertaining to unclaimed or outstanding checks not cashed by recipient.	Uncashed Checks Unclaimed Funds	Finance	10Y	CA - CCP 1513 - (3Y) CA - GOV 34090 - (2Y) US - Uniform Unclaimed Property Act (2016), Section 404 - (10Y)
061	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	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	Budget and Financial Planning Records and information regarding the development of District, agency, assessment district, special district, council, commission or departmental budgets and plans.	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)

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Record No.	Record Name and Description	Example Documents	Department/Office of Record	Retention	Legal Citations and Comments
063	Fire Academy and Volunteers Records and information documenting the activities of the City-run Fire academy and any volunteer programs.	Applications Course Syllabus Reports Testing Materials	Fire	4Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - State Fire Training Procedures Manual 5.1.11(A) - (4Y) CA - State Fire Training Procedures Manual 5.1.11(B) - (4Y)
064	Fire Investigations Records and information associated with arson investigations.	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	Fire Prevention Inspections and Programs Records and information associated with the Fire Department programs and inspections of facilities and undeveloped parcels for vegetation management..	Commercial Facility Files Fire Education Inspection Reports Lien and Cost Recovery Information Residential or Lot Files	Fire	Life*+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	Station Activity Records Records and information created and maintained by the department for activities at the fire station.	Equipment and station maintenance logs Fire Incident Logs Station Logs	Fire	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
067	Incident Reports Records and information associated with department responses to fires and emergency incidents, including medical emergencies.	Death Declarations Emergency Medical Services Forms Emergency Services False Alarm Reports Hazardous Waste Spills Incident Reports 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)	Fire Police	7Y	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.
068	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.	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	Fire Police Information Technology	Life*+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) *Life of Application.
069	Fire Equipment Records and information associated with fire protection and emergency response equipment.	Apparatus and Maintenance Records Certification Binder Equipment Checks Inventories (apparatus, equipment, fixture)	Fire Public Works	Life*+2Y	CA - 8 CCR 3203(b)(1) - (1Y) CA - GOV 34090 - (2Y) US - 29 CFR 1910.157 (Life of extinguisher) * Life of Equipment

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Record No.	Record Name and Description	Example Documents	Department/Office of Record	Retention	Legal Citations and Comments
070	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.	Emergency Response Programs Employee Hazardous Chemical Exposure Hazardous Material Incident Reports Hazardous Substances Shipping Manifests Hazardous Waste Material Safety Data Sheets (MSDS) Proposition 65 Monitoring Site Mitigation Toxic Substance Inventory	Fire Public Works	While Active+30Y	CA - 8 CCR 3204(d) - (CL+30Y) CA - 22 CCR 66262.40 - (3Y) CA - 22 CCR 66263.22 - (3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25160.8(c)(3)(D) - (AC+3Y) US - 29 CFR 1910.1020 - (CL+30Y)
071	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.	Audio Telephone Recordings Audio Radio Recordings 911 Call Recordings Logs Dispatch Activity Logs	Fire Police	100D*	CA - GOV 34090.6 - (Routine Audio: 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.
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	Closed+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) - Emergency rental assistance - 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 (<i>Petitions, Responses, Decisions</i>) Shelter Records	Housing & Community Development	Closed+5Y	CA - 25 CCR 7721 - (MAINT) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 5.514 - (5Y) US - 24 CFR 91.105(h) - (5Y) US - 24 CFR 92.508 - (CL+5Y) US - 24 CFR 570.490(d) - (CL+3Y) US - 24 CFR 570.502(a)(7) - (CL+4Y) US - 24 CFR 884.214 - (3Y) US - 24 CFR 908.101 - (3Y) US - 24 CFR 982.158 - (AC+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	Closed+5Y	CA - 25 CCR 7721 - (MAINT) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 5.514 - (5Y) US - 24 CFR 92.508 - (CL+5Y) US - 24 CFR 908.101 - (AC+3Y) US - 29 CFR 97.42 - (3Y) * Closes when Loan is Fully Paid

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Record No.	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 of, 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(a) - (PR) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502(a)(7)(i)(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. <i>medical, dental, vision, EAP, FMLA, etc.</i>) Group Insurance Cost Data Retirement Plans Summary Plan Descriptions	Human Resources	Life*+6Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 29 CFR 1627.3(b)(2) - (T+1Y) US - 29 CFR 4007.10(a)(1) - (6Y) US - 29 CFR 4041.5 - (L*+6Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (T+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y) *Life of Plan or Benefit
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 (<i>authorizations, terminations, confirmations, status changes, coverage changes</i>) Flexible Spending Enrollment Life Insurance Notification Letters/EOI 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 CFR 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	Final Resolution+4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 12960 - (LA3Y) CA - GOV 12965 - (LA2Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 29 CFR 1602.31 - (CL+2Y) US - 29 USC 255 - (LA2Y)
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 516.5 - (3Y)

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Record No.	Record Name and Description	Example Documents	Department/Office of Record	Retention	Legal Citations and Comments
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(c)(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 (CJPIA) 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 - 8 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 pa-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 (<i>rejected, unsolicited</i>) Applicant Tracking Records (<i>hired, rejected</i>) Background Checks, Investigations - candidates not hired/accepted 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 (<i>non-hires</i>) Test and Examination Materials	Human Resources Fire Police	4Y	CA - 2 CCR 11013(c)(2) - (2Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 12960 - (LA3Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 (2Y) US - 29 CFR 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)
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

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Record No.	Record Name and Description	Example Documents	Department/Office of Record	Retention	Legal Citations and Comments
086(a)	<p>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 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</p>	Human Resources Except Police	Termination+5Y	<p>CA - 2 CCR 11013 - (AC+2) CA - 8 CCR 11040(7) - (3Y) CA - 22 CCR 1085-2 - (CU+4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 3105(f) - (T+5Y) CA - GOV 12946 - (4Y; T+4Y) CA - GOV 12950.1 - (2Y) CA - GOV 34090 - (2Y) CA - GOV 53235.2(b) - (5Y) CA - GOV 53237.2(b) - (5Y) CA - LAB 432.3 - (TE+3Y) CA - LAB 1198.5(c)(1) - (T+3Y) CA - LAB 2810.8 - (T+3Y) CA - VEH 1808.1(c) - (1Y) US - 29 CFR 825.500(b) - (3Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1602.31 - (T+2Y) US - 29 CFR 1627.3 - (T+1Y) US - 29 USC 1059 - (T+1Y) US - 41 CFR 60-1.12 (a) - (2Y) US - 41 CFR 60-741.80 - (2Y) US - 49 CFR 40.333 - (5Y) US - 49 CFR 382.401(b)(1) - (1Y, if negative; 5Y if positive)</p>
086(b)	<p>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 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</p>	Police	Termination+20Y*	<p>CA - 2 CCR 11013 - (AC+2) CA - 8 CCR 11040(7) - (3Y) CA - 22 CCR 1085-2 - (CU+4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 3105(f) - (T+5Y) CA - GOV 12946 - (4Y; T+4Y) CA - GOV 12950.1 - (2Y) CA - GOV 34090 - (2Y) CA - GOV 53235.2(b) - (5Y) CA - GOV 53237.2(b) - (5Y) CA - LAB 432.3 - (TE+3Y) CA - LAB 1198.5(c)(1) - (T+3Y) CA - LAB 2810.8 - (T+3Y) CA - VEH 1808.1(c) - (1Y) US - 29 CFR 825.500(b) - (3Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1602.31 - (T+2Y) US - 29 CFR 1627.3 - (T+1Y) US - 29 USC 1059 - (T+1Y) US - 41 CFR 60-1.12 (a) - (2Y) US - 41 CFR 60-741.80 - (2Y) US - 49 CFR 40.333 - (5Y) US - 49 CFR 382.401(b)(1) - (1Y, if negative; 5Y if positive)</p>
087	<p>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 Exposure Monitoring Field Exposure Workers Compensation</p>	Human Resources Public Works	Termination+30Y	<p>CA - 8 CCR 3204(d) - (T+30Y) CA - 8 CCR 10102 - (Injury+5Y or Closed+1Y) CA - 8 CCR 14300.33 - (5Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y; T+4Y) CA - GOV 34090 - (2Y) CA - 29 CFR 1904.33 - (CU+5Y) US - 29 CFR 1910.95(m)(3)(ii) - (T) US - 29 CFR 1910.1020 - (T+30Y)</p>

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Record No.	Record Name and Description	Example Documents	Department/Office of Record	Retention	Legal Citations and Comments
088	Employee Health & Safety Documents related to the Injury Illness Prevention Program (IIPP), the protection of employee health and safety, and drug screening. NOTE: May include employee medical information subject to HIPAA requirements.	Accident (Injury or Illness) Investigation Reports ADA Compliance and Reasonable Accommodation Bloodborne Pathogen/Exposure Control Plan Certifications Drug Screenings Emergency Action Plans Employee Safety Training Records Ergonomic Evaluations Health and Safety Bulletins Instructor Agreements Lockout Tagout New Hire Health & Safety Orientation Checklist Forms Public Access Defibrillation Reports (<i>Unsafe Conditions, Hazards, Hazard Correction</i>) Reviews Safety Committee (<i>employee suggestions and responses, safety letters/memos, meeting minutes</i>) Safety Inspections	Human Resources	6Y	CA - 8 CCR 3203(b)(1) - (1Y) CA - 8 CCR 5157 - (1Y) CA - 8 CCR 10102 - (Injury+5Y or Closed+1Y) CA - 8 CCR 14300.33 - (CU+5Y) CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - LAB 6401.7 - (MAINT) CA - LAB 6409.6 - (3Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (AC+2Y) US - 29 CFR 1904.33 - (5Y) US - 49 CFR 382.401(b)(1) - (5Y)
089	Human Services Programs Records and Information documenting the services and programs of the Human Services Department. - Aging & Adult Services - Child and Youth Services - Community Cabin Program - Community Homelessness Services - Head Start and Early Learning - Paratransit Services - Supportive Financial Services	Applications Case Files, including Medical Files Family Records (<i>confidential</i>) Homelessness Voucher Records Meals for Seniors Records Participation Metrics Program Files Reports Schedules Teacher Records Video Recordings of Events Waivers	Human Services	While Active+7Y	CA - BPC 2919 - (AC+7Y: Adults; Age of Majority+7Y: Minors) CA - BPC 4980.49 - (AC+7Y: Adults; Age of Majority+7Y: Minors) CA - BPC 4993 - (AC+7Y: Adults; Age of Majority+7Y: Minors) CA - CCP 335.1 - (LA2Y) CA - CCP 337 - (LA4Y) CA - CCP 340.15 - (LA3Y) CA - CCP 340.5 - (3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 5.514 - (5Y) US - 24 CFR 908.101 - (3Y) US - 24 CFR 982.158 - (EXP+3Y)
090	Asset Management, Maintenance Records related to the management and maintenance of City assets, including equipment, fleet vehicles, parks, real property and infrastructure assets.	Air Quality Permits Calibration Records Equipment Certifications Irrigation (<i>parks, public green space</i>) Landscaping Maintenance and Repair Work Orders Maintenance Inspection Reports (<i>equipment, facilities, trees</i>) Maintenance Reports (<i>buildings, equipment, streets, sidewalks</i>) Parking Lots Pool Chemical Readings Streets (<i>alleys, highways</i>) Tree Service / Tree Requests Vehicles / Fleet (<i>automobiles, buses, trucks, forklifts, etc.</i>)	Human Services Public Works Transportation	Life+5Y	CA - 3 CCR 6624(g) - (2Y) CA - 22 CCR 65523(e) - (2Y) CA - 22 CCR 66266.130(c)(5) - (3Y) CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 4216.2(f) - (3Y) CA - GOV 34090 - (2Y) CA - HSC 25250.18(b) - (3Y) CA - VEH 34505.5(c) - (2Y) * Life of Asset
091	Business Continuity Records - Computing Equipment and Network Operations All documentation for dealing with preparation for and responses to emergencies, disasters and/or system failures for City computing resources.	Business Continuity Plans Disaster Recovery Plan Emergency Response	Information Technology	Superseded+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)

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Record No.	Record Name and Description	Example Documents	Department/Office of Record	Retention	Legal Citations and Comments
092	Technology Help Desk, Access and Security Records and technical documentation of internal controls and system security. Includes data / information security breaches, notifications, and supporting documentation.	Access Requests Annual Database & System Security Reviews Audit Trail Files Automated Logs Change Management Case Files Computer Usage Files Data Breaches (<i>notifications, reports, responses</i>) Data Sets, Extracted Data Summaries Firewall Hardcopy Publication, Printouts of Report Data Security Access (<i>buildings, doors, systems</i>) Special Access Approvals Trouble Tickets Usage Reports (<i>summary, system</i>) User Access Records (<i>passwords, security logs, user accounts, log-in files, data entry logs, accounts</i>) User Incident, Response Files	Information Technology	3Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - CIV 1798.27 - (3Y)
093	Operational Maps Informal maps and geographical information pertaining to City operations and services.	Sewer TV Surveys Street Sweeping Tree Trimming Trash Pick-up	Information Technology Public Works	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
094	Inspector General - Closed Case Reviews Records and information regarding the findings and decisions of the Inspector General after review of Police closed cases.	Recommendations and Findings Reports Review Notes	Inspector General	While Active+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 Police Department's activity.	Annual Reports Audits Risk Assessments Surveys Work Plans	Inspector General	While Active+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 (<i>with patrons, with Friends of the Library</i>) 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 (<i>appointed, unsuccessful</i>) 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 (<i>use applications - approved and unapproved, permits, reservation books, insurance certificates, users, reports</i>)	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)

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Record No.	Record Name and Description	Example Documents	Department/Office of Record	Retention	Legal Citations and Comments
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/Leagues 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 - (AC+3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
100	Planning and Zoning Services Records and information pertaining to the activities of the planning division, including zoning. Includes Discretionary Entitlement records (hearing required).	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	Planning & Building	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12981 - (1Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)
101	Code Compliance and Enforcement Records and information documenting compliance with City codes, including violations and hearings.	Citations Compliance with Conditions of Approval Hearings Illegal Dumping Inspections / Enforcement (<i>business, residential</i>) Investigations Notices of Noncompliance Notices of Violation Photographs	Planning and Building Public Works	While Active+5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802 - (2Y) NOTE: Records for repeat offenders may be retained longer to document a history of violations
102	Building Plans, Building Permits, Appeals and Decisions Records and information documenting the building services provided by the City regulating private property.	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	Planning and Building	Permanent	CA - CBC 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) * Life of Building
103	Real Property Maps and Drawings Final maps and geographical information pertaining to City properties.	Aerial Photos Assessor Parcel Maps Annexations Benchmarks Building Site Determination Center Line Ties Drainage Flood Hazard Boundary Maps (FHBMs) Geographic Information System (GIS) Grading Plan Drawings Improvement Plans, Drawings Lot Line Adjustments Lot Numbers Parcel Mergers Parcels, Plats Record of Survey Maps Rights of Way Sphere of Influence Street Address Files Subdivisions Tentative Maps Tracts	Planning and Building Public Works	Permanent	CA - CCP 337.15 - (LA10Y) CA - GOV 34090(a) - (PR) CA - HSC 19850 - (LI)* US - 44 CFR 60.3 - (MAINT) * Life of Building, Asset or Facility

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Record No.	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/Homicide, 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.	Case Files Reports	Police	While Active*+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(d) – (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	Life*+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 832.19(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(j) – (3Y) CA – 11 CCR 999.229(a) – (3Y) CA – GOV 945.6(a)(2) – (LA6M; LA2Y) CA – CCP 339 – (LA2Y) CA – GOV 34090 – (2Y) CA – GOV 12525.5 – (CU+1Y)
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	Final Resolution*+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	While Active+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

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Record No.	Record Name and Description	Example Documents	Department/Office of Record	Retention	Legal Citations and Comments
113	Police Case Files – Felony Murder/Homicide, Capital Offenses, Child Abuse, Elder Abuse, and Violations of Public Trust Records, crime reports and evidence associated with capital felony violations of laws, including homicide, child abuse, elder abuse, 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, 288a, 288.5, 289, 289.5, and 799.
114	Police Case Files – Misdemeanors, Infractions Records, crime reports and evidence of misdemeanors and infractions, including traffic incidents and parking/moving citations and appeals.	Case Files Field Contact Records Reports	Police	3Y*	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	While Active+2Y	CA – GOV 945.6(a)(2) – (LA6M; LA2Y) CA – GOV 34090 – (2Y) *Case remains active until solved
116	Police Case Files – Officer Involved Shootings Records, crime reports and evidence associated with criminal cases dealing with officer-involved shootings.	Case Files Reports	Police	While Active+20Y*	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
117	Police Case Files – Sealing of Records Records of court orders to seal records.	Case Files Reports	Police	SEAL*+3Y	CA – GOV 945.6(a)(2) – (LA6M; LA2Y) CA – GOV 34090 – (2Y) CA – PEN 851.8 – (SEAL+3Y) CA – PEN 851.90 – (MAINT) CA – WIC 781.5(a) – (SEAL+3Y) *SEAL – Date Records Sealed
118	Police Case Files – Stolen Property Records, crime reports and evidence associated with stolen property.	Case Files Reports	Police	While Active*+20Y**	CA – GOV 945.6(a)(2) – (LA6M; LA2Y) CA – CCP 338(c)(2) – (LA3Y) CA – GOV 34090 – (2Y) *Case remains active until solved **As required by the Office of the City Attorney
119	Police Case Files – Traffic Collisions – Fatal Records, crime reports and evidence associated with traffic collisions involving fatalities.	Case Files Reports	Police	Permanent	CA – GOV 945.6(a)(2) – (LA6M; LA2Y) CA – GOV 34090 – (2Y) CA – PEN 799 – (PR)
120	Police Community Programs Records and information regarding community activities and programs managed by the Police Department.	Cadets Citizens Academy Explorers	Police	While Active+2Y	CA – GOV 945.6(a)(2) – (LA6M; LA2Y) CA – GOV 34090 – (2Y)
121	Police Laboratory Records Records and information regarding the testing and laboratory results performed during investigations of a crime.	Equipment Records Laboratory Results Reports	Police	40Y*	CA – CCP 343 – (LA4Y) CA – GOV 945.6(a)(2) – (LA6M; LA2Y) CA – GOV 34090 – (2Y) CA – PEN 4901 – (LA10Y)
122	Police Routine Video Records Recordings of routine video monitoring, to include time and date of video, location of video and other related information.	Body Cam Building Security Recordings Drone Recordings In-Car Video	Police	3Y*	CA – GOV 34090.6 – (Routine Video: 1Y) CA – PEN 832.18 – (60D) *Exception: 1) 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; 2) building security recordings with written consent of the City Attorney

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Record No.	Record Name and Description	Example Documents	Department/Office of Record	Retention	Legal Citations and Comments
123	Police Shooting Range Records and information regarding the shooting range managed by the City's Police Department.	Sign-in Sheets	Police	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
124	Police Academy Records Records and information generated or received in the recruitment of new police officers and training records of the Police Academy	Accreditation Records Attendance Course Work and Grades Recruitment Letters Training Schedules	Police	20Y*	CA - CCP 343 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) *As required by the Office of the City Attorney
125	Seized or Unclaimed Property Records 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.	Evidence Files Inventory Reports Logs - Sign-in	Police	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - VEH 10660(e) - (1Y)
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	Life*+3Y	CA - CCP 335.1 - (LA2Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) *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 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) CA - GOV 86106 - (2Y) CA - GOV 86110 - (MAINT) CA - GOV 86116.5 - (1Y) US - 11 CFR 102.9(c) - (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	Final Resolution+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	Life*+10Y	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)* * LI = Life of Building or Facility
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	Life*+5Y	CA - 23 CCR 2712 - (LI)* CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GC 34090 - (2Y) CA - HSC 25283.5(a)(3) - (MAINT) CA - HSC 25285 - (5Y) CA - HSC 25292(b)(4) - (1Y) CA - HSC 25293 - (MAINT) * LI - Life of Tank

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 MA = Maturity MAINT = Maintain Records PR = Permanent S = Superseded T = Termination Y = Year

Record No.	Record Name and Description	Example Documents	Department/Office of Record	Retention	Legal Citations and Comments
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) 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; 2) building security recordings with written consent of the City Attorney
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 122.41(j) - (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, SB5) Inventories (equipment, materials, meters, pipes) Irrigation (management, plans, SSJID) 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 122.41(j) - (5Y) US - 40 CFR 122.44(i)(4) - (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 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)* US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 92.508(c) - (AC+5Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y) US - 29 CFR 97.42(b) - (AC+3Y) * LI = 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)

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Record No.	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	Final Resolution+4Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) Oakland Municipal Code 2.28.060 - (MAINT)