

City of San Jose Records Retention Schedule

City Attorney

		Series	Title and Description	Retention
Administrative Services				
City Attorney	Administrative Services	1	PUBLIC RECORDS REQUESTS FOR INFORMATION	2 Years
City Attorney	Administrative Services	2	COUNCIL CLOSED SESSION FILES - Minutes, Agendas and Brown Act Documents	PERMANENT
City Attorney	Administrative Services	3	STATISTICAL REPORTING	10 Years
City Attorney	Administrative Services	4	IMANAGE - Database for Document Tracking	Indefinite
Claims and Investigation				
City Attorney	Claims and Investigation	5	LITIGATED INVESTIGATION FILES - Includes all Pre-Litigation Claim / Investigation Files, Surveillance Records	Destroy Same Time as Litigation Case File
City Attorney	Claims and Investigation	6	NON-LITIGATED INVESTIGATION FILES - Potential Claim Files, Civil Claims Files Not Resulting in Litigation, Any Other Investigation Records not Resulting in Litigation, Surveillance Records	Closure+2 Years with Review
City Attorney	Claims and Investigation	7	CLAIMS DATABASE - Information Stored on Database for Managing Claims Files	PERMANENT
Departments				
City Attorney	Departments	8	LEGAL OPINIONS / MEMORANDA	2 Years+While Useful
City Attorney	Departments	9	FORMAL WRITTEN CORRESPONDENCE - Including Notes and Research	2 Years+While Useful
Litigation				
City Attorney	Litigation	10	CRIMINAL MUNICIPAL CODE VIOLATIONS	Closure+10 Years
City Attorney	Litigation	11	LABOR GRIEVANCES - Labor Arbitration, All Other Cases Related to MOUs	Closure+10 Years

City of San Jose Records Retention Schedule

City Attorney	Litigation	12	REAL PROPERTY - Eminent Domain, Inverse Condemnation, Land Use, Annexations, Tax Liens, Assessment Districts	PERMANENT
City Attorney	Litigation	13	CASE FILES - Torts, Property Damage, Code Enforcement, Collections, Breach of Contract, Petitions and Writs (Non-Land Use), Nuisance Abatement, Civil & Administrative Municipal Code Violations, Any Litigation Case File Not Under Another Category	Closure+10 Years
City Attorney	Litigation	14	CASE FILES - Pitchess Motions, Abatement Warrants, Disposition of Weapons, Bankruptcy, AIDs Testing, SDTs	Closure+5 Years
City Attorney	Litigation	15	CASE FILES - Employee Disciplinary, Writ of Garnishment	Closure+7 Years
City Attorney	Litigation	16	CASE FILES - Joinders	Closure+35 Years
City Attorney	Litigation	17	CASE FILES - Workers' Compensation Cases Closed by Stipulation, Surveillance Records	Closure+5 Years
City Attorney	Litigation	18	CASE FILES - Workers' Compensation Cases Closed by Compromise and Release, Surveillance Records	Closure+2 Years
City Attorney	Litigation	19	INDEX CARDS - Open/Closed Workers' Compensation Case Files	PERMANENT
City Attorney	Litigation	20	INDEX CARD HISTORY - Closed Cases	PERMANENT
City Attorney	Litigation	21	SETTLEMENT AGREEMENTS - Final Settlement Agreement Managed as a separate record	Fulfillment of Terms+10 Years
City Attorney	Litigation	22	DATABASE - Tracking of Litigation Cases both Opened and Closed, Summation	PERMANENT

City of San Jose Records Retention Schedule

City Auditor

	Series	Title and Description	Retention
City Auditor	23	AUDITS - Final Reports	PERMANENT
City Auditor	24	AUDITS - Work Plans, Assignment Sheets	Completed Audit+10 Years
City Auditor	25	MONTHLY AUDITOR REPORTS	10 Years
City Auditor	26	DEPARTMENT FILES - Files Created for Each Department to Address Issues and Projects Specific to a Business Function and/or Operations of a Department	Close of Issue+10 Years
City Auditor	27	SPECIAL STUDIES - Proposal to Sell/Lease Municipal Water System, Review of Casino/Card Room Audits, Quarterly Follow-Up of Audit Recommendations, Other Studies as Requested	Completion of Study+10 Years
City Auditor	28	SALES AND USE TAX AUDITS - Supporting Material, Final Reports	Completion of Audit+6 Years
City Auditor	29	BUSINESS LICENSE AUDITS - Supporting Material, Final Reports	Completion of Audit+6 Years
City Auditor	30	EQUIPMENT INVENTORY FILES - Annual Inventory of Computer Equipment	2 Years

City of San Jose Records Retention Schedule

City Clerk

		Series	Title and Description	Retention
Disclosure				
City Clerk	Disclosure	800	COUNCIL MEMBER DISCLOSURE RECORDS - Forms disclosing various information filed by Council Members in accordance with SJMC 12 et seq or by Council direction, excluding Campaign Statements.	4 Years
City Clerk	Disclosure	801	STATEMENTS OF ECONOMIC INTEREST (FORM 700) - Forms disclosing financial income and assets of all individuals required to file including but not limited to candidates, officials, members of boards and commissions, and designated employees and contractors.	7 Years
City Clerk	Disclosure	802	LOBBYIST REGISTRATION AND REPORT RECORDS - Documents filed by lobbyists with the City Clerk as required by SJMC 12.12.400 et seq.	5 Years
Elections				
City Clerk	Elections	803	NOMINATION PAPERS AND SIGNATURES IN LIEU OF FEES - Original records of nominations of candidates for City office including both elected and unsuccessful candidates.	Term of Office for Which Filed + 4 Years
City Clerk	Elections	804	ELECTED CANDIDATE CAMPAIGN STATEMENTS - Campaign statements filed by or in support of candidates for City office who are successful in their candidacies.	Indefinite
City Clerk	Elections	805	UNSUCCESSFUL CANDIDATE CAMPAIGN STATEMENTS - Campaign statements filed by or in support of candidates for City office who are unsuccessful in their candidacies.	5 Years
City Clerk	Elections	806	LOCAL BALLOT MEASURE CAMPAIGN STATEMENTS - Original campaign statements filed by local primarily formed ballot measure committees.	7 Years

City of San Jose Records Retention Schedule

City Clerk	Elections	807	OTHER BALLOT MEASURE CAMPAIGN STATEMENTS - Copies of campaign statements filed by committees not specified in other series of campaign statements (see series 807), including but not limited to General Purpose Recipient Committees, Major Donor Committees and Independent Expenditure Committees.	4 Years
City Clerk	Elections	808	PETITIONS - Petitions to initiate proceedings for initiatives, referendums, charter amendments, and recalls.	8 months
City Clerk	Elections	809	ELECTION RESULTS, REPORTS, AND CERTIFICATES - Includes City Clerk's "Green Book" summary of election results, 1887-present.	PERMANENT

Legislative

City Clerk	Legislative	810	CITY COUNCIL MEETING PRIMARY RECORDS - Minutes, ordinances, resolutions, and agenda packets documenting the meetings of the City Council.	PERMANENT
City Clerk	Legislative	811	CITY COUNCIL MEETING ANCILLARY RECORDS - Supporting records for Council meetings including but not limited to presentations, notices, affidavits, request to speak cards, and working files.	2 Years
City Clerk	Legislative	812	RULES AND OPEN GOVERNMENT COMMITTEE MEETING PRIMARY RECORDS - Agendas, minutes, packets, rosters, resolutions and other meeting related records.	PERMANENT
City Clerk	Legislative	813	RULES AND OPEN GOVERNMENT COMMITTEE MEETING ANCILLARY RECORDS - Supporting records for committee meetings including but not limited to presentations, notices, affidavits, and working files.	2 Years

Recordkeeping

City Clerk	Recordkeeping	814	CITY CHARTER - Including all amendments.	PERMANENT
City Clerk	Recordkeeping	815	CITY SEAL AND ALL MODIFICATIONS	PERMANENT

City of San Jose Records Retention Schedule

City Clerk	Recordkeeping	816	OATHS OF OFFICE - Records documenting the oaths of office taken by all officers of the City as defined by Section 900 and 903 of the City Charter.	Term + 6 Years
City Clerk	Recordkeeping	817	BOARD, COMMISSION, AND COMMITTEE RECORDS	See Citywide General Schedule
City Clerk	Recordkeeping	818	APPLICATIONS FOR BOARDS AND COMMISSIONS, UNSUCCESSFUL - Applications by individuals to serve on boards and commissions that were not successful.	2 Years
City Clerk	Recordkeeping	819	BOARDS AND COMMISSIONS ROSTERS AND MASTER LIST - Citywide semi-annual roster of members and terms for council appointed commissions, boards, and other bodies, and the master listing of all of these entities.	Until no longer useful after a 2 year minimum.
City Clerk	Recordkeeping	820	THE PUBLIC RECORD - Correspondence and other communications filed with the City Clerk and presented to the Rules and Open Government Committee	2 Years
City Clerk	Recordkeeping	821	CONTRACTS	See Citywide General Schedule
City Clerk	Recordkeeping	822	EMPLOYMENT CONTRACTS - Obsolete records of contracts between the City and individual employees outlining the terms of employment-- now discontinued. Excludes employment contracts for Council appointees.	End tenure + 5 Years
City Clerk	Recordkeeping	823	CLAIMS RECEIPT RECORDS - Records documenting the receipt of claims against the City and the transfer of those claims to the City Attorney's Office	5 Years

City of San Jose Records Retention Schedule

City Manager

		Series	Title and Description	Retention
Administration				
City Manager	Administration	528	STANDING COUNCIL COMMITTEES ANCILLARY RECORDS - Supporting records for committee meetings including but not limited to presentations, notices, affidavits, and working files.	5 Years
City Manager	Administration	529	STANDING COUNCIL COMMITTEE MEETING RECORDS - Agendas, minutes, packets, rosters, resolutions and other meeting related records of Council standing committees.	PERMANENT
City Manager	Administration	530	AD HOC COMMITTEE RECORDS - Records of neighborhood and other temporary committees including but not limited to agenda, minutes, correspondence, and reports.	2 Years
City Manager	Administration	531	INTERGOVERNMENTAL RELATIONS PROGRAM RECORDS - Records documenting the management of the City's Intergovernment Relations program, including but not limited to copies of bills and legislation and associated documents, correspondence, emails, reference materials, reports, notes, and memoranda.	2 Years
City Manager	Administration	535	GRANT ADMINISTRATION RECORDS - Records documenting the successful application for, and the award, use, and general administration of various grants from State and Local agencies and other entities, including but not limited to applications, correspondence, follow-up requests, awards, and reports.	Final Report+4 Years or requirements of granting agency whichever is longer
City Manager	Administration	536	REFERRAL FILES - Records of Council action items referred to staff and of follow-up activities.	2 Years

City of San Jose Records Retention Schedule

City Manager	Administration	538	MAYOR AND COUNCIL MEMBER FILES - Records documenting interactions with the Mayor and individual Council members including regular meetings, projects, and special issues, and consisting of correspondence, notes, meeting agendas, memoranda, reference materials, and other documents and files.	Term(s) of Office + 2 Years
City Manager	Administration	560	SUBJECT AND CORRESPONDENCE FILES, SENIOR STAFF - Records documenting various projects, issues, programs, and activities overseen or managed by the Office including but not limited to correspondence, emails, plans, proposals, presentations, reports, and memoranda.	5 Years minimum, but may be retained longer if useful
Budget Office				
City Manager	Budget Office	540	DEPARTMENT BUDGET FILES - Records documenting budget issues for each department/office, including but not limited to budget requests, supporting materials, justifications, proposed and ongoing projects, analysis, and additional reports generated to back up budget decisions.	5 Years
City Manager	Budget Office	541	POSITION CONTROL RECORDS - Records used in the management of City staffing levels, including but not limited to information on all positions, analysis of staffing, new position requests, requests to fill during hiring freezes, and recommendations regarding positions and position levels.	4 Years
City Manager	Budget Office	542	COUNCIL FINANCIAL REPORTS - Memoranda provided to Council on a periodic basis containing information on City revenues and expenditures, and on the management of the City budget generally.	4 Years
City Manager	Budget Office	543	ADOPTED BUDGETS - Final Adopted Capital and Operating budgets approved by Council.	PERMANENT
City Manager	Budget Office	544	BUDGET ADDENDA - Memos accompanying the Proposed Budgets providing background information on specific issues.	5 Years
City Manager	Budget Office	546	ANNUAL REPORTS - Reports to the Council made on an annual basis regarding City revenues and expenditures for the previous year and of the City's current financial condition.	PERMANENT

City of San Jose Records Retention Schedule

City Manager	Budget Office	549	BUDGET OFFICE PROJECT RECORDS - Records documenting specific projects including but not limited to correspondence, memoranda, emails, notes, reports, spreadsheets, calculations, and reference materials.	Completion or Termination of Project+5 Years
Communications				
City Manager	Communications	661	PRESS RELEASES - Master copy of press releases distributed by or through the City Manager's Office.	PERMANENT
City Manager	Communications	662	MEDIA ADVISORIES AND ALERTS - Brief information releases to the media regarding issues requiring immediate dissemination to the public or not significant enough to require a formal Press Release.	2 Years
City Manager	Communications	663	LOGOTYPES - City of San Jose official logos maintained by the Communications Office.	PERMANENT
City Manager	Communications	664	CITY COUNCIL MEETING VIDEO - Video footage of City Council meetings.	Indefinite - minimum of two years
City Manager	Communications	665	PHOTOGRAPHIC RECORDS - Still photographs created or acquired for publicity and other public relations purposes.	Indefinite - minimum of 2 years
City Manager	Communications	666	PROJECT AND PROGRAM FILES - Records relating to the various projects, programs, events, and activities with which the Office involved with or manages/oversees including but not limited to correspondence, notes, reports, memoranda, saved emails, and reference materials.	Completion / Closure + 5 Years
City Manager	Communications	667	WEB PLANNING AND MANAGEMENT RECORDS - Records related to planning and management of the City's Internet and Intranet presence including but not limited to plans, surveys, designs, memoranda, emails, reports, and posting requests.	2 Years
City Manager	Communications	668	RECORDS RETENTION SCHEDULE FILES - Active and superseded records retention schedules for all departments and supporting documentation including but not limited to transmittal and approval memos, and approved revision forms	Superseded or Obsolete + 5 Years

City of San Jose Records Retention Schedule

Employee Relations

City Manager	Employee Relations	552	LABOR FILES - Grievances, Formal Discipline Files	Completion / Closure+5 Years
City Manager	Employee Relations	553	LABOR FILES - Memorandum of Understandings with Unions, Arbitration, Notes, Surveys, Decisions, Labor Negotiations, Side Agreements	Term of MOU+2 Versions Back
City Manager	Employee Relations	554	SALARY PLANS	Current Plan+2 Versions Back
City Manager	Employee Relations	555	LABOR LOGS - Discipline, Administrative Leave, Mediation, Arbitration, Site Agreements, Union Agreements	2 Years
City Manager	Employee Relations	556	UNIONS - Project Files - Documentation, Notes, Correspondence	Completion / Closure+5 Years
City Manager	Employee Relations	557	HUMAN RELATIONS COMMISSION - Minutes, Packets, Ordinances, Resolutions	PERMANENT

Emergency Services

City Manager	Emergency Services	680	EMERGENCY OPERATIONS PLAN - Master plan intended to provide guidance for City response to extraordinary emergency situations associated with natural and human-caused disasters.	Retain 5 Years after substantive revisions EXCEPT retain any version of an EOP employed during an actual major emergency PERMANENTLY.
City Manager	Emergency Services	681	EMERGENCY RESPONSE RECORDS - Records documenting the City's response to extraordinary emergency situations associated with natural and human-caused disasters.	PERMANENT

City of San Jose Records Retention Schedule

City Manager	Emergency Services	682	EMERGENCY MANAGEMENT PROGRAM AND PROJECT ADMINISTRATION RECORDS - Records documenting the development and administration of emergency management programs and projects, whether funded by federal/state grants or not, such as equipment purchases, preparedness exercises, public education, video lending library, Radio Amateur Civil Emergency Service (RACES), and brochure development. Documents include but are not limited to grant applications, reports, correspondence, emails, plans, proposals, presentations, memoranda, and any materials that may be required during an audit.	3 Years or (if applicable) Final Report + 3 Years
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City of San Jose Records Retention Schedule

Citywide

	Series	Title and Description	Retention
Administration--General			
Citywide	Administration--General	146 POSTAGE RECORDS - Private carrier receipts (i.e. UPS or Federal Express), postage meter logs, messenger services.	2 Years
Citywide	Administration--General	147 BUDGET PREPARATION RECORDS - Materials created and used by Departments when developing budget requests, including but not limited to proposal narratives, emails, memoranda, estimates, spreadsheets, notes, calculations, and drafts.	Retain until no longer useful for reference, but no longer than 2 years.
Citywide	Administration--General	153 MEETING RECORDS, ROUTINE - Staff, departmental, management and admin committees, retreats, department orientation, conferences, seminars, not including any meeting related records that are covered by series #164 or #166.	2 Years
Citywide	Administration--General	154 CORRESPONDENCE AND COMMUNICATIONS, GENERAL - Communications of a general nature that are not retained in other specific records series or subject to specific records retention requirements in regulation or statute, including but not limited to correspondence, memos, message logs, notes, chronological files, bulletins, public inquiries, complaints and responses, comments, and email that is retained as a record.	2 Years
Citywide	Administration--General	155 PUBLICATIONS - Published by or for the City and intended for public dissemination, including but not limited to brochures, event programs, invitations, advertising, flyers, pamphlets, newsletters, photos, videos, press releases, media releases, logos, and banners.	Retain 1 copy PERMANENTLY

City of San Jose Records Retention Schedule

Citywide	Administration--General	156	POLICIES, ADMINISTRATIVE - Departmental policies, procedures, general orders, standards, guidelines, forms, safety rules & regulations, department mission statement, best practices. These do not include Council policies, Citywide administrative policies, or any policies and/or procedures needed to document compliance with federal or state statutes, regulations, or guidelines.	Until Superseded+2 Years
Citywide	Administration--General	157	STUDIES/REPORTS, ROUTINE ADMINISTRATIVE - All studies and reports created and/or commissioned by the City, including facilities, land and/or reorganization.	5 Years minimum, but may be retained longer if useful for reference.
Citywide	Administration--General	158	PROFESSIONAL ASSOCIATION MATERIALS - Copies of minutes, notes, correspondence, membership records, presentations and other materials associated with membership in work-related professional associations.	2 Years
Citywide	Administration--General	159	DEPARTMENT WORK PLANS - Annual and other routine plans used to guide departmental work.	5 Years
Citywide	Administration - General	163	COUNCIL REFERRALS - Copies of referrals from City Council members seeking information on various topics routed through and coordinated by the City Manager's Office.	Until matter is closed and no longer needed for reference, but no longer than 2 years.
Citywide	Administration--General	176	SUBPOENAS - Requesting information on cases not involving the City.	2 Years
Citywide	Administration--General	561	SCHEDULES AND CALENDARS - Routine appointment calendars and work schedules.	2 years
Citywide	Administration--General	562	SUPPLIES INVENTORY MANAGEMENT RECORDS - Inventories and other records documenting the management of office and other work supplies.	Superseded + 2 years
Citywide	Administration--General	566	REFERENCE FILES - Articles, brochures, reports, news clippings, downloaded or web pages, and other non-record materials retained for informational purposes only.	Until no longer useful for reference.

City of San Jose Records Retention Schedule

Citywide	Administration--General	567	MAILING/CONTACT LISTS - Includes electronic files such as spreadsheets, databases, and word processing documents, in addition to or in place of paper lists, that are updated on a continuous basis or discarded when no longer needed for reference.	Until superseded or obsolete.
Citywide	Administration--General	568	CONVENIENCE COPIES - Copies of documents and/or files for which the official copy of record is retained elsewhere.	Until no longer useful for reference, but no longer than the official copy of record
Citywide	Administration--General	569	DRAFTS - Drafts of documents not ordinarily retained in the normal course of business.	Until superseded or no longer needed for reference.
Citywide	Administration--General	570	COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS - Records created or received during the administration of CDBG funded projects or programs, including but not limited to plans, correspondence, reports, memoranda, emails, and project budgets, and EXCLUDING contracts.	Until final report + 4 years
Citywide	Administration--General	572	PROGRAM AND PROJECT PROPOSALS - Internal proposals for new programs and proposals including but not limited to project/program descriptions, preliminary plans, estimates of resources required, projected schedules, and supporting documents, but excluding any such records that are retained in other specific records series.	2 Years
Citywide	Administration--General	574	EQUIPMENT MAINTENANCE RECORDS - Records documenting maintenance and repair services for departmental equipment excluding records for vehicles, for equipment managed centrally by another City department, for any equipment records that must be retained according to specific statutes or regulations and which are covered by department specific retention schedules.	Equipment No Longer in Use + 2 Years

City of San Jose Records Retention Schedule

Citywide	Administration--General	575	EQUIPMENT INVENTORY RECORDS - Inventories of and replacement schedule for departmental equipment excluding records for vehicles, for equipment managed centrally by another City department, for any equipment records that must be retained according to specific statutes or regulations and which are covered by department specific retention schedules.	Superseded + 2 Years
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Boards Commissions and Committees

Citywide	Boards Commissions and Committees	164	COMMISSIONS, BOARDS, & COMMITTEES (COUNCIL APPOINTED) MEETING FILES - Agendas, minutes, packets, rosters, resolutions and other meeting related records of Council appointed commissions, boards, committees and other volunteer workgroups (e.g., taskforces).	PERMANENT
Citywide	Boards Commissions and Committees	165	COMMISSIONS, BOARDS & COMMITTEES (COUNCIL APPOINTED) ADMINISTRATIVE RECORDS - Including but not limited to project files, reports, notices, work plans, and correspondence of Council appointed commissions, boards, committees and other volunteer workgroups (e.g., taskforces).	5 Years
Citywide	Boards Commissions and Committees	166	COMMITTEES (ADMINISTRATIVELY APPOINTED) MEETING RECORDS - Includes agendas, minutes, packets, rosters, and other materials documenting meetings of administratively appointed committees, taskforces, and other volunteer workgroups.	Life of Committee+2 Years
Citywide	Boards Commissions and Committees	167	COMMITTEES (ADMINISTRATIVELY APPOINTED) ADMINISTRATIVE RECORDS - Including but not limited to projects, reports, notices, work plans, and correspondence of administratively appointed committees, taskforces, and other volunteer workgroups.	5 Years
Citywide	Boards Commissions and Committees	571	AUDIO-VISUAL RECORDINGS OF MEETINGS - Audio and/or video recordings of meetings of commissions, boards, committees, and other City bodies that are required to create such recordings.	2 Years

City of San Jose Records Retention Schedule

Finance, Purchasing, and Contracts

Citywide	Finance, Purchasing, and Contracts	168	CONTRACTS, GENERAL - Service and other contracts, and any records needed to document contract compliance and/or performance. Does NOT include design and construction contracts, Williamson Act contracts, or contracts for sale or other transfer of real property.	Term + 5 Years
Citywide	Finance, Purchasing, and Contracts	169	CONTRACTS, DESIGN AND CONSTRUCTION - Includes but not limited to plans, specifications, drawings, inspection reports, change orders related to modifications in design or specified materials, and other records that may be needed as documentation in the case of structural failures.	Term + 11 Years and until no longer needed to support maintenance and renovation. Retain drawings of historic structures permanently.
Citywide	Finance, Purchasing, and Contracts	170	PROCUREMENT AND PURCHASING RECORDS - Records documenting procurement and contracting activities not conducted by the Finance Department/Purchasing Division or involving capital construction including but not limited to Qualifications Based Selection, Requests for Proposal, Request for Qualifications, Request for Information, proposal evaluation forms, confidentiality agreements, conflict of interest forms, and unsuccessful bids.	4 Years
Citywide	Finance, Purchasing, and Contracts	174	DEPARTMENT CHECKING ACCOUNTS - Statements, reconciliations, deposit slips, cancelled checks.	4 Years
Citywide	Finance, Purchasing, and Contracts	175	DEPARTMENT CHECKING ACCOUNTS - Signature authorizations.	Until Superseded+2 Years
Citywide	Financial	243	CELLULAR PHONE RECORDS - Assignment documents, equipment files, inventory, cellular phone bills.	6 Years
Citywide	Financial and Purchasing	245	CELLULAR PHONE PAYMENT TRACKING RECORDS - Records documenting the payment of cellular phone bills.	2 Years
Citywide	Finance, Purchasing, and Contracts	576	REVENUE RECEIPTS RECORDS - Records of initial receipts of revenue including but not limited to receipts, receipt logs and registers, cash register tapes, and records of transfers to the Finance Department.	4 Years

City of San Jose Records Retention Schedule

Human Resources

Citywide	Human Resources	148	SUPERVISORY FILES, PERSONNEL FOLDERS - Records for individual employees, including but not limited to evaluations, outside work permits, licenses, certificates, emergency notification, and training certificates of classes attended.	Term of Employment with Department
Citywide	Human Resources	149	SUPERVISORY FILES, TIME MANAGEMENT - Work hour calculations and reports, Workers' Compensation documentation, leaves of absence, vacation carryover (permission).	Current
Citywide	Human Resources	150	SUPERVISORY FILES, POSITION FILES - Records relating to positions, including recruitment files and job descriptions, but not the individuals holding them.	2 Years
Citywide	Human Resources	151	SUPERVISORY FILES, INFORMAL DISCIPLINE - All documents maintained by supervisor regarding informal discipline including but not limited to counseling memoranda, letters of reprimand, and notes.	2 Years
Citywide	Human Resources	152	SUPERVISORY FILES, FORMAL DISCIPLINE - All documents relating to formal disciplinary actions such as suspension, salary step reduction, demotion and dismissal.	Personnel Action+2 Years
Citywide	Human Resources	171	VOLUNTEER PROGRAMS ADMINISTRATIVE RECORDS - Complaints, schedules, weekly logs, sign-in sheets, memos, expense reimbursements, training schedules, training registrations.	2 Years
Citywide	Human Resources	172	VOLUNTEER FILES - Records documenting the service of individual volunteers, including but not limited to waivers, applications, and key logs.	End of Volunteer Service + 3 Years
Citywide	Human Resources	173	VOLUNTEER CONTACT INFORMATION - Names, addresses, telephone numbers, and email addresses of volunteers and their designated emergency contacts.	Until Superseded

City of San Jose Records Retention Schedule

Records Management

Citywide	Records Management	563	PUBLIC RECORDS ACT REQUESTS AND RESPONSES - Includes original requests and responses, copies of materials supplied to the requestor, background documentation, and tracking information.	2 Years
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Citywide	Records Management	565	RECORDS DESTRUCTION DOCUMENTATION - Records documenting the destruction of records according to approved records retention schedules.	2 Years
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Safety, Health and Security

Citywide	Safety, Health and Security	160	MATERIAL SAFETY DATA SHEETS (MSDS) - Written or printed material concerning a hazardous chemical which is prepared in accordance with OSHA regulations.	Hazardous chemical substance use discontinued + 30 years
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Citywide	Safety, Health and Security	161	EMERGENCY PREPAREDNESS - Department emergency plans, evacuation plans, phone trees, and other records relating to preparation for possible emergencies.	Until Superseded+2 Years
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Citywide	Safety, Health and Security	564	VISITOR AND FACILITY ADMITTANCE LOGS - Sign-ins by visitors and other records that document entry of individuals into City offices and facilities.	2 Years
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Citywide	Safety, Health and Security	573	INCIDENT REPORTING AND INVESTIGATION RECORDS - Records documenting routine security or safety related incidents including but not limited to complaints, incident reports, accident reports, and investigation records, but excluding any records that must be retained according to specific statutes or regulations or which are covered by department specific retention schedules.	3 Years
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City of San Jose Records Retention Schedule

Economic Development

	Series	Title and Description	Retention
Economic Development	701	ECONOMIC DEVELOPMENT PROGRAM AND PROJECT ADMINISTRATION RECORDS - Records documenting the development and administration of economic development programs and projects such as corporate outreach, revenue generation, business improvement districts, and international outreach, including but not limited to correspondence, emails, plans, proposals, presentations, and memoranda.	2 Years
Economic Development	702	SMALL BUSINESS LOAN RECORDS - Records documenting loans to small business from the Revolving Loan Fund, including but not limited to applications, agreements, awards, reports, correspondence, and payments.	5 Years
Economic Development	703	SMALL BUSINESS LOAN APPLICATIONS, UNSUCCESSFUL - Applications for Small Business Loans which were not awarded, including supporting materials, reasons for the decision not to fund, and the communication of the decision to the applicant.	2 Years
Economic Development	704	SMALL BUSINESS TECHNICAL ASSISTANCE PROGRAM RECORDS - Correspondence, reports, plans, referrals, and any other records documenting the provision of technical assistance to small businesses.	2 Years
Economic Development	705	ENTERPRISE ZONE DESIGNATION RECORDS - Records documenting the application for and designation of the City as an Enterprise Zone, and all records required for maintenance of that designation including but not limited to plans required by state and federal regulations.	Life of Program + 5 Years

City of San Jose Records Retention Schedule

Economic Development	706	ENTERPRISE ZONE EMPLOYER APPLICATIONS AND VOUCHERS - Applications from employers for certification of eligibility for Enterprise Zone tax benefits, records of approval or denial, and vouchers issued to the successful applicants.	5 Years
Economic Development	707	FOREIGN TRADE ZONE DESIGNATION RECORDS - Records documenting the designation of the San Jose FTZ, its continuance and any revisions to it, including but not limited to the original application, annual reports, applications and approvals/denials for revisions, and any supporting materials.	Life of Program + 5 Years
Economic Development	708	FOREIGN TRADE ZONE OPERATOR RECORDS - Records documenting the agreements between the City and the FTZ operator(s) including any records needed to document performance and compliance.	Term of Agreement + 5 Years
Economic Development	709	FOREIGN TRADE SUB-ZONE RECORDS - Records documenting the designation of FTZ sub-zones, their continuance and any revisions, including but not limited to original applications, agreements, reports, applications and approvals/denials for revisions, and any supporting materials.	Life of Sub-Zone + 5 Years
Economic Development	710	WORKFORCE INVESTMENT ACT FUNDED PROGRAM RECORDS - All records, with exception of grant administration records, documenting programs funded under the Federal Workforce Investment Act including but not limited to Adult Program, Dislocated Worker Program, Youth Program, and Rapid Response Program.	3 years
Economic Development	711	GRANT ADMINISTRATION RECORDS - Applications, proposals, awards, agreements, correspondence, reports, performance tracking, plans, and other records documenting the administration of grants awarded by the Office. Does not apply to records documenting grants received by the Office (see series #570 of the Citywide General Records Retention Schedule).	5 Years

City of San Jose Records Retention Schedule

Economic Development	712	GRANT APPLICATIONS, UNSUCCESSFUL - Applications and proposals for grants which were not awarded by the Office, including applications, supporting materials, and materials documenting reasons for the decision not to fund and the communication of the decision to the applicant.	2 Years
Economic Development	713	PUBLIC ART PROJECT RECORDS - Records documenting the planning and administration of projects to commission public works of art, including but not limited to plans, proposals, RFP's, selections, designs, presentations, correspondence, reports, and marketing materials. Excludes original contracts (see Citywide General Records Retention Schedule series #168 and #169).	2 Years
Economic Development	714	PUBLIC ARTWORK CURATORIAL RECORDS - Series documenting the acquisition, care, maintenance, repair, restoration, provenance, and, if applicable, transport, removal, or destruction of individual works in the City's collection of public artwork.	PERMANENT
Economic Development	715	EVENT PRODUCTION RECORDS - Records documenting the planning and production of City public events, including but not limited to proposals, correspondence, reports, insurance, and marketing materials. Excludes original contracts (see Citywide General Records Retention Schedule series #168).	2 Years
Economic Development	716	SPONSORSHIP RECORDS - Records documenting the negotiation and development of sponsorship partnerships between the City and businesses including but not limited to correspondence, proposals, plans, and reports. Excludes original contracts (see Citywide General Records Retention Schedule series #168).	2 Years
Economic Development	717	EVENT PERMITTING AND COORDINATION RECORDS - Records documenting the process of approving/denying public event permits and providing coordination services to permit holders, including but not limited to applications, approval/denial notices, correspondence, plans, and other records documenting the administration of the public event permit program.	2 Years

City of San Jose Records Retention Schedule

Economic
Development

718 AUDIO-VISUAL RECORDS - Photographs, sound recordings, video, artwork and other audio or visual records not retained elsewhere by the City documenting City-produced events or created for marketing and other uses.

PERMANENT

Economic
Development

719 CULTURAL PROGRAM AND PROJECT ADMINISTRATION RECORDS - Records documenting the development and administration of cultural programs and projects such as arts education, neighborhood arts, and public arts, including but not limited to correspondence, emails, plans, proposals, presentations, and memoranda.

2 Years

City of San Jose Records Retention Schedule

Finance

		Series	Title and Description	Retention
Accounting				
Finance	Accounting	291	FINANCIAL DATABASES - Financial Management System (FMS), Payroll, Accounts Receivable, Utility Billing, Business Tax	Indefinite
Finance	Accounting	292	ACCOUNTS PAYABLE - Invoice Entry Files, Petty Cash Edit List, Accruals, Stop Notices, Vendor Maintenance (Forms, Contract Copy, W-9s), Refunds, Encumbrance JV Edit Lists, Sales & Use Tax Returns, 1099 Filings, Check Registers, Void Check Registers, Invoice	Final payment made + 4 Years
Finance	Accounting	293	STATIONARY CONTROL FILES - Cash Receipt Books	2 Years
Finance	Accounting	299	GENERAL LEDGER - Subsidiary Records, Ledger Reports	PERMANENT
Finance	Accounting	300	GENERAL LEDGER SUPPORT - Support Documentation, Journal Vouchers, Cash Journal Vouchers	4 Years
Finance	Accounting	301	RECONCILIATION FILES - Fund/Program Reconciliations	4 Years
Finance	Accounting	302	YEAR END FINANCIAL STATEMENTS & REPORTS - Financial Statements, Comprehensive Annual Financial Statements (CAFR), State Controller Annual Financial Reports, Audit Publications	PERMANENT
Finance	Accounting	303	YEAR END FINANCIAL STATEMENTS & REPORTS - Financial Statement Work papers, Audit Work papers	10 Years
Finance	Accounting	304	PAYROLL - Withholding & Deductions, Allowances, Direct Deposit Applications, File Maintenance Request from Departments, Deferred Compensation Records (documentation regarding a portion of leave balances being applied to deferred compensation), Imputed Vehicle Files (records related to vehicle or vehicle allowances provided to City employees/officials as a benefit).	4 Years

City of San Jose Records Retention Schedule

Finance	Accounting	305	PAYROLL - Workers' Compensation Supplemental Pay Authorization, Workers' Compensation Disability Hours/Adjustment Authorization, Deferred Vested Employee Files, Time Sheets, Time Card Adjustments, Garnishment Records	50 Years
Finance	Accounting	307	INCOME TAX FILES - W-2s, 1099s,W-9s, DE-4s, W-4s	Superseded+4 Years
Finance	Accounting	308	BUDGET - Cost Allocation Plans including work papers	Completion of Single Audit+4 Years
Finance	Accounting	311	GRANTS - Federal Grants, State Grants, Local Grants - Contract, Reports, Disbursements, Revenue	4 Years Past Final Payment or Granting Agency's Retention Requirement, Whichever is Longer
Finance	Accounting	314	DISTRIBUTED TAXES - (Gas, Property, Cigarette, Sales, Federal, State, County) - Support Documentation (Forms, Reports, Spreadsheets)	4 Years
Finance	Accounting	315	MANDATED OR REQUIRED REPORTS - Annual Street Report (Streets & Highway Code Sections 2151-2155)	5 Years
Finance	Accounting	316	EQUIPMENT INVENTORY - Support Documentation (Grant Deeds, Title Policies, Fixed Assets Accounting Transactions, Physical Inventories and Certifications)	2 Years from Completion of Annual Inventory
Finance	Accounting	317	FIXED ASSET DATABASE	Superceded+2 Years
Finance	Accounting	322	UTILITY & ASSESSMENT DISTRICT BILLING - Lien Docs (System Reports, Correspondence), File Maintenance (Property Ownership Changes, Work Orders, Adjustments), Accounting (Bank Deposit Reconciliations, Write-Off Docs, Payment Stubs, Fund Reconciliations)	4 Years
Finance	Accounting	327	MANDATED OR REQUIRED REPORTS - Diesel Fuel Tax Return (and underlying information) (Rev & Tax Code Section 60205.5)	4 Years
Finance	Accounting	328	MANDATED OR REQUIRED REPORTS - Exempt Bus Operator Diesel Fuel Tax Return (Rev & Tax Code Section 60205)	5 Years

City of San Jose Records Retention Schedule

Finance	Accounting	329	MANDATED OR REQUIRED REPORTS - Report of Lobbyist Employer (Govt Code Section 86116)	5 Years from the date of the final report for the calendar year
Finance	Accounting	330	MANDATED OR REQUIRED REPORTS - Use Tax Return (and underlying information) (18 Cal. Adm. Code Section 1685)	4 Years
Debt Management				
Finance	Debt Management	312	BONDS - Bonds issued by the City * or entities established by the City, Debt for which City is obligor - Transcripts, Proceeds Disbursement Requests, Annual Cost Allocation Plans, Trustee Statements, Rebate Reports, IRS Tax Filings, 15c2-12 Filings, Final Bond Sizing & Pricing Reports	Term of Bond+6 Years; If bonds are refunded, the term of bonds is extended to the term of the refunding bonds
Finance	Debt Management	313	BONDS - Bonds issued by the City* or entities established by the City, Debt for which City is obligor - Official Statements	PERMANENT
Investment				
Finance	Investment	295	BANKING - Cash Management - Debit & Credit Memos, Daily Cash Reports, Daily Cash Flow Pages	4 Years
Finance	Investment	296	BANKING - Bank Letters, Statements, Reconciliations, Deposit Slips, Department Checking Account Files	4 Years
Finance	Investment	310	INVESTMENTS - Income Allocation, Reconciliations, Quarterly Reports, Monthly Reports, Daily Reports, Weekly Reports	4 Years
Finance	Investment	321	SIGNATURE AUTHORIZATIONS for Financial Processes	Superseded+2 Years
Materials Management				
Finance	Materials Management	366	SURPLUS FILES	5 Years
Finance	Materials Management	367	MOVES FILES	2 Years
Finance	Materials Management	368	EQUIPMENT - Nonvehicular - Replacement, Repairs, Operating Manuals	Life of Equipment+2 Years

City of San Jose Records Retention Schedule

Finance	Materials Management	369	EQUIPMENT - Nonvehicular (Radios, Tools, Pagers, etc.) - Inventories	Superseded+2 Years
Finance	Materials Management	370	AUCTIONS - Advertising, Reports (not monies)	2 Years
Finance	Materials Management	372	RECORDS MANAGEMENT - Box Requests, Inactive Storage Inventories, Transmittals	2 Years
Finance	Materials Management	373	RECORDS MANAGEMENT - Approved Records Destruction Lists and Certificates	5 Years
Finance	Materials Management	374	RECORDS MANAGEMENT - Records Center Database	2 Years
Finance	Materials Management	375	HISTORIC RESOURCES - City Collections - Press Releases, Newspaper Articles and Notices, City Publications, City Newsletters, Proclamations, City Gifts, Artifacts, Gift Documents, Photos, Scrapbooks	PERMANENT
Finance	Materials Management	376	HISTORIC RESOURCES - Registrations, Receipts, Disposition Schedules, Disposition Lists and Certificates	5 Years
Finance	Materials Management	377	HISTORIC RESOURCES - City Gifts, Corporate Artifacts and Documents Database	PERMANENT
Finance	Materials Management	378	STORES - Requisitions, Receiving Lists, A/R Edit List, Inventories	2 Years
Finance	Materials Management	379	PRINT SHOP - Copy Requests, Logs	2 Years
Procurement				
Finance	Procurement	380	PURCHASING DOCUMENTS - Contracts, Purchase Order Files (service/product POs, open POs, Emergency POs), Purchase Requisitions, Requests for Proposals (RFPs), Requests for Quotes (RFQs), Requests for Information (RFI), Brand Name/Sole Source requests and determinations, Tax Exemption Status. Retention Schedules to initiate at document expiration date. Files to be purged on an annual basis.	4 Years
Finance	Procurement	381	SHIPPING AUTHORIZATIONS	2 Years

City of San Jose Records Retention Schedule

Finance	Procurement	382	UNSUCCESSFUL BIDS AND PROPOSALS	2 Years
Finance	Procurement	383	CREDIT CARDS - List of Employees with Credit Cards	2 Years
Finance	Procurement	384	VENDORS - Buyer's Edit List, Vendor Lists	2 Years
Revenue Management				
Finance	Revenue Management	294	FEE & TAX REVIEWS - (such as Landfill Tax, Transient Occupancy Taxes, Utility Users Taxes) - Support Documentation (Forms, Reports, Spreadsheets), Reports	10 Years
Finance	Revenue Management	297	SMALL CLAIMS COURT RECORDS - Collection Documentation	Final Payment Received+4 Years
Finance	Revenue Management	298	RECEIVABLES - Vouchers, Payment Batches and Support Documentation (Forms, Reports, Spreadsheets)	Final Payment Received+4 Years
Finance	Revenue Management	309	LOANS - Documentation for monies loaned by the City, Applications, Payment Schedules, Approvals	Final Payment+4 Years
Finance	Revenue Management	318	BUSINESS TAX - Applications, Exemptions, Business Tax Close Out Files (for Firms no longer in Business)	4 Years
Finance	Revenue Management	319	ASSESSMENTS - Support Documentation (Spreadsheets, Fee Schedules, Memos), Assignment of Fees, Rates	Final Payment+4 Years
Finance	Revenue Management	320	ASSESSMENTS - Assessor Maps, Annexation Documents	PERMANENT
Finance	Revenue Management	326	SANITARY AND STORM SEWER BILLING AND ASSESSMENT - System Reports, File Maintenance, Annexation Reports and Maps, Payment Files, Refund Logs, Accounts Receivable Files and Reconciliations, Tax Roll Reports	4 Years

City of San Jose Records Retention Schedule

Fire Department

		Series	Title and Description	Retention
Bureau of Administrative Services				
Fire Department	Bureau of Administrative Services	751	EMPLOYEE EXPOSURE DATABASE - Records of exposure of Department employees to toxic substances.	Term of Employment + 30 Years
Fire Department	Bureau of Administrative Services	752	OFFICIAL DIRECTIVES - Special Bulletins, Special Orders, Safety Notices	No longer in effect + 5 Years
Fire Department	Bureau of Administrative Services	754	RECRUITMENT FILES, SELECTED CANDIDATES - Records documenting the successful recruitment of sworn employees including but not limited to FF recruit process, background investigations, polygraph reports, psychological reports, personal history questionnaires, and applications.	Term of Employment + 3 years
Fire Department	Bureau of Administrative Services	755	RECRUITMENT FILES, NON-SELECTED CANDIDATES - Records documenting recruitment efforts not resulting in hiring, including but not limited to FF recruit process, background investigations, polygraph reports, psychological reports, personal history questionnaires, and applications.	End date of list +3 years
Fire Department	Bureau of Administrative Services	756	DAILY OIL AND GAS REPORTS - Daily reports of oil and gas supplies.	2 Year
Fire Department	Bureau of Administrative Services	757	SERVICE COMPLAINTS - Documentation of complaints and Department responses including but not limited to correspondence, emails, and complaint logs.	2 Years
Fire Department	Bureau of Administrative Services	758	TIMEKEEPING RECORDS - Employee time management records including but not limited to work schedules, tour trades, time-off requests, and sign-out sheets.	2 Years
Bureau of Field Operations				
Fire Department	Bureau of Field Operations	759	SPECIAL OPERATIONS RECORDS - Records documenting training and preparation for special operations including but not limited to Airport Rescue Firefighting, Urban Search and Rescue, Hazards Incidents Team, and Station training and certifications.	5 Years

City of San Jose Records Retention Schedule

Fire Department	Bureau of Field Operations	760	EDUCATION & TRAINING RECORDS, SWORN PERSONNEL - Records documenting completion of specialized training by sworn personnel, including but not limited to evaluations and certificates.	Term of Employment+ 5 Years
Fire Department	Bureau of Field Operations	761	EDUCATION & TRAINING RECORDS, GENERAL - Records of routine training sessions, workshops, and other events, including but not limited to station training reports, testing, course materials, registration, agenda and registration.	5 Years
Fire Department	Bureau of Field Operations	762	HYDRANT INVENTORY AND INSPECTION RECORDS - Inventories of hydrants and records of periodic inspections of them.	4 Years
Fire Department	Bureau of Field Operations	763	INCIDENT RECORDS - Records documenting fires and other incidents and responses by the department, including but not limited to reports, follow-up, correspondence and other communications. Excludes records of incidents involving hazardous materials.	10 Years
Fire Department	Bureau of Field Operations	764	INCIDENT RECORDS, HAZARDOUS MATERIAL (HAZMAT) - Records documenting incidents involving hazardous materials, including but not limited to reports, follow-ups, and correspondence.	30 Years
Fire Department	Bureau of Field Operations	765	PARAMEDIC RECORDS - Records documenting medical care provided to patients by paramedics, including but not limited to Patient Contact Reports, EMT Reports, Defibrillator Logs, and Patient Medical Releases.	7 Years
Fire Department	Bureau of Field Operations	766	CONTROLLED SUBSTANCES INVENTORIES (EMS) - Inventories of controlled substances (drugs) used for emergency medical responses.	2 Years
Fire Department	Bureau of Field Operations	767	STATION LOG BOOKS - Daily records of station activity, calls and responses, staff involved, date, location, and type of incident.	PERMANENT

City of San Jose Records Retention Schedule

Bureau of Fire Prevention

Fire Department	Bureau of Fire Prevention	768	ARCHITECTURAL ENGINEER REVIEWS - Records documenting the review of applications for building permits, including approvals/ denials, correspondence, Correction Requests, site plans, sprinkler plans, and alarm plans	Life of Structure + 3 years
Fire Department	Bureau of Fire Prevention	769	CALIFORNIA FIRE INCIDENT REPORTING SYSTEM - Records relating to participation in the California Fire Incident Reporting System including but not limited to logs, support documentation, and reports.	Report Submitted+5 Years
Fire Department	Bureau of Fire Prevention	770	FIRE INSPECTION RECORDS, NON-HAZARDOUS MATERIALS - Fire inspections of structures not requiring Hazardous Materials Permits.	Life of the Structure - minimum of 2 years
Fire Department	Bureau of Fire Prevention	771	HAZARDOUS MATERIALS (HAZMAT) FILES - Records relating to City regulation of hazardous materials storage including but not limited to inspections, variances, certificates, supporting documentation, and underground storage permits, inventories, and listings.	PERMANENT
Fire Department	Bureau of Fire Prevention	772	FIRE INVESTIGATIONS - Records of investigations of arson and non-arson fires including but not limited to reports, notes, exhibits, photographs, drawings, descriptions, and other supporting documentation.	10 Years
Fire Department	Bureau of Fire Prevention	773	SPECIAL EVENT RECORDS - Records documenting fire prevention regulation of special events including but not limited to inspection reports and permits.	4 Years

Bureau of Strategic Support

Fire Department	Bureau of Strategic Support	774	COMPUTER AIDED DISPATCH (CAD) DATA - Data gathered regarding calls for assistance, the dispatch of emergency units in response, and resulting field response. Used for analysis of response times and other statistics.	10 Years
Fire Department	Bureau of Strategic Support	775	ENGINEERING STUDY FINAL REPORTS - Final reports of engineering studies on subjects including but not limited to service impacts, site studies, response time evaluations, and zone building blocks.	PERMANENT

City of San Jose Records Retention Schedule

Fire Department	Bureau of Strategic Support	776	ENGINEERING STUDY SUPPORT DOCUMENTATION - Records created and compiled during the research, analysis, and writing of Engineering Study Final Reports.	Submittal of Final Report+5 Years
Fire Department	Bureau of Strategic Support	777	FIT TEST RECORDS - Records of leakage rates of face pieces for Self-Contained Breathing Apparatus by employee and signed records of passed fit test per employee.	2 Years
Office of Fire Chief				
Fire Department	Office of Fire Chief	778	SAFETY EDUCATION & TRAINING COURSEWARE - Materials such as handouts, audio-visual presentations, booklets, and tests used to provide training to staff on safety issues.	Superseded + 2 Years
Fire Department	Office of Fire Chief	779	SAFETY EDUCATION & TRAINING ATTENDANCE RECORDS - Records documenting the attendance of individual staff members at Safety Education and Training events.	End of Employment+5 Years
Fire Department	Office of Fire Chief	780	INCIDENT SCENE SAFETY OFFICER RECORDS - Records created by Incident Scene Safety Officers documenting adherence to safety procedures by staff at incidents to which the Department has responded, including but not limited to correspondence, reports, and follow-ups.	5 Years
Fire Department	Office of Fire Chief	781	ACCIDENT INVESTIGATION REPORTS - Report forms completed by supervisors documenting facts pertinent to injury accidents involving Fire Department staff, including facts about the injury but mostly in regard to the accident: location, work shift, personal safety equipment used, activity engaged in at the time, cause of accident, weather factors, preventative corrective actions, and a narrative description of the accident.	10 Years
Fire Department	Office of Fire Chief	782	SAFETY AND HEALTH STATISTICS - Statistical reports derived from data gathered regarding safety and health issues.	10 Years
Fire Department	Office of Fire Chief	783	VEHICLE ACCIDENT RECORDS - Reports of employee vehicular accidents and supervisor accident injury profiles	5 Years

City of San Jose Records Retention Schedule

General Services

		Series	Title and Description	Retention
Animal Care and Services				
General Services	Animal Care and Services	901	LICENSING - Applications, Rabies Certificates	3 Years
General Services	Animal Care and Services	902	ANIMAL CONTACT - Reports and Records of Animals Picked Up and Secured, Dead Animal Collection Records, Correspondence, Noisy Animal Complaint Forms, Documented Follow-Up, Logs, Citations, Investigations, Hearing Decisions	5 Years
General Services	Animal Care and Services	903	ANIMAL ATTACKS - Reports, Notification Forms, Correspondence, Recommendations, Follow Up Documentation, Quarantine Forms, Code Enforcement Case Files, Criminal Investigations	5 Years
General Services	Animal Care and Services	904	ANIMAL SHELTER - Adoption Applications, Impound Forms, Owner Surrender Forms, Lost & Found Records, Spay/Neuter Release Forms, Micro-chip I.D. Form, Animal Behavior Profiles	5 Years
General Services	Animal Care and Services	905	ANIMAL SHELTER - Chameleon Database - Animal Medical Records, Adoption Information, Dispatch Records, Animal Control Officer Activity Records, Owner Information, Victim Information, Animal Information, Bite Information	5 years
General Services	Animal Care and Services	906	FOSTER RESCUE PROGRAM - Contracts	Term of Contract+3 Years
General Services	Animal Care and Services	907	RIDE ALONG PROGRAM - Program Plans, Waivers, Reports	2 Years
General Services	Animal Care and Services	908	SPAY/NEUTER PROGRAM - Applications, Vouchers	3 Years
General Services	Animal Care and Services	909	FINANCIAL BACKUP - Revenue Summary Sheets, Receipts, Veterinary Invoices	4 Years

City of San Jose Records Retention Schedule

Administration

General Services	Administration	331	DEPARTMENTAL REPORTS - Bimonthly, Quarterly, Annual	2 Years
General Services	Administration	332	DAILY ACTIVITY REPORTS	2 Years
General Services	Administration	333	FUNDING - Grant Documents, Receipts (monies received from auctions, surplus sales)	Final Report+3 Years
General Services	Administration	334	BILLING RECORDS - Copy Services, Postage	2 Years
General Services	Administration	335	POSTAGE - Private Carriers, Messenger Services, Meter Records	2 Years
General Services	Administration	336	COST ANALYSIS - Analyst Records of Equipment Cost Per Hour, Materials Cost Figures, Labor Costs, Inventories, Replacement Figures	2 Years
General Services	Administration	337	SAFETY - Shop Safety, Carcinogen Registration, Noise Pollution Correspondence	2 Years
General Services	Administration	338	SAFETY - Hazmat Certification of Employees	PERM
General Services	Administration	339	SAFETY - Asbestos Exposure	30 Years
General Services	Administration	340	SAFETY - Safety Committee - Minutes, Reports	5 Years

Fleet and Equipment

General Services	Fleet and Equipment	346	VEHICLE / EQUIPMENT - Inspections, Maintenance, Leases, Equipment Certification, Equipment History, Registrations, Work Orders, Vehicle Titles, Specifications	Life of Vehicle+2 Years
General Services	Fleet and Equipment	347	VEHICLE / EQUIPMENT - Insurance and Warranties	Term+2 Years
General Services	Fleet and Equipment	348	FUEL USAGE - Gasoline, Diesel, Oil, Coolants, - Gas Tags, Calibrations, Receipts, Inventories, Logs	2 Years
General Services	Fleet and Equipment	349	VEHICLE ASSIGNMENTS - Driver Identity Cards, Assignments	2 Years
General Services	Fleet and Equipment	350	DMV RECORDS - Class "B" Employee List	Superseded+2 Years

City of San Jose Records Retention Schedule

General Services	Fleet and Equipment	351	DMV RECORDS - License Plate Records, Lost License Plates, Licenses and Permits, Certificates	Term+4 Years
General Services	Fleet and Equipment	352	DMV AUDITS - Annual Reports and Audits of Emergency Vehicle Regular Inspections	10 Years
General Services	Fleet and Equipment	353	VEHICLE / EQUIPMENT REPLACEMENT - Replacement Cycle List, Auctions, Requests for Change of Equipment Status, Vehicle Cleaning Records	2 Years
General Services	Fleet and Equipment	354	VEHICLE / EQUIPMENT REPLACEMENT - Vehicle Pool Inventories, Automotive Parts Inventories	Superseded
General Services	Fleet and Equipment	355	VEHICLE ACCIDENTS - Reports, Repairs, Damage Assessments	Case Closed+5 Years
General Services	Fleet and Equipment	356	APPARATUS DAILY & MONTHLY INSPECTIONS	2 Years
General Services	Fleet and Equipment	357	FLEET DATABASE	Superseded
Facilities Management				
General Services	Facilities Management	358	WORK ORDERS - Requests for Service, Cost Sheets, Logs	2 Years
General Services	Facilities Management	359	FACILITIES - Plans and Drawings, As As-Builts, Repair Records	Life of Structure+2 Years
General Services	Facilities Management	360	FACILITIES - Facility Inventories	Superseded+2 Years
General Services	Facilities Management	361	MAINTENANCE RECORDS - Custodial Services, Regular Maintenance, Checklists, HVAC Records, Keys, Security System, Rosters, Pest Extermination	2 Years
General Services	Facilities Management	362	EQUIPMENT - Nonvehicular - Repair Records, Operating Manuals	Life of Equipment+2 Years
General Services	Facilities Management	363	EQUIPMENT - Nonvehicular (Radios, Tools, Cleaning Equipment, etc.) - Inventories, Replacement Schedules	Superseded+2 Years
General Services	Facilities Management	364	MATERIAL SAFETY DATA SHEETS	30 Years

City of San Jose Records Retention Schedule

General Services	Facilities Management	365	SAFETY - Shop Safety, Carcinogen Registration, Noise Pollution Correspondence	2 Years
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City of San Jose Records Retention Schedule

Housing

		Series	Title and Description	Retention
Administration				
Housing	Administration	188	HOUSING DEPARTMENT REPORTS - Internal	2 years
Housing	Administration	189	HOUSING DEPARTMENT REPORTS - Official	PERMANENT
Housing	Administration	190	ACCOUNTS PAYABLE DISBURSEMENTS	Longer of life of Loan or Affordability Restrictions + 2 Years
Housing	Administration	194	DENIED TRANSACTIONS	2 Years
Community Development Block Grants				
Housing	Community Development Block Grants	195	CDBG PROGRAM - Approved Grants	Final Payment + 15 Years
Housing	Community Development Block Grants	196	CDBG PROGRAM - Denied Grants	3 Years
Housing	Community Development Block Grants	197	CDBG PROGRAM - Program Audits	Final Report Issued + 3 Years
Homeless Services				
Housing	Homeless Services	191	CLIENT REFERRAL FORMS	3 Years
Housing	Homeless Services	192	GRANTS - ESG, HOPWA, Housing Trust Fund and other HUD and City Programs	Term of contract + 4 Years
Loan Management				
Housing	Loan Management	204	LOAN MONITORING & COMPLIANCE - Project Development, Single Family and Rehabilitation Construction	3 Years

City of San Jose Records Retention Schedule

Housing	Loan Management	205	LEGAL CUSTODY FILES	Longer of life of Loan or Affordability Restrictions + 12 Years
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Housing	Loan Management	206	SINGLE FAMILY LOANS	Longer of life of Loan or Affordability Restrictions + 12 Years
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Project Development

Housing	Project Development	208	CONSTRUCTION DOCUMENTS	Completion of Project + 10 Years after Notice of Completion
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Housing	Project Development	209	PROJECT DEVELOPMENT - Loan Underwriting	Longer of life of Loan, Grant or Affordability Restrictions + 4 years
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Housing	Project Development	210	PROJECT DEVELOPMENT - Outside Funding	Life of Loan, Grant or Affordability Restrictions + 5 Years
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Housing	Project Development	211	PROJECT DEVELOPMENT -Administrative	Longer of life of Loan, Grant or Affordability Restrictions
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Rehabilitation

Housing	Rehabilitation	212	REHAB SINGLE FAMILY LOANS - Underwriting	Longer of life of Loan or Affordability Restrictions + 4 Years
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Housing	Rehabilitation	213	REHAB GRANTS	Completion of project + 4 Years
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Relocation

Housing	Relocation	214	PERMANENT RELOCATION	Final Payment + 3 Years
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Housing	Relocation	215	TEMPORARY RELOCATION	Final Report + 3 Years
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Housing	Relocation	216	FINANCIALS - Relocation	Final Report + 3 Years
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City of San Jose Records Retention Schedule

Rental Rights & Referrals Program

Housing	Rental Rights & Referrals Program	199	SETTLEMENT DECISIONS	PERMANENT
Housing	Rental Rights & Referrals Program	200	CASE FILES	Case Closed + 5 Years
Housing	Rental Rights & Referrals Program	202	ANNUAL FEE EXEMPTIONS	2 Years
Housing	Rental Rights & Referrals Program	203	MOBILEHOMES LONG TERM LEASES	Life of Lease

City of San Jose Records Retention Schedule

Human Resources

		Series	Title and Description	Retention
All Divisions				
Human Resources	All Divisions	461	EMPLOYEE SURVEYS	2 Years
Human Resources	All Divisions	462	EMPLOYEE SERVICES / PAYROLL SYSTEM - PeopleSoft	PERMANENT
Human Resources	All Divisions	463	EMPLOYEE SERVICES / PAYROLL SYSTEM - PPC Personnel System	PERMANENT
Benefits				
Human Resources	Benefits	464	COMMUNICATION FILES - Employee Handbook, Plan Descriptions, Rate Sheets, Fact Sheets, EAP Communication Flyers, Insurance Certificates	PERMANENT
Human Resources	Benefits	465	PLANS - Medical, Dental, Vision, Life, Health In-Lieu, Long Term Care - Plans, Transaction Forms, Transaction Forms	Term of Plan+4 Years
Human Resources	Benefits	466	BENEFIT TRACKING - Cobra Applications	6 Years
Human Resources	Benefits	467	BENEFIT TRACKING - Cobra Tracking Database	COBRA plus 6 years
Human Resources	Benefits	468	CATASTROPHIC ILLNESS TIME DONATION - Applications, Approvals, Donations, Conversions	2 Years
Human Resources	Benefits	469	EMPLOYEE ASSISTANCE PROGRAM - Counseling Case Files, Mediation Case Files, Drug Treatment Invoices	2 Years
Human Resources	Benefits	470	POLICIES - Provider and Consultant	Term of Contract+4 Years

City of San Jose Records Retention Schedule

Human Resources	Benefits	471	PERSONNEL BENEFIT FILES - Forms and Certificates (Insurance Enrollment and Cancellation, Proof of Alternate Coverage, Marriage, Divorce, Dependent Children Affidavit, Drop & Add Dependent, Legal Guardianship or Adoption, Deferral Change, Beneficiary)	Term of Employment+10 Years
Human Resources	Benefits	472	CLAIMS - Long Term Disability	Term of Claim+30 Years
Human Resources	Benefits	473	CLAIMS - Life Insurance	4 Years
Human Resources	Benefits	474	CLAIMS - Personnel Accident Insurance	2 Years
Human Resources	Benefits	475	REPORTS - Performance, Utilization, Activity	4 Years
Human Resources	Benefits	476	UNEMPLOYMENT INSURANCE - Quarterly Wage Reports, Billings, Fund Transfers, Invoices	4 Years
Compensation				
Human Resources	Compensation	477	COMPENSATION & STUDIES - incl. Reallocation and job analysis documentation, pay equity studies and related salary surveys, and other related data and analysis documents	5 Years
Human Resources	Compensation	478	MAJOR (MULTIPLE CASE) COMPENSATION & CLASSIFICATION STUDY SUMMARY DOCUMENTS - recommendations, summary data on class/pay changes, and applicable Council/Commission memos	10 years
Human Resources	Compensation	479	CLASSIFICATION SPECIFICATIONS	5 years
Human Resources	Compensation	480	PAY PLANS	15 Years
Deferred Compensation				
Human Resources	Deferred Compensation	481	Quarterly financial reports, annual investment review, payroll interfaces	10 years

City of San Jose Records Retention Schedule

Human Resources	Deferred Compensation	482	DEFERRED COMPENSATION COMMITTEE - Agendas, Minutes	PERMANENT
Human Resources	Deferred Compensation	483	Deferred Comp plan enrollments, contribution & investment changes, distribution requests	10 years
Human Resources	Deferred Compensation	484	457 Plan documents: Voluntary and PTC plans	Superseded+2 Years
Employment				
Human Resources	Employment	485	PERSONNEL FILES - Full-Time, Part-Time - Personnel Action Notices (Appointment, Separation, etc), Appraisals, Employee Record Mod. Requests, Name Change Forms, Management Performance Forms, Leave Forms (Family, Medical, Military, etc), Exit Checklist	Term of Employment+10 Years
Human Resources	Employment	486	PERSONNEL FILES - Hourly Employees, Seasonal Employees - Exit Checklist	Term+5 Years
Human Resources	Employment	487	PERSONNEL FILES - TempU, Rehire of Retirees - Appointments, Appraisals, Memos, Exit Checklist	Term+5 Years
Human Resources	Employment	488	POSITION / SECTION CHANGES - Completed Forms	2 Years
Human Resources	Employment	489	EXIT INTERVIEWS - Completed Interview Forms	2 Years
Human Resources	Employment	490	I-9 FORMS - Less than 3 Years employment	later of hire date + 3 years
Human Resources	Employment	491	I-9 FORMS - 3+ years employment	Termination+1 Year
Human Resources	Employment	492	NEW EMPLOYEE ORIENTATION - Packet, Presentation	2 Years
Human Resources	Employment	493	PARKING PERMITS - Applications, Logs	2 Years

City of San Jose Records Retention Schedule

Health and Safety

Human Resources	Health and Safety	494	EMPLOYEE MEDICAL FILES - Fitness for Duty Evaluations, Physicals, Pre-employment Medical History (not hired) statements and exams	Term of Employment+30 Years
Human Resources	Health and Safety	495	HEALTH SERVICES TRACKING SYSTEM	Term of Employment+30 Years
Human Resources	Health and Safety	496	ERGONOMICS - Evaluations, Equipment Orders	10 years
Human Resources	Health and Safety	497	RETURN-TO-WORK - Completed Forms, Correspondence	5 Years
Human Resources	Health and Safety	498	SAFETY OFFICER RECORDS - Injury and accident investigation reports, correspondence, notices	2 Years
Human Resources	Health and Safety	499	SAFETY COMMITTEE - Agendas, Minutes, Packets	2 Years
Human Resources	Health and Safety	500	INJURY & ILLNESS PREVENTION PLANS (IIPP)	Current Version+1 Version Back
Human Resources	Health and Safety	501	HAZARDOUS IDENTIFICATION AND CONTROL - Databases - Hazards, Information & Corrections	3 Years
Human Resources	Health and Safety	502	REGULATORY COMPLIANCE - Reports, Correspondence, Surveillance Documents	5 Years
Human Resources	Health and Safety	503	OSHA COMPLIANCE - Inspections & Audits	5 Years
Human Resources	Health and Safety	504	DRIVERS - Drivers' Log, Certification, Driver Proficiency, Drug-Alcohol Testing, Copies of Licenses	4 Years
Human Resources	Health and Safety	505	EMPLOYEE DOT DRUG TEST RECORDS - Negative and Cancelled Tests	1 Year
Human Resources	Health and Safety	506	EMPLOYEE DOT DRUG TEST RECORDS - Positive Tests, Refusals, EBT Calibrations, SAP Evaluations and Referrals, Retesting Requests, Notices	5 Years

City of San Jose Records Retention Schedule

Human Resources	Health and Safety	507	EMPLOYEE DOT DRUG TEST RECORDS - Collection Records	2 Years
Human Resources	Health and Safety	508	CITY DRIVING PERMITS	Term of Employment+2 Years
Human Resources	Health and Safety	509	FMLA MEDICAL CERTIFICATION	6 years
Recruitment				
Human Resources	Recruitment	510	APPLICATIONS, RESUMES - Not Hired	2 Years
Human Resources	Recruitment	511	TESTING - Oral Boards, Interview Questions, Applicant Screening and Assessments, Proctor's Instructions	2 Years
Human Resources	Recruitment	512	ELIGIBLE LISTS, QUALIFIED CANDIDATES GROUPS - Applications/resumes, eligible lists/qualified candidate group spreadsheets, requisition forms, certification forms	2 Years
Human Resources	Recruitment	513	APPLICANT TRACKING DATABASE (TRAC) - Applicant status, notification, test results, test scoring, eligible lists, reinstatements lists, employee summary history	PERMANENT
Human Resources	Recruitment	514	JOB REQUESTS - Temporary Unclassified	2 years from expiration date
Human Resources	Recruitment	515	ON-LINE APPLICATIONS SYSTEM (Quick Hire)	permanent
Human Resources	Recruitment	516	POSITION SPECIFIC ASSESSMENT RECORDS - Assessment plan, application/supplemental questionnaire rating sheets, interview questions, rating sheets, rater notes, reference check forms, record of candidate notification, offer letter	2 Years
Human Resources	Recruitment	517	EXAMINATION HISTORY RECORDS - job analysis, written examinations and answer keys, written exam item analyses, oral/practical exams and scoring criteria, proctor instructions, TRAC Scoring reports, correspondence regarding issues pertaining to recruitment	5 years

City of San Jose Records Retention Schedule

Human Resources	Recruitment	518	APPLICANT FLOW DATA - ethnic/gender distribution of test results	5 years
Risk Management				
Human Resources	Risk Management	323	PROPERTY & LIABILITY INSURANCE - City Policies	PERMANENT
Human Resources	Risk Management	324	PROPERTY & LIABILITY INSURANCE - Subrogation Files	Last Payment+4 Years
Human Resources	Risk Management	325	PROPERTY & LIABILITY INSURANCE - Certificates of Insurance	Term of Contract+20 Years
Training				
Human Resources	Training	519	CATALOGS - Listing of Classes Offered to City Employees	PERMANENT
Human Resources	Training	520	PLANNING - Needs Assessments, Training Plans, Standards, Curriculum	2 Years
Human Resources	Training	521	COURSE MATERIALS - Videos, DVDs, audio	10 years
Human Resources	Training	522	TRAINING REGISTRATION DATABASES	PERMANENT
Workers Compensation				
Human Resources	Workers Compensation	523	WORKERS' COMPENSATION - Claims - Applications, Payment Records, Release to Work	File Closed+10 Years
Human Resources	Workers Compensation	524	WORKERS' COMPENSATION - Future Medical Awards	File Closed+10 Years
Human Resources	Workers Compensation	525	WORKERS' COMPENSATION - Misc. items to include: RFPs, Audits, Actuarial Studies	10 years
Human Resources	Workers Compensation	526	WORKERS' COMPENSATION INFORMATION SYSTEM - database containing all Workers' Compensation cases	PERMANENT

City of San Jose Records Retention Schedule

Independent Police Auditor

		Series	Title and Description	Retention
Independent Police Auditor				
Independent Police Auditor	Independent Police Auditor	177	INVESTIGATION FILES - Citizen Complaints, Investigation Documentation, Final Reports	Case Resolved+6 Years
Independent Police Auditor	Independent Police Auditor	178	INVESTIGATION FILES - Police Officer Involved Shootings - Complaints, Investigation Documentation, Final Report	Case Resolved+10 Years
Independent Police Auditor	Independent Police Auditor	179	DATABASE- Tracks and Monitors the Implementation of the Recommendations by Internal Police Auditor	Case Resolved+10 Years
Independent Police Auditor	Independent Police Auditor	180	PUBLIC REPORTS - Reports of Investigations that are Available to the Public	10 Years
Independent Police Auditor	Independent Police Auditor	181	YEAR END REPORTS - Summary of the Trends, Recommendations and Findings for a Year	PERMANENT
Independent Police Auditor	Independent Police Auditor	182	REPORTS - Quarterly or Midyear Reports	5 Years
Independent Police Auditor	Independent Police Auditor	183	NEWSLETTERS - Midyear and Year End	PERMANENT
Independent Police Auditor	Independent Police Auditor	184	COMMUNITY OUTREACH - Correspondence with Citizen Groups, Presentations, Speaker Notes	5 Years
Independent Police Auditor	Independent Police Auditor	185	POLICE DEPARTMENT AUDIT - Annual Operational Audit	PERMANENT
Independent Police Auditor	Independent Police Auditor	186	STUDIES - Statistical Analysis Studies and Reports, Surveys (External and Internal)	10 Years

City of San Jose Records Retention Schedule

Information Technology

		Series	Title and Description	Retention
Administration				
Information Technology	Administration	217	PROJECT FILES - In-House Consulting - Projects (Y2K, AIS, IDTS, FMS, PeopleSoft, etc.)	Completed+5 Years
Information Technology	Administration	218	PROJECT FILES - In House Consulting - Not Accepted Projects	2 Years
Information Technology	Administration	219	COMPUTER HARDWARE & SOFTWARE - Documentation, Warranties, Maintenance Records	Until Data Migrated or System Obsolete
Information Technology	Administration	220	LOGS - Equipment Service, Problem Report, Visitor	2 Years
Customer Support and Email				
Information Technology	Customer Support and Email	221	COMPLETED WORK REQUESTS	Completed+2 Years
Information Technology	Customer Support and Email	222	ORDERS/ASSETS DATABASE	Life of System
Information Technology	Customer Support and Email	223	ORDERS - Placed, Pending, Received	Life of Warranty+1 Year
Information Technology	Customer Support and Email	224	NEW PC CONFIGURATIONS	Life of Equipment
Information Technology	Customer Support and Email	225	WARRANTY REPAIR	Life of Warranty+1 Year
Information Technology	Customer Support and Email	226	SERVER CONFIGURATIONS	Life of Server
Information Technology	Customer Support and Email	227	E-MAIL SERVER BACKUP TAPES	90 days

City of San Jose Records Retention Schedule

Information Technology	Customer Support and Email	228	ACCESS REQUESTS - FMS, PEOPLESOFT	PERMANENT
Network Operations				
Information Technology	Network Operations	229	COMPUTER OPERATIONS RUN SHEETS / RUN SCHEDULES - System Backups	2 Years
Information Technology	Network Operations	230	COMPUTER OPERATIONS RUN SHEETS / RUN SCHEDULES - Payroll, Finance & Police Departments	5 Years
Information Technology	Network Operations	231	SYSTEM BACKUPS - Weekday - Non-Payroll Process Week - Mon-Fri, Sun	21 Days
Information Technology	Network Operations	232	SYSTEM BACKUPS - Weekday - Payroll Process Week - Mon, Tues, Wed, Sun	21 Days
Information Technology	Network Operations	233	SYSTEM BACKUPS - Weekday - Payroll Process Week - Thurs, Fri	5 Years
Information Technology	Network Operations	234	SYSTEM BACKUPS - Weekend - Non-Payroll Process Week	90 Days
Information Technology	Network Operations	235	SYSTEM BACKUPS - Weekend - Payroll Process Week	90 Days
Information Technology	Network Operations	236	SYSTEM BACKUPS - 6-Month	5 Years
Information Technology	Network Operations	237	REMOTE SYSTEM ACCESS REQUESTS	Term of Access+2 Years
Information Technology	Network Operations	238	NETWORK CONFIGURATIONS	Life of Network
Information Technology	Network Operations	239	NETWORK ACCESS PERMISSION FORMS	2 Years
Programming				
Information Technology	Programming	240	PROBLEM REPORTS - FMS, etc.	2 Years

City of San Jose Records Retention Schedule

Information Technology	Programming	241	USER DOCUMENTATION	Life of Application
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Telecommunications				
Information Technology	Telecommunications	242	PHONE BILLS - Outside Lines, Centrix Lines, Long Distance, Pay Phone Statements, Special Circuits	5 Years
Information Technology	Telecommunications	244	WORK ORDERS	Fiscal Year Completed+2 Years
Information Technology	Telecommunications	246	CONFIGURATIONS - Data & Voice - City's configuration tables for how telephones and computers are configured	Life of System

City of San Jose Records Retention Schedule

Library

		Series	Title and Description	Retention
Administration				
Library	Administration	1070	BENEFIT ASSESSMENT DISTRICT - Benefit Review Committee-Agendas, Minutes, Roster, Implementation Project	4 years
Library	Administration	1071	BUSINESS OFFICE - Funding - Public Library Fund (PLF)	Annual Filing+5 Years
Library	Administration	1072	BUSINESS OFFICE - Gift Trust Fund Files	4 years
Library	Administration	1073	BUSINESS OFFICE - Grants-Private Companies, Private Foundations-Application, Authorization Form, Memos, Reports, Budget	Term of Grant +3 years
Library	Administration	1074	BUSINESS OFFICE - Grants - State, Family for Literacy, Library Services and Technology Act (LSTA) - Application Authorization Form, Memos, Reports, Budgets	Term of Grant +5 years
Library	Administration	1075	BUSINESS OFFICE - Refunds - Customer Refunds	4 years
Library	Administration	1076	BUSINESS OFFICE - Revenue - Fines, Fees, Voucher Books, Pay-In Summary Sheets, Revenue Status Report	4 years
Library	Administration	1077	BUSINESS OFFICE - Revolving Financial Accounts - Petty Cash, Checking Account - Statements, Reconciliations, Deposit Slips, Cancelled Checks	4 years
Library	Administration	1078	BUSINESS OFFICE - Revolving Financial Accounts-Petty Cash, Checking Account - Signature authorizations	Superseded +2 years
Library	Administration	1079	COMPLAINTS - Customer Complaints, Facility Complaints, Written Responses, Research, Follow-up, Customer Comment Book	3 years
Library	Administration	1080	DONATIONS - Letters, Receipts	4 years

City of San Jose Records Retention Schedule

Library	Administration	1081	INTELLECTUAL FREEDOM FILES - Statements and Responses Relating to types of material available for use by library customers	5 years
Library	Administration	1082	LIBRARY COMMISSION - Agendas, Packets, Minutes, History files	PERMANENT
Library	Administration	1083	LIBRARY COMMISSION - Correspondence, Notes	2 years
Library	Administration	1084	MASTER PLANS - Main Library, Branch Facilities	PERMANENT
Library	Administration	1085	SECURITY INCIDENTS - Incident reports, Correspondence, Notes, Followup, Documentation	5 years
Library	Administration	1086	SILICON VALLEY LIBRARY SYSTEM (SVLS) - Directives, Reports, Notes, Correspondence	2 years
Branch Library Development				
Library	Branch Library Development	1087	PROJECTS - Project files	12 years
Library	Branch Library Development	1088	COMMUNITY MEETINGS - Agendas, minutes, correspondence, notes, followup reports, signup sheets	12 years
Library	Branch Library Development	1089	FINANCIAL RECORDS	14 years
Collection Management				
Library	Collection Management	1090	ACQUISITIONS - Order letters, order cards, correspondence, purchase orders, invoice entry edit lists	4 years
Fund Development, Marketing, Volunteer Services				
Library	Fund Development, Marketing, Volunteer Services	1091	FUND DEVELOPMENT - Grants - private companies, private foundations - supporting project documentation	Term of Grant +3 years
Library	Fund Development, Marketing, Volunteer Services	1092	FUND DEVELOPMENT - Grants - State, Family for Literacy, Library Services and Technology Act (LSTA) - supporting project documentation	Term of Grant +5 years

City of San Jose Records Retention Schedule

Library	Fund Development, Marketing, Volunteer Services	1093	MARKETING - Mailing list databases - media, schools, community partners	1 year
Library	Fund Development, Marketing, Volunteer Services	1094	VOLUNTEER PROGRAM - Applications, training records	Term +2 years
Library	Fund Development, Marketing, Volunteer Services	1095	VOLUNTEER PROGRAM - Volunteer lists, schedules, volunteer of the year nomination forms, correspondence	2 years
Joint Library Program				
Library	Joint Library Program	1096	JOINT LIBRARY - Facility plans, historic documents	PERMANENT
Library	Joint Library Program	1097	JOINT LIBRARY - Office and communication files	Move-in 5+ years
Library	Joint Library Program	1098	JOINT LIBRARY - Furniture, fixtures and equipment - specifications, warranties, repair records	Life of Equipment +2 years
Library Information Technology				
Library	Library Information Technology	1099	AUTOMATION - Databases - circulation - all data regarding current holdings	5 years
Library	Library Information Technology	1100	AUTOMATION - Databases - Lib-on-line, Databases - telecirc	2 years
Literacy Services				
Library	Literacy Services	1101	BOOKS FOR LITTLE HANDS - Program reports, correspondence, classroom bag assignments, Theme Kits - Books for Little Hands Library Card applications, Theme Kit Reservation Forms, Theme Kit schedules	2 years
Library	Literacy Services	1102	PARTNERS IN READING - Learners, Tutors, lists, contact information, participant records, tutor training records	Exit from program +2 years
Library	Literacy Services	1103	PARTNERS IN READING - LiteracyPro database - participants, volunteer tutors, donors	PERMANENT

City of San Jose Records Retention Schedule

Library	Literacy Services	1104	PARTNERS IN READING - Sign-in sheets, handouts, program reports, correspondence, tutor list, tutor training and workshop schedules	2 years
Library	Literacy Services	1105	PARTNERS IN READING - Training materials	Superseded +2 years
Library	Literacy Services	1106	PROGRAM WORKPLANS	Term of plan +2 years
Outreach				
Library	Outreach	1107	BOOKMOBILE SERVICES - staffing schedules, routes, maps, EVENTS - budgets, calendars, staffing, statistics, types of materials distributed	2 years
System Resources				
Library	System Resources	1108	ADULT SERVICES - Disability Outreach Services - client directory, client profiles, Disability Outreach Services - materials request forms, Public training - rosters, sign-in sheets, evaluations, training materials, Staff training - rosters, sign-in sheet	2 years
Library	System Resources	1109	CIRCULATION SERVICES - Interlibrary loan - photocopy requests	3 years
Library	System Resources	1110	CIRCULATION SERVICES - Interlibrary loan - SJ Library requests, American Library Association (ALA) forms, statistics, Library card applications	2 years
Library	System Resources	1111	LANGUAGES & MEDIA - Staff schedules, languages selected, selectors list, budget	2 years
Library	System Resources	1112	LIBRARY HISTORY - Files documenting the history of the library	PERMANENT
Library	System Resources	1113	LIBRARY OPERATIONS - Debt collection	Final Payment +4 years
Library	System Resources	1114	LIBRARY OPERATIONS - Schedules, program plans	2 years
Library	System Resources	1115	REPORTS - Statistical, circulation, library usage	10 years
Library	System Resources	1116	SURVEYS - Library usage, library programs, customer	2 years

City of San Jose Records Retention Schedule

Youth Services

Library	Youth Services	1117	PROGRAM PROPOSALS & SUGGESTIONS	2 years
Library	Youth Services	1118	TEENS REACH COUNCIL - Agendas, minutes, applications, member list	2 years
Library	Youth Services	1119	YOUTH PROGRAMS - San Jose LEARNS, Teen Reach, Summer Ready, Story Time, Homework Centers, Collaborative programs - Program plans, schedules, correspondence, reading lists	2 years
Library	Youth Services	1120	YOUTH PROGRAMS - San Jose LEARNS, Teen Reach, Summer Reading, Story Time, Homework Centers, Collaborative programs - reports, statistics	5 years

City of San Jose Records Retention Schedule

Office of the Mayor

	Series	Title and Description	Retention
Office of the Mayor	850	AUDIO-VISUAL RECORDS - Photographs, video, and other AV materials not maintained elsewhere in other City offices.	PERMANENT
Office of the Mayor	851	CALENDARS AND SCHEDULES - Records documenting upcoming and past events regarding the activities of the Mayor and senior staff.	End of Term(s) + 2 Years
Office of the Mayor	852	PROJECTS/ISSUES - Records pertaining to specific projects or issues, including but not limited to correspondence, emails, memos, reports, plans, notes, and reference materials.	PERMANENT
Office of the Mayor	853	GENERAL CORRESPONDENCE - Communications, including attachments, excluding documents that are covered under other records series (e.g., Constituent Services), to and from individuals and organizations both within and without City government.	PERMANENT
Office of the Mayor	854	SUBJECT REFERENCE FILES - Informational materials including but not limited to clippings, brochures and pamphlets, copies of reports or other records for which the record copy is maintained elsewhere, and other items retained solely for reference value.	Until No Longer Useful for Reference
Office of the Mayor	855	MEETINGS - Documents compiled or received in preparation for or during meetings of the City Council, Committees, or other official bodies, including but not limited to copies of notices, agenda, minutes, ordinances, resolutions, contracts, memoranda, reports, and reference materials.	Until No Longer Useful for Reference
Office of the Mayor	856	APPOINTMENTS - Records documenting the search for and appointment of individuals to serve on commissions, task forces, and other volunteer organizations.	End of Term(s) + 2 Years

City of San Jose Records Retention Schedule

Office of the Mayor	857	PROCLAMATIONS, SPEECHES, ADDRESSES, AND PRESENTATIONS - Text of formal proclamations, speeches, addresses, and presentations by the Mayor.	PERMANENT
Office of the Mayor	858	INVITATIONS - Invitations received by the Office of the Mayor.	2 Years
Office of the Mayor	859	CONSTITUENT SERVICES - Correspondence with constituents regarding specific complaints, requests for service, or other issues not including Public Records Act requests.	End of Term(s) + 2 Years
Office of the Mayor	860	POLICY AND LEGISLATIVE DEVELOPMENT - Documents created and/or compiled during the development of new or revised policies and/or legislation.	PERMANENT

City of San Jose Records Retention Schedule

Parks Recreation and Neighborhood Services

	Series	Title and Description	Retention
Administration			
Parks Recreation and Neighborhood Services	Administration	910 COMMISSIONS - Agendas, Minutes, Reports, Recommendations-	PERMANENT
Parks Recreation and Neighborhood Services	Administration	911 COMMITTEES - Agendas, Minutes, Reports, Recommendations	8 Years
Parks Recreation and Neighborhood Services	Administration	912 FEE SCHEDULES	4 years
Parks Recreation and Neighborhood Services	Administration	913 FUTURE TEACHER LOANS - Approved - Applications, Correspondence, Background Verifications, Award Letters, Records of Payments	Loan Paid+4 Years
Parks Recreation and Neighborhood Services	Administration	914 FUTURE TEACHER LOANS - Denied - Applications, Correspondence, Background Verifications	2 Years
Parks Recreation and Neighborhood Services	Administration	915 RECEIVABLES - Deposits, Cash Receipts, Payments for Reservations, Cash Summary Logs, Fees (Entrance, Parking, Use), Cash Vouchers, Vending Machine Revenue, Video Machine Revenue	1 Year
Parks Recreation and Neighborhood Services	Administration	916 GRANT MANAGEMENT - Funds Received - Applications, Proposals Submitted, Reports, Correspondence, Approvals	Final Report+3 Years or as otherwise provided in the grant document

City of San Jose Records Retention Schedule

Parks Recreation and Neighborhood Services	Administration	917	GRANTS ADMINISTRATION - Funds Donated - Applications, Award Letters, Check Requests, Copies of Checks, Reports Received from Recipients, Correspondence	Final Payment+5 Years
Parks Recreation and Neighborhood Services	Administration	918	HEALTHY NEIGHBORHOODS VENTURE FUNDS - Program Plans	Term+2 Years
Parks Recreation and Neighborhood Services	Administration	919	HEALTHY NEIGHBORHOODS VENTURE FUNDS - Service Grants Approved - Applications, Agreements, Tracking of Payments, Goal Measures, Activity Reporting, Award Letters, Background Information Received (Due Diligence)	Final Payment+ 5 Years
Parks Recreation and Neighborhood Services	Administration	920	HEALTHY NEIGHBORHOODS VENTURE FUNDS - Program Audits - Workpapers, Report of Recommendations, Follow-up Documentation	Audit+7 Years
Parks Recreation and Neighborhood Services	Administration	921	DEPARTMENT TIMECARDS - Part-time Employee Timecards	7 Years
Parks Recreation and Neighborhood Services	Administration	922	MAILING LISTS - Citizens, Government Agencies, Community Groups, Project Contacts	2 years
Parks Recreation and Neighborhood Services	Administration	923	PROJECTS - Notes, Task Lists, Timelines, Reports, Schedules, Background Materials, Work Orders, Logs, Data Management, Surveys	Completion of Project+2 Years
Parks Recreation and Neighborhood Services	Administration	924	OUTREACH COORDINATORS - List of Support Services, Correspondence with Providers, Contact List, Program Files	2 Years

City of San Jose Records Retention Schedule

Parks Recreation and Neighborhood Services	Administration	925	ACCIDENTS - Logs, Follow-up Documentation, Appeals, Correspondence, Investigation Notes and Reports, Visitor Accident Forms and Reports	5 Years
Parks Recreation and Neighborhood Services	Administration	926	INCIDENT REPORTS - Incidents Involving Visitors to the Parks, Written Reports Regarding Park Concerns	5 Years
Parks Recreation and Neighborhood Services	Administration	927	COMPLAINTS & CONCERNS - Written Complaints, Responses, Correspondence	2 Years
Parks Recreation and Neighborhood Services	Administration	928	TAXES - Reports and Approvals, Revenue Collected, Allocation Reports	5 Years
Parks Recreation and Neighborhood Services	Administration	929	USAGE STATISTICS & REPORTS	5 Years
Parks Recreation and Neighborhood Services	Administration	930	YOUTH EMPLOYMENT SERVICES - List of Participating Businesses, Correspondence, Job Announcements, Career Fair Documents, Workshop Materials, Workshop Sign-up Sheets	3 Years
Parks Recreation and Neighborhood Services	Administration	931	YOUTH EMPLOYMENT SERVICES - Career Counseling Files, Job Placement Files, Applications, Resumes, Aptitude Testing, Certificates of Completion	3 Years
Parks Recreation and Neighborhood Services	Administration	932	VOLUNTEER PROGRAMS - Complaints, Schedules, Weekly Logs, Sign-In Sheets, Project Lists, Memos, Expense Reimbursements, Training Schedules, Training Registrations	2 Years

City of San Jose Records Retention Schedule

Parks Recreation and Neighborhood Services	Administration	933	VOLUNTEER PROGRAMS - Waivers, Applications, Key Logs	Length of Service+2 Years
Parks Recreation and Neighborhood Services	Administration	934	VOLUNTEER PROGRAMS - List of Volunteers and Emergency Contacts, Database of Participants	Length of Service+2 Years
Parks Recreation and Neighborhood Services	Administration	935	SPECIAL EVENTS - Schedules, Participant Lists, Correspondence, Notices, Announcements, Expenses, Agreements, Sponsorships, Donations	5 Years
Parks Recreation and Neighborhood Services	Administration	936	CHRISTMAS IN PARK - Committee - Agendas, Minutes, Agreements	5 Years
Parks Recreation and Neighborhood Services	Administration	937	PROGRAMS - Work Plans, Correspondence, Training, Notes, Schedules, Program Reports	2 Years
Parks Recreation and Neighborhood Services	Administration	938	NEIGHBORHOOD MEETINGS - Agendas, Correspondence, Notes, Minutes, Follow-up Reports, Written Documentation Received from Community	3 Years
Parks Recreation and Neighborhood Services	Administration	939	PROGRAMS OFFERED - Announcements, Calendars, Catalogs, Class Changes, Notifications, Rosters, Sign-In Sheets, Reservations, Waivers, Vouchers, Scholarships	2 Years
Community Facilities Development				
Parks Recreation and Neighborhood Services	Community Facilities Development	940	MASTER PLANS - Parks, Trails, Community Centers, Regional Parks - Final Master Plans, Maps, Drawings, Photographs	PERMANENT

City of San Jose Records Retention Schedule

Parks Recreation and Neighborhood Services	Community Facilities Development	941	GREENPRINT - Long Range Plan, Needs Assessment, Strategy Development	PERMANENT
Parks Recreation and Neighborhood Services	Community Facilities Development	942	PROPOSALS - New Park Project Proposals, Feasibility Studies	20 years
Parks Recreation and Neighborhood Services	Community Facilities Development	943	CAPITAL BUDGET - Budget Work Sheets, Calculations, Spreadsheets, Analysis Reports	5 Years
Parks Recreation and Neighborhood Services	Community Facilities Development	944	COMMUNITY FACILITIES DEVELOPMENT - Developer Information	6 Years
Parks Recreation and Neighborhood Services	Community Facilities Development	945	COMMUNITY MEETINGS - Notices, Agendas, Minutes, Notes, Correspondence	2 Years
Parks Recreation and Neighborhood Services	Community Facilities Development	946	PARK DEDICATION IMPACT INFORMATION	5 Years
Parks Recreation and Neighborhood Services	Community Facilities Development	947	PARK DEDICATION IMPACT INFORMATION - Parkland Agreements	Term + 5 years
Parks Recreation and Neighborhood Services	Community Facilities Development	948	REGIONAL PARKS - Notes, Background Documents, Reports, Correspondence	5 Years

City of San Jose Records Retention Schedule

Community Services

Parks Recreation and Neighborhood Services	Community Services	949	OFFICE ON AGING - Reports, Referrals, Rosters, Schedules, Sign-In Sheets, Waivers, Training, Expense Reimbursements	4 years
Parks Recreation and Neighborhood Services	Community Services	950	OFFICE ON AGING - Participant Lists, Business Partner Lists, Volunteer Lists, Educational Courses, Job Listings	2 years
Parks Recreation and Neighborhood Services	Community Services	951	OFFICE ON AGING - Municipal Health Services Program - Contracts, Statistics, Reimbursements	Final Expenditure + 5 years
Parks Recreation and Neighborhood Services	Community Services	952	RECREATIONAL CENTERS - Staffing Schedules, Transportation Schedules, Visitor/Attendee Sheets, Special Events Calendars and Notices, Brochures	2 Years
Parks Recreation and Neighborhood Services	Community Services	953	NUTRITION PROGRAM - Menus, Records of Foods Purchased and Used, Meal Counts	5 Years
Parks Recreation and Neighborhood Services	Community Services	954	GIFT SHOPS - Inventories, Receipts, Deposits, Shipping Receipts, Purchase Orders, Flyers, Work Schedules, Donations	4 Years
Parks Recreation and Neighborhood Services	Community Services	955	RESERVATIONS - Facility, Fields, Courts, Equipment - Reservations, Scheduling, Fees Collected, Work Orders, Rental Agreements	2 Years
Parks Recreation and Neighborhood Services	Community Services	956	RECREATION EVENTS/CLASSES - Registration, Announcements and Flyers, Volunteer Lists, Teacher Lists, Waivers	2 Years

City of San Jose Records Retention Schedule

Parks Recreation and Neighborhood Services	Community Services	957	RECREATION EVENTS/CLASSES - Electronic Recreation System Database	2 Years
Parks Recreation and Neighborhood Services	Community Services	958	SPORTS & THERAPEUTIC PROGRAMS - Schedules, Registrations, Tournament Rosters, Equipment Inventories, Purchase Orders	2 Years
Parks Recreation and Neighborhood Services	Community Services	959	SPORTS PROGRAMS - Referee Contracts	Term of Contract+3 Years
Parks Recreation and Neighborhood Services	Community Services	960	MAYOR'S GANG PREVENTION TASK FORCE - Notes, Correspondence, Recommendations, Work Plans, Proposals	4 Years
Parks Recreation and Neighborhood Services	Community Services	961	RIGHT CONNECTION PROGRAM - Program Documentation and Plans, Correspondence, Notifications, Logs of Incidents, Response Reports	3 Years
Parks Recreation and Neighborhood Services	Community Services	962	YOUTH INTERVENTION SERVICES - Counseling - Referrals, Providers List, Participants	3 Years
Parks Recreation and Neighborhood Services	Community Services	963	ABUSE REPORTING - Reports, Follow-up Documentation, Evaluations, Contact Reports	5 Years
Parks Recreation and Neighborhood Services	Community Services	964	PRNS EVENTS - Flyers, Booth Reservations, Coordination Records	4 Years

City of San Jose Records Retention Schedule

Parks Recreation and Neighborhood Services	Community Services	965	SAFE SCHOOLS CAMPUS INITIATIVE & HEALTHY STUDENTS - Services, Contacts, Complaints, Schedules, Incident Management Reports, Notifications, Correspondence, Follow-up, Remediation Recommendations, Implementation, Work Requests	2 Years
Parks Recreation and Neighborhood Services	Community Services	966	SAFE SCHOOLS CAMPUS INITIATIVE - Response Plans, Emergency Contingency Plans	Term+2 Years
Parks Recreation and Neighborhood Services	Community Services	967	SAFE SCHOOLS PROGRAM - Response Training Records, Rosters, Sign-In Sheets, Notifications, Access Logs	3 Years
Parks Recreation and Neighborhood Services	Community Services	968	YOUTH CENTERS - Hours of Operation Schedules, Volunteer Schedules, Volunteer Lists, Donation Records, Work Schedules, Sponsorships, Activities, Waivers, Sign-In Sheets, Correspondence	2 Years
Parks Recreation and Neighborhood Services	Community Services	969	YOUTH INTERVENTION PROGRAMS - Program Documentation, List of Resources and Services, Correspondence, Referrals, Contact Forms, Reports, Follow-up Documentation	3 Years

Parks - Regional, Neighborhood, Special Facilities

Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	970	PROGRAMS - FARMS, ZOOS, PARKS - Registrations, Schedule of Events, Work Schedules, Volunteer Lists, Training Class Material, Roster of Attendees, Sign-In Sheets, Parent Release Forms, Waivers, Fees Collected	2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	971	FARMS/ZOOS- Animals Sales and Donations, Receipts, Waivers, Exchanges	4 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	972	FARMS/ZOOS - Dead Animal Records, Disposal Records	5 Years

City of San Jose Records Retention Schedule

Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	973	FARMS/ZOOS - Husbandry Records, Veterinarian Records, Animal Health Records, Feed Records	Life of Animal+2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	974	FARMS - Agreement with 4-H Club for Animal Care	Term of Agreement+3 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	975	FARMS/ZOOS - Docent Training, Staff Keeper Aide Training, Registration, Sign-In Sheets	Length of Service+2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	976	FARMS/ZOOS - Docent Schedules	2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	977	ZOOS - Happy Hollow Corporation Agreement	Term of Agreement+3 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	978	PARKS / GOLF COURSES / GARDENS - Use Fees, Reservations, Schedules, Receipts, Insurance, Tournament Schedules, Participant Lists, Landscape Maintenance, Water Usage Records, Equipment Rentals	2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	979	PARKS / GOLF COURSES / GARDENS - Landscape Plans	Term+2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	980	PARK RANGER MANAGEMENT RECORDS - Trails Assessments, Trails Actions, Monitoring Reports, Ranger Daily Logs, Roster of All Park Rangers, Program Files	2 Years

City of San Jose Records Retention Schedule

Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	981	YOUTH SCIENCE INSTITUTE - Annual Reports to City per agreement	Term of Agreement+3 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	982	SURVEYS - Customer, Zip Code	5 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	983	CONCESSIONS - Food & Equipment Inventories, DHS Inspection Reports, Remediation Action, Correspondence, Work Schedules, Cleaning Logs, Repair Schedules, Sales Receipts, Sales Reports	2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	984	FAMILY CAMP - Registrations, Applications, Funding, Receipts for Payment, Schedules, Permissions, Waivers, Insurance for Participants, Food Logs/Inventories, Notices, Attendance Records	2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	985	GIFT SHOPS - Inventories, Receipts, Deposits, Shipping Receipts and Labels, Purchase Orders, Adoption Certificates, Promotionals, Flyers	4 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	986	FIRST AID STATIONS - Inventories of Supplies, Waivers, Signature Sheets for Medicine	2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	987	PARK RANGERS - Pre-Hire Background Checks - Hired and Not Hired	7 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	988	NEW EMPLOYEES - Equipment Assignments, Key List	Length of Assignment+4 Years

City of San Jose Records Retention Schedule

Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	989	ENVIRONMENTAL HEALTH - Asbestos - Asbestos Testing, Reporting, Follow-up, Findings, Recommendations, Remediation, Notifications for all Park Facilities	30 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	990	ENVIRONMENTAL HEALTH - Audits, Internal Inspections, Findings and Recommendations, Reports	Term + 2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	991	ENVIRONMENTAL HEALTH - Backflow Reports	2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	992	ENVIRONMENTAL HEALTH - FIFRA Exemption Letters or Variances	Term of Exemption+5 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	993	ENVIRONMENTAL HEALTH - Prop 65 Exemption Letters, TSCA Exemption Letters	Term of Exemption+2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	994	INSPECTIONS - Playground Inspection Forms and Reports, Fire Extinguisher Inspection Forms and Reports, Park Regular Safety Checks	2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	995	INSPECTIONS - Regulating Agencies Correspondence, Reports, Recommendations	Completion of Recommen- dations+2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	996	NATURAL RESOURCES MANAGEMENT - Quarterly & Annual Reports to Fish and Game Agency, Interaction Reports, Domestic Waterfowl Control Documentation, Animal Control Documentation	2 Years

City of San Jose Records Retention Schedule

Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	997	NATURAL RESOURCES MANAGEMENT - Vegetation Management, Routine Maintenance Schedules, Correspondence, Monitoring Reports	2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	998	LAKES - Water Testing, Quality Checks, Reports, Water Level Checks, Septic Tank Check Reports, Maintenance	5 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	999	LAKES - Notifications	2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1000	WATER - Public Water Monitoring and Testing Data	30 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1001	WATER - Storm Water Monitoring and Runoff - Field Data Forms, Reports	5 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1002	PERMITS - Parks, Golf Courses, Gardens, Zoos - Alcohol Beverage, Wastewater, Irrigation Discharge, Fish & Game, Development	Term of Permit+2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1003	PESTICIDE APPLICATORS PROFESSIONAL ASSOCIATION - Licenses, Training Logs	Term+2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1004	PESTICIDES - Chemicals Used at Facilities and on Park Grounds - Storage, MSDS, Disposal, Profiles	30 Years

City of San Jose Records Retention Schedule

Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1005	PESTICIDES - Inventories, Spraying Schedules, Purchase Authorizations, Inspections, Manifests, Permits and Material Plans	5 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1006	PESTICIDES - Training Logs, Licenses, Medical Waivers, Pesticide Control Applicator Cards	5 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1007	SAFETY MEETINGS - Tailgate Safety Training, Biweekly Meetings	5 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1008	FACILITIES - Facility Inventories	15 years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1009	FACILITIES MAINTENANCE RECORDS - Custodial Services, Regular Maintenance, Routine Building and Equipment Inspections, Checklists, HVAC Records, Key Logs, Rosters, Pest Extermination	2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1010	FACILITIES - Plans and Drawings, As As-Builts, Repair Records	Life of Structure+2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1011	FACILITIES - Work Orders - Requests for Service, Cost Sheets, Logs	2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1012	EQUIPMENT - Apparatus Daily & Monthly Inspections	2 Years

City of San Jose Records Retention Schedule

Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1013	EQUIPMENT - Repair Records, Operating Manuals, Maintenance Manuals, Annual Maintenance Reports	Life of Equipment+2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1014	VEHICLE ASSIGNMENTS - Driver Identity Cards, Assignments	2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1015	VEHICLES - DMV Records - License Plate Records, Lost License Plates, Licenses and Permits, Certificates	Term+4 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1016	VEHICLES - Accidents - Reports, Repairs, Damage Assessments	Case Closed+5 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1017	ANTI-GRAFITTI - Paint Supply Logs, Phone Logs of Requests, Applications, Schedules, Permission from Private Property Owners, Volunteer Lists, Training Records	2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1018	PARKS USE - Permits, Deposits, Applications, Insurance and Deposit Receipts, Health Permits, Special Uses Notifications	Term of Permit+2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1019	COMMUNITY MEETINGS - Notices, Agendas, Public Comments	2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1020	PROGRAMS - Registrations, Schedule of Events, Work Schedules, Volunteer Lists, Training Class Material, Roster of Attendees, Sign-In Sheets, Parent Release Forms, Waivers, Fees Collected, Records of Assigned Plots for Gardens	2 Years

City of San Jose Records Retention Schedule

Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1021	CAPITAL PROJECTS/RENOVATIONS - Schedules, Funding Receipts, Tracking of Expenses, Notices, Correspondence, Work Required and List of Activities	Completion+2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1022	FACILITIES - Key Logs, Equipment Inventories	2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1023	INSPECTIONS - Fire Extinguisher Inspection Forms and Reports	2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1024	SAFETY MEETINGS - Tailgate Safety Training, Biweekly Meetings	5 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1025	ENVIRONMENTAL HEALTH - Asbestos - Asbestos Testing, Reporting, Follow-up, Findings, Recommendations, Remediation, Notifications for all Park Facilities	30 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1026	ENVIRONMENTAL HEALTH - Audits, Internal Inspections, Findings and Recommendations, Reports	2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1027	NATURAL RESOURCES MANAGEMENT - Vegetation Management, Routine Maintenance Schedules, Correspondence, Tree Monitoring Checks	Term of contract + 2 years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1028	NATURAL RESOURCE MANAGEMENT - Quarterly and Annual Reports to Fish and Game Agency, Interaction Reports, Domestic Waterfowl Control Documentation, Animal Control Documentation	Term of contract + 2 years

City of San Jose Records Retention Schedule

Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1029	NATURAL RESOURCE MANAGEMENT - Fish & Game Permits	Expiration Date+2 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1030	WATER - Public Water Monitoring and Testing Data	30 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1031	WATER - Soil and Ground Water Testing Results and Reports	PERMANENT
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1032	WATER - Storm Water Monitoring and Runoff - Field Data Forms, Reports	5 Years
Parks Recreation and Neighborhood Services	Parks - Regional, Neighborhood, Special Facilities	1033	WATER RIGHTS - Documentation	PERMANENT
Parks and Civic Grounds Management				
Parks Recreation and Neighborhood Services	Parks and Civic Grounds Management	1034	WORK ORDERS - Requests for Service, Cost Sheets, Logs, Repairs, Maintenance	2 Years
Parks Recreation and Neighborhood Services	Parks and Civic Grounds Management	1035	TECHNICIAN'S LOG	2 Years
Parks Recreation and Neighborhood Services	Parks and Civic Grounds Management	1036	PESTICIDES - Training Logs, Licenses, Medical Waivers, Pesticide Control Applicator Cards	5 Years

City of San Jose Records Retention Schedule

Parks Recreation and Neighborhood Services	Parks and Civic Grounds Management	1037	PESTICIDES - Storage, MSDS, Disposal, Profiles	30 Years
Parks Recreation and Neighborhood Services	Parks and Civic Grounds Management	1038	PESTICIDES - Inventories, Spraying Schedules, Purchase Authorizations, Inspections, Manifests, Permits and Material Plans	5 Years
Parks Recreation and Neighborhood Services	Parks and Civic Grounds Management	1039	HAZARDOUS MATERIALS - Inspection Violation Reports	5 Years
Parks Recreation and Neighborhood Services	Parks and Civic Grounds Management	1040	PESTICIDE APPLICATORS PROFESSIONAL ASSOCIATION - Licenses, Training Logs	Term+2 Years
Parks Recreation and Neighborhood Services	Parks and Civic Grounds Management	1041	EQUIPMENT - Nonvehicular - Repair Schedules, Operating Manuals, Replacement Schedules	Life of Equipment+2 Years
Parks Recreation and Neighborhood Services	Parks and Civic Grounds Management	1042	EQUIPMENT - Nonvehicular (Lawn Mowers, Weed Sprayers, Hedgers, etc.) - Asset Inventories	Life of Equipment+2 Years
Parks Recreation and Neighborhood Services	Parks and Civic Grounds Management	1043	HORTICULTURIST DOCUMENTS - Tree Inventories, Complaints, Work Schedules, Pruning, Planting, Stump Removal	2 Years
Parks Recreation and Neighborhood Services	Parks and Civic Grounds Management	1044	PARK DESIGN - Landscaping, Blueprints, Specifications, Markings, Signs	PERMANENT

City of San Jose Records Retention Schedule

Planning Building and Code Enforcement

	Series	Title and Description	Retention
Building			
Planning Building and Code Enforcement	580	BUILDING FILES - Documentation on every structure for which the City issues a building permit, including but not limited to Approved Applications, Permits, Plans, Evaluations, Plan checks, Alternate Materials, Non-Conforming Uses, Inspections, Complaints, Correspondence, Reports, Violations and Solutions, Correction Notices, Ledgers, Certificates of Occupancy, Condemnations, and Closures.	Life of Structure +2 Years
Planning Building and Code Enforcement	581	PLAN CHECKS, NO PERMIT ISSUED - Building permit applications that have been approved, but for which the applicant did not complete the application process and for which no permit was issued.	2 Years
Planning Building and Code Enforcement	582	BUILDING PERMIT APPLICATIONS, DENIED - Building permit applications received but were denied approval.	5 Years
Planning Building and Code Enforcement	583	SOIL REPORTS - Records of analysis of soil from proposed building sites.	PERMANENT
Planning Building and Code Enforcement	584	BUILDING DEMOLITION FILES - Records documenting the demolition of buildings including but not limited to correspondence and permits.	15 Years
Planning Building and Code Enforcement	585	APPEALED ENFORCEMENT CASE FILES - Inspection cases appealed to the Appeals Hearing Board including but not limited to reports, decisions, correspondence, and supporting documentation.	Life of Structure +2 Years

City of San Jose Records Retention Schedule

Planning Building and Code Enforcement	Building	586	STATISTICS - Statistics of Sites Inspected, Citations Given, Appeals Heard	5 Years
Planning Building and Code Enforcement	Building	587	STREETS / NUMERIC ADDRESSING / TRACT MAPS - Records documenting the naming and numbering of streets and addresses.	PERMANENT
Code Enforcement				
Planning Building and Code Enforcement	Code Enforcement	589	CASE FILES - Inspections, Complaints, Correspondence, Reports, Violations, Correction Notices, Photos, Administrative Citations (not appealed)	Case Closure + 2 Years
Planning Building and Code Enforcement	Code Enforcement	590	CODE ENFORCEMENT SYSTEM DATABASE - Inspections, Complaints, Coorespondence, Reports, Violations, Correction Notices	PERMANENT
Planning Building and Code Enforcement	Code Enforcement	591	CODE ENFORCEMENT PHOTOGRAPHS - Digital images in the Code Enforcement System database.	Closure + 5 Years
Planning Building and Code Enforcement	Code Enforcement	592	CITATIONS - Administrative Citations (appealed Citation only), Criminal Citations (Citation and associated case file)	Closure + 5 Years
Planning Building and Code Enforcement	Code Enforcement	593	APPEALS HEARING BOARD - Cases, Resolutions, Agendas, Synopsis, Minutes, Packets, and Hearing Files	PERMANENT
Planning Building and Code Enforcement	Code Enforcement	594	APPEALS / HEARING OFFICER - Written decisions on appeals of Administrative Citations by the San Jose Hearing Officer	PERMANENT

City of San Jose Records Retention Schedule

Planning Building and Code Enforcement	Code Enforcement	595	STATISTICS - Statistics of Sites Inspected, Citations Issued, Appeals Heard	PERMANENT
Planning Building and Code Enforcement	Code Enforcement	596	PERMITS - Multiple Housing Occupancy Permits, Off-Sale Alcohol, Abandoned Cart, Auto Dismantler, Auto Body, Waste Tire Program Renewals, Modifications and Changes	PERMANENT
Planning Building and Code Enforcement	Code Enforcement	597	SOLID WASTE FACILITY PERMITS - Revisions, Amendments	PERMANENT
Planning Building and Code Enforcement	Code Enforcement	598	RECORDS - Certification, Correspondence, Training and other CIWMB required documentation	PERMANENT
Planning Building and Code Enforcement	Code Enforcement	599	APPEALS / INDEPENDENT HEARING PANEL - Cases, Resolutions, Agendas, Synopsis, Minutes, Packets and Hearing Files	PERMANENT

City of San Jose Records Retention Schedule

Police

		Series	Title and Description	Retention
Bureau of Field Operations				
Police	Bureau of Field Operations	31	BOMB SQUAD - Activity Logs	5 Years
Police	Bureau of Field Operations	32	BOMB SQUAD - Closed Cases	Date Closed+7 Years
Police	Bureau of Field Operations	33	BOMB SQUAD - Open Cases	10 Years
Police	Bureau of Field Operations	34	CHIEF'S RECORDS - Watch Commander - Activity Reports, Watch Lists	2 Years
Police	Bureau of Field Operations	35	CHIEF'S RECORDS - Watch Commander - District Information, Beat Information	2 Years
Police	Bureau of Field Operations	36	CRIME PREVENTION PROGRAMS - Crime Stoppers Files, Ride Along Files, TABS Program (Truancy Abatement), Presentation Requests	2 Years
Police	Bureau of Field Operations	37	FIELD TRAINING - Field Training Officer Files, Evaluations	7 Years
Police	Bureau of Field Operations	38	FLEET MANAGEMENT - Pursuits / Chase Audio/Video Tapes	2 Years
Police	Bureau of Field Operations	39	MAIN LOBBY - Lobby Registration Logs	2 Years
Police	Bureau of Field Operations	40	PREPROCESSING CENTER - INTAKE AND SCREENING - (Juvenile and Adult) - Files and Completed Forms, Logs	5 Years
Police	Bureau of Field Operations	41	PREPROCESSING CENTER - Surveillance Video Tapes	14 Months

City of San Jose Records Retention Schedule

Police	Bureau of Field Operations	42	RESERVES - Program Files, Public Relations, Project Files, Community Files	2 Years
Police	Bureau of Field Operations	43	RESERVES - Volunteers, Shifts, Hours Worked	2 Years
Police	Bureau of Field Operations	44	SPECIAL OPERATIONS - Activity Logs	2 Years
Police	Bureau of Field Operations	45	SPECIAL OPERATIONS - K-9, Horse Mounted - Training Files, Bite Memos	Until Animal is Retired+7 Years
Police	Bureau of Field Operations	46	SPECIAL OPERATIONS - M.E.R.G.E. Training Files	Duration of Tour*
Police	Bureau of Field Operations	47	TRAFFIC - Enforcement / Cruise Management Detail	2 Years
Police	Bureau of Field Operations	48	VALTOX LOGS	5 Years
Police	Bureau of Field Operations	49	VCET (Violent Crime Enforcement Team) - Activity Logs	5 Years
Police	Bureau of Field Operations	50	VCET (Violent Crime Enforcement Team) - Street Gang Files	PERMANENT
Police	Bureau of Field Operations	342	SPECIAL OPERATIONS - Metro - Graffiti	10 Years
Bureau of Administration				
Police	Bureau of Administration	51	FISCAL - AUDIT REPORTS	7 Years
Police	Bureau of Administration	52	PERMITS - Applications Rejected including Background Checks	3 Years
Police	Bureau of Administration	53	PERMITS - FALSE ALARM INCIDENTS - False Alarm Warning Card Files, Reports	2 Years
Police	Bureau of Administration	54	PERMITS - HEARING OFFICER RECORDS - Taxi and Tow Companies	3 Years

City of San Jose Records Retention Schedule

Police	Bureau of Administration	55	PERMITS - INSPECTION FILES - Taxi and Tow Companies	2 Years
Police	Bureau of Administration	56	PERMITS - Massage Parlor Permits - Approved and Denied	5 Years
Police	Bureau of Administration	57	PERMITS - PERMITS ISSUED/RENEWED ON AN ANNUAL BASIS (Ice Cream Truck, Bicycle License, Tow Driver, Taxi, Entertainment, Special Event, Amusement, Pawnbroker, Towing Company, Firearm Dealer, Funeral Escort, Bingo, Peddler, Concealed Weapon)	3 Years
Police	Bureau of Administration	58	PERMITS - Photo Database	Term of Permit+2 Years
Police	Bureau of Administration	59	PERMITS - SECONDARY EMPLOYMENT - Employee	2 Years
Police	Bureau of Administration	60	PERMITS - SECONDARY EMPLOYMENT - Employer	2 Years
Police	Bureau of Administration	61	PERSONNEL - BACKGROUND CHECKS - Sworn Hired Personnel	Hire Date + 30 Years
Police	Bureau of Administration	62	PERSONNEL - BACKGROUND CHECKS - Non Sworn Personnel	Bkg Complete Date + 7 Years
Police	Bureau of Administration	63	PERSONNEL - EMPLOYEE FILES (Sworn)	Term of Employment + 20 Years
Police	Bureau of Administration	64	PERSONNEL - FIREARM RANGE TRAINING	Term of Employment+7 Years
Police	Bureau of Administration	65	PERSONNEL - LABOR DISTRIBUTION REPORTS - Statistical Reports of Deployment	15 Years
Police	Bureau of Administration	66	PHOTO LAB - PHOTOS - Crime Scenes	10 Years
Police	Bureau of Administration	67	PROPERTY - Form 13 - Open and Dead (Reconciled)	20 Years
Police	Bureau of Administration	68	PROPERTY - REGISTER LOG - Index Log of Property Taken In and Stored	20 Years
Police	Bureau of Administration	69	RESERVES - Candidate Files	Date Eligibility List Expires+7 Years

City of San Jose Records Retention Schedule

Police	Bureau of Administration	70	TRAINING - DEPARTMENT TRAINING RECORDS (All Units)	Term of Employment+7 Years
Police	Bureau of Administration	100	PERSONNEL - EMPLOYEE FILES (Non Sworn) - Full time, Part Time, Reserves, Volunteers	Hire Date + 7 Years
Police	Bureau of Administration	187	PERSONNEL - EMPLOYEE FILES INJURY (Sworn and Non-Sworn)	Term of Employment + 7 Years
Bureau of Investigations				
Police	Bureau of Investigations	71	COURT LIAISON - District Attorney Rejection Slips	2 Years
Police	Bureau of Investigations	72	COURT LIAISON - Docket Lists, Calendars, Bail Summary, Affidavits for Probable Cause	2 Years
Police	Bureau of Investigations	73	COURT LIAISON - EVIDENCE - Property Summary Reports - Open Cases	Disposition+10 Years
Police	Bureau of Investigations	74	FINANCIAL CRIMES - Pawnbroker Receipts, Tickets	2 Years
Police	Bureau of Investigations	75	INVESTIGATIONS - Undercover Expense Ledgers	5 Years
Police	Bureau of Investigations	76	INVESTIGATIONS - Case Burn Files - Destruction of Evidence	8 Years
Police	Bureau of Investigations	77	INVESTIGATIONS - Case Files - General Crimes - Assault (Except Kidnapping for Ransom / Extortion), Financial (Except Embezzlement, Falsification of Public Records), High-Tech Crimes, Narco Drug Files, Robbery - Closed Cases	Date Closed+ 5 Years
Police	Bureau of Investigations	78	INVESTIGATIONS - Case Files - General Crimes - Assault (Except Kidnapping for Ransom / Extortion), Financial (Except Embezzlement, Falsification of Public Records), High-Tech Crimes, Narco Drug Files, Robbery - Open Cases	3 Years
Police	Bureau of Investigations	79	INVESTIGATIONS - Case Files - Assault Unit - Kidnapping for Ransom / Extortion, Embezzlement, Falsification of Public Records - Open & Closed Cases	50 Years

City of San Jose Records Retention Schedule

Police	Bureau of Investigations	80	INVESTIGATIONS - Case Files - Family Violence Unit - Child Abuse, Child Neglect - Substantiated Open & Closed Cases	PERMANENT
Police	Bureau of Investigations	81	INVESTIGATIONS - Case Files - Family Violence Unit - Child Abuse, Child Neglect - Unsubstantiated Open & Closed Cases	20 Years
Police	Bureau of Investigations	82	INVESTIGATIONS - Case Files - Family Violence Unit - Domestic Violence and Elder Abuse or Neglect - Open & Closed Cases	10 Years
Police	Bureau of Investigations	83	INVESTIGATIONS - Case Files - Gang Unit - Closed Cases	Date Closed+5 Years
Police	Bureau of Investigations	84	INVESTIGATIONS - Case Files - Gang Unit - Open Cases	3 Years
Police	Bureau of Investigations	85	INVESTIGATIONS - Case Files - Homicide Unit - Homicide (Not Including Suicide) - Closed Cases	50 Years
Police	Bureau of Investigations	86	INVESTIGATIONS - Case Files - Homicide Unit - Homicide (Not Including Suicide) - Open Cases	50 Years
Police	Bureau of Investigations	87	INVESTIGATIONS - Case Files - Homicide Unit - Suicide and Attempted Suicide Case Files - Closed Cases Officially Determined as Suicide, No Follow Up Required	20 Years
Police	Bureau of Investigations	88	INVESTIGATIONS - Case Files - Homicide Unit - Suicide and Attempted Suicide Case Files - Open Cases Under Suspicion, Follow Up Required	20 Years
Police	Bureau of Investigations	89	INVESTIGATIONS - Case Files - Missing Persons Unit - Closed Cases	Date Closed+5 Years
Police	Bureau of Investigations	90	INVESTIGATIONS - Case Files - Missing Persons Unit - Open Cases	PERMANENT
Police	Bureau of Investigations	91	INVESTIGATIONS - Case Files - Sexual Assault Unit - Child Molest - Substantiated Cases	PERMANENT
Police	Bureau of Investigations	92	INVESTIGATIONS - Case Files - Sexual Assault Unit - Child Molest with DNA - Open & Closed Cases	PERMANENT

City of San Jose Records Retention Schedule

Police	Bureau of Investigations	93	INVESTIGATIONS - Case Files - Sexual Assault Unit - Sexual Assault (Except Substantiated Child Molest and Child Molest with DNA) - Open & Closed Cases	20 Years
Police	Bureau of Investigations	94	INVESTIGATIONS - Case Files - Traffic Accidents Unit - Driving While Under the Influence (DUI) - Open & Closed Cases	3 Years
Police	Bureau of Investigations	95	INVESTIGATIONS - Case Files - Traffic Accidents Unit - Fatal Accidents - Case Files, Logs, Index Cards - Open & Closed Cases	10 Years
Police	Bureau of Investigations	96	INVESTIGATIONS - Case Files - Traffic Accidents Unit - Felony Hit-&-Run - Closed Cases	10 Years
Police	Bureau of Investigations	97	INVESTIGATIONS - Case Files - Traffic Accidents Unit - Felony Hit-&-Run - Open Cases	3 Years
Police	Bureau of Investigations	98	INVESTIGATIONS - Case Files - Traffic Accidents Unit - Nonfatal Accidents including Misdemeanor Hit & Run - Case Files, Logs, Index Cards - Open & Closed Cases	3 Years
Police	Bureau of Investigations	99	INVESTIGATIONS - Gangs - Information on Gang Activity and Members for CAL-GANG Database - Active	PERMANENT
Police	Bureau of Investigations	101	INVESTIGATIONS - Gangs - Information on Gang Activity and Members for CAL-GANG Database - Inactive	5 Years
Police	Bureau of Investigations	102	INVESTIGATIONS - Informants Card Files	PERMANENT
Police	Bureau of Investigations	103	INVESTIGATIONS - Narcotic Audio Tape Files	5 Years
Police	Bureau of Investigations	104	INVESTIGATIONS - Narcotics Unit - Dailies (Officers' Daily Activities)	5 Years
Police	Bureau of Investigations	105	INVESTIGATIONS - Sex Registrant Files	Life of Registrant
Police	Bureau of Investigations	106	INVESTIGATIONS - Special Employees Undercover Agent Files	Date Closed+5 Years

City of San Jose Records Retention Schedule

Bureau of Technical Services

Police	Bureau of Technical Services	107	COMMUNICATIONS - 911 MASTER TAPES	14 Months
Police	Bureau of Technical Services	108	COMMUNICATIONS - FCC LICENSES	Term+2 Years
Police	Bureau of Technical Services	109	COMMUNICATIONS - TELEPHONE RECORDS	2 Years
Police	Bureau of Technical Services	110	COMMUNICATIONS - Telephone Report Automation Center (TRAC) Reports	2 Years
Police	Bureau of Technical Services	111	OSSD - ACCIDENT PHOTOS AND NEGATIVES - Fatal	10 Years
Police	Bureau of Technical Services	112	OSSD - ACCIDENT PHOTOS AND NEGATIVES - Nonfatal	5 Years
Police	Bureau of Technical Services	113	OSSD - BLUE CARD FILES, TRAC Log	2 Years
Police	Bureau of Technical Services	114	OSSD - CITATION FILES - Parking and Moving	3 Years
Police	Bureau of Technical Services	115	OSSD - FACTUALLY INNOCENT - Sealed Factually Innocent Records	Sealed+3 Years
Police	Bureau of Technical Services	116	OSSD - FIELD INTERVIEWS - Cards, Information Gathered in All Formats	10 Years
Police	Bureau of Technical Services	117	OSSD - FINGERPRINT FILES - Case (Palm) Print Cards, Fingerprint Cards	PERMANENT
Police	Bureau of Technical Services	118	OSSD - FINGERPRINT LATENT LIFT CARDS - Fingerprints Lifted from Crime Scene	PERMANENT
Police	Bureau of Technical Services	119	OSSD - GUN FILES - Voluntary Registrations	PERMANENT
Police	Bureau of Technical Services	120	OSSD - JUVENILE SEALINGS	After 38th Birthday

City of San Jose Records Retention Schedule

Police	Bureau of Technical Services	121	OSSD - MICROFICHE - RIS, CAD Event History, Officer Daily and Biweekly Detail Activity	10 Years
Police	Bureau of Technical Services	122	OSSD - PHOTO DATABASE	PERMANENT
Police	Bureau of Technical Services	123	OSSD - PRIVATE PROPERTY TOW FILES	2 Years
Police	Bureau of Technical Services	124	OSSD - REPORTS (Including Supplemental Reports)- Incident Reports, Offense Reports, Traffic Accident Reports, Juvenile Contact Reports, Abandoned Vehicles, Impounded Vehicles, Stolen Vehicles, Recovered Vehicles, Stolen Plates, DUI, Drunk-In-Public	10 Years
Police	Bureau of Technical Services	125	OSSD - REPOSSESSION REPORTS	2 Years
Police	Bureau of Technical Services	126	OSSD - RESTRAINING ORDERS	Term of Order
Police	Bureau of Technical Services	127	OSSD - STOLEN GUN FILES - Outstanding	Indefinite
Police	Bureau of Technical Services	128	OSSD - STOLEN GUN FILES - Recovered	Date Stolen+7 Years
Police	Bureau of Technical Services	129	OSSD - VEHICLE TRACKING SYSTEM	2 Years
Police	Bureau of Technical Services	130	OSSD - WARRANTS - Notices to Appear, Warrants Recalled, Cleared Warrants	3 Years
Police	Bureau of Technical Services	343	COMMUNICATIONS - POST Dispatcher Training Files	Term of Employment + 7 Years
Chief of Police				
Police	Chief of Police	131	CRIME ANALYSIS - Activity Logs	3 Years
Police	Chief of Police	132	CRIME ANALYSIS - Project Files	3 Years

City of San Jose Records Retention Schedule

Police	Chief of Police	133	CRIME ANALYSIS - Statistical Reports - Crime by Beat Reports, Master Index Reports	PERMANENT
Police	Chief of Police	134	INTERNAL AFFAIRS - Complaints Against Department Members (Sworn and Unsworn)	Date Resolved+6 Years
Police	Chief of Police	135	INTERNAL AFFAIRS - POLICE OFFICER INVOLVED ACCIDENTS - Reports, Interviews, Studies	Date Resolved+3 Years
Police	Chief of Police	136	INTERNAL AFFAIRS - POLICE OFFICER INVOLVED SHOOTINGS - Reports, Interviews, Studies	10 Years
Police	Chief of Police	137	RESEARCH & DEVELOPMENT - Grant Files	Final Report+13 Years
Police	Chief of Police	138	RESEARCH & DEVELOPMENT - Policies, Procedures, Directives, Duty Manuals	PERMANENT
Police	Chief of Police	139	SPECIAL INVESTIGATIONS - Vice - Closed Cases	Date Closed+5 Years
Police	Chief of Police	140	SPECIAL INVESTIGATIONS - Vice - Open Cases	3 Years
Police	Chief of Police	141	SPECIAL INVESTIGATIONS - GAMING, Surveillance Video Log, Table Count, Incident Reports, Background Investigations, Cardroom Permits	PERMANENT
Police	Chief of Police	143	SPECIAL INVESTIGATIONS - Vice - Massage Parlor Permits - Denied	2 Years
Police	Chief of Police	144	SPECIAL INVESTIGATIONS - Vice - Massage Parlor Permit Log - Denied	2 Years
Police	Chief of Police	145	SPECIAL INVESTIGATIONS - Intelligence Files	Date Inactive+5 Years

City of San Jose Records Retention Schedule

Public Works

		Series	Title and Description	Retention
Administration				
Public Works	Administration	601	SERVICE - Work Orders, Service Requests, Daily Work Logs, Records of Emergency Calls and Customer Complaints, EMID Utility Service Logs, Accident & Damage Log	2 years
Public Works	Administration	602	WORKER'S COMP (CURRENT EMPLOYEES) - Industrial Accidents and Injuries Log specific to Public Works	Until employees last date of employment
Public Works	Administration	603	WORKER'S COMP (FORMER EMPLOYEES) - Industrial Accidents and Injuries Log specific to Public Works	5 years
Public Works	Administration	604	TRAINING (HAZMAT RELATED) - Records related to topics such as, but not limited to Pesticides, Training, Confined Space Entry, OSHA Requirements (includes schedule of classes and attendance sheets for Tailgate Meetings)	6 years after facility closure
Public Works	Administration	605	TRAINING (NON-HAZMAT RELATED) - Records related to topics such as, but not limited to Training, Heavy Equipment, Confined Space Entry, OSHA Requirements (includes schedule of classes and attendance sheets for Tailgate Meetings)	2 years
Public Works	Administration	606	CONSTRUCTION PROJECTS (GRANT RELATED) - Progress Payments, Invoices	3 Years from project completion or the term of the
Public Works	Administration	607	CONSTRUCTION PROJECTS (NON-GRANT RELATED) - Progress Payments, Invoices	Completion of Project + 3 Years
Public Works	Administration	608	CONSULTANT BILLING (GRANT RELATED) - Fees, Rate Schedules, Invoices, Pay Letters, Billing, Inquiries	3 Years from project completion or the term of the
Public Works	Administration	609	CONSULTANT BILLING (NON-GRANT RELATED) - Fees, Rate Schedules, Invoices, Pay Letters, Billing, Inquiries	3 Years after Final Payment for the project

City of San Jose Records Retention Schedule

Public Works	Administration	610	GRANT FUNDING - Documents evidencing grants from County, State, or Federal Governments, Certificates of Deposits, Bonds	Final Report + 3 Years or longer if needed to comp
Public Works	Administration	611	UNFUNDED NEEDS LIST	2 Years from list creation or last update which ev
Construction Projects				
Public Works	Construction Projects	637	CIP (CONTRACT RELATED) - Construction Contracts and Bonds, Correspondence, Purchase Records, Contractor Daily Logs, Grading and Excavation Permits	Project Completion + 10 Years (or longer if a late
Public Works	Construction Projects	638	CIP (NON-PROJECTS) - Proposed Projects, Program Information, Cancelled Projects	2 Years
Public Works	Construction Projects	639	CIP (DESIGN/ENVIRONMENTAL) - Specifications, Designs, Change Orders, Drawings, Calculations, CEQA documents, Permits, Reports, Maps, Soil Reports, Grading Permits, Encroachments	PERMANENT
Public Works	Construction Projects	640	PROJECT TRACKING DATABASES - Projects in City's Right-of-Way; Schedule, financial and notes	Project Completion + 10 Years
Public Works	Construction Projects	641	PROJECT TRACKING DATABASES - Projects in the City's Right-of-Way; all except schedule, finanction and notes	PERMANENT
Public Works	Construction Projects	642	PROJECT IMAGES - Video Tapes, Slides, Photos	Project Completion + 10 Years
Construction Support				
Public Works	Construction Support	643	MATERIALS TESTING LABORATORY RECORDS - Non-Structure	Project Completion + 15 years
Public Works	Construction Support	644	MATERIALS TESTING LABORATORY RECORDS - Structure	Life of Structure
Public Works	Construction Support	645	SURVEYING - Field Notebooks, Drawings	PERMANENT
Public Works	Construction Support	646	UNDERGROUND SERVICE ALERT - CSJ Initiated Request	Project Completion + 3 Years

City of San Jose Records Retention Schedule

Public Works	Construction Support	647	UNDERGROUND SERVICE ALERT - Non-CSJ Initiated Request	Inspection Date + 3 Years
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Geographic Information Systems

Public Works	Geographic Information Systems	648	GIS DATA SYSTEM - graphic and non-graphic files for city basemap and infrastructure layers (sanitary sewer, storm drain, MuniWater, bridge and streetlight facilities)	PERMANENT
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Public Works	Geographic Information Systems	649	IMAGES - Orthorectified Aerial Photos/Satellite Images	PERMANENT
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Master Plans and Studies

Public Works	Master Plans and Studies	623	MAPS/DRAWINGS - Detail Drawings, Site Drawings, Seismic Hazards, Utility Maps, Water System, Pumping Facility Mapping Project, City Facilities, Aerial, Infrastructure Projects, Coordination Maps	PERMANENT
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Public Works	Master Plans and Studies	624	MASTER PLANS - City Plans for Construction and Buildings, Site Use	PERMANENT
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Public Works	Master Plans and Studies	625	MASTER PLANS - General, Regional, Land Use and Control, Soil Reports, Guadalupe Corridor, Main Jail, City Hall, Vault Plan, Airport	PERMANENT
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Public Works	Master Plans and Studies	626	STUDIES - Geologic Hazard Studies, Reports and Maps	PERMANENT
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Equality Assurance

Public Works	Equality Assurance	635	PROJECT FILES - Internal and External Study and Implementation Projects, including wage violation records	Project Completion + 3 Years
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Public Works	Equality Assurance	636	DATABASES - Client Management, Customer Service Applications, Businesses, Contractors, Subcontractors	5 Years from project completion
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Permits

Public Works	Permits	619	PERMITS - Environmental Protection Agency Requirements, OSHA, BCDC, Air Quality, BAAQMD, Construction Requirements	Term of Permit + 5 Years
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City of San Jose Records Retention Schedule

Public Works	Permits	620	PERMITS - Street Opening	PERMANENT
Public Works	Permits	621	TEMPORARY PERMITS - Bus Stop Permits, Special Fiber Permits, Minor Permits, Major Permits, 3-Revocable Permits	Term of Permit + 10 Years
Public Works	Permits	622	TEMPORARY PERMITS - Construction Plans, Drawings, Manufacturers Details and Drawings, O & M manuals, Vendor Spec Sheets	PERMANENT
Private Development				
Public Works	Private Development	612	PROJECTS - Specifications, Drawings, Permits, Design, Soil Reports	PERMANENT
Public Works	Private Development	613	TEMPORARY PERMITS - Excavation, Grading, Encroachments	Term of Permit +3 Years
Public Works	Private Development	614	ASSESSMENTS - Special Assessments, Assessment Districts, Improvement Districts, Maintenance Districts, Maps - Maps, Plans and Engineer's Reports	Term of District + 10 Years
Public Works	Private Development	615	ASSESSMENTS - Special Assessments, Assessment Districts, Improvement Districts, Maintenance Districts, Maps - Financial Files and Misc. Project Files	Term+10 Years
Public Works	Private Development	616	TRACT FILES - Final Tract Map, Soil Reports, Acceptance, Contract Bonds, Improvement Plans	PERMANENT
Private Utilities				
Public Works	Private Utilities	618	TARIFF AGREEMENTS - Utility Company Agreements	Term of Project + 2 Years
Real Estate				
Public Works	Real Estate	627	REAL PROPERTY - Acquisitions	PERMANENT
Public Works	Real Estate	628	RELOCATION - 30 & 90 Day Notices, Relocation Referrals, Relocation Plans, Claims, Expenses, Negotiations	PERMANENT
Public Works	Real Estate	629	APPRAISALS - (Land Not Purchased) - Preliminary Site Selection Cost Validation, Appraisal	PERMANENT
Public Works	Real Estate	630	PROPERTY DISPUTES - Claims, Correspondence, Cases	PERMANENT

City of San Jose Records Retention Schedule

Public Works	Real Estate	631	TITLE REPORTS	PERMANENT
Public Works	Real Estate	632	TELECOMMUNICATIONS CONTRACTS - Active assignments and contracts for placement of privately owned telecommunications equipment on City-owned property; correspondence, agreements currently under negotiation and executed contracts which have not expired	2 Years following termination of contract
Public Works	Real Estate	633	TELECOMMUNICATIONS CONTRACTS - Terminated/expired assignments and contracts for placement of privately owned telecommunications equipment on City-owned property with all facilities since removed from City property; correspondence and agreements/contract	2 Years following termination of contract
Public Works	Real Estate	634	PROPERTY RELATED CORRESPONDENCE - Acquisition, Appraisal, City Attorney, City Manager, Council Memos, General Information, Redevelopment Agency and Relocation.	3 Years

City of San Jose Records Retention Schedule

Retirement

Retirement		Series	Title and Description	Retention
Retirement	Retirement	1051	ACTIVE MEMBER RECORDS - Member Statements, Retirement Contributions	Until Retired, Dies, Defers or Return of Contributions
Retirement	Retirement	1052	DEFERRED VESTED FILES	Until Returns to Work, Retired, Dies, or Return of Contributions
Retirement	Retirement	1053	DEATH FILES - Retirement Files Where the Employee Dies Without Survivors	Estate Settled+7 Years
Retirement	Retirement	1054	RETIREE RECORDS - Benefit Information, Claims and 1099s Not in Retirement Database	Final Payment+7 Years
Retirement	Retirement	1055	RETURN OF CONTRIBUTION - Record of Employee Contributions to and Withdrawals from Retirement Account	30 Years
Retirement	Retirement	1056	INVESTMENT FILES - Custodian Bank Reports, Investment Managers' Reports, Special Projects, Policies	Audit+5 Years
Retirement	Retirement	1057	INVESTMENT FILES - Investment Managers' Investment Requests, Approvals	Term of Contract +4 Years
Retirement	Retirement	1058	BANKING RECORDS - Statements, Signature Authorizations, Reconciliations	4 Years
Retirement	Retirement	1059	REAL ESTATE RECORDS - Deeds, Sales, Closing Documents	PERMANENT
Retirement	Retirement	1060	REAL ESTATE MANAGEMENT - Leases, Maintenance	Term+4 Years
Retirement	Retirement	1061	RETIREMENT BOARD - Minutes, Agendas, Packets, Tapes, Board Resolutions, Annual Financial Reports	PERMANENT
Retirement	Retirement	1062	RETIREMENT DATABASE (Pension Gold)	Final Payment+5 Years

City of San Jose Records Retention Schedule

Transportation

		Series	Title and Description	Retention
Administration				
Transportation	Administration	247	DISPATCH REPORTS	6 Years
Transportation	Administration	248	SERVICE REQUESTS - Work Orders, Service Follow-Up, Daily Work Reports	6 Years
Transportation	Administration	249	AERIAL PHOTOGRAPHS OF CITY STREETS	PERMANENT
Transportation	Administration	250	EMPLOYEE VEHICLE ACCIDENTS - Reports, Statistics, Correspondence	5 Years
Transportation	Administration	251	TRANSPORTATION - Grants - Applications, Agreements, Reports, Correspondence	Final Report+3 Years
Transportation	Administration	252	COMMUTE ASSISTANCE PROGRAMS - Program Information, Applications, Fee Documentation, Lists of Participants	2 Years
Engineering				
Transportation	Engineering	253	ENGINEERING PROJECTS - Plans, Drawings, Specifications, Change Orders, Correspondence	Term of Project+10 Years
Transportation	Engineering	254	STREETS - Pavement Management System Database	PERMANENT
Landscape and Trees				
Transportation	Landscape and Trees	255	ARBORIST - Database of Trees and Shrubs in the Public Right of Way	PERMANENT
Transportation	Landscape and Trees	256	ARBORIST - Citations, Correspondence	2 Years
Transportation	Landscape and Trees	257	STREETS - Cleaning, Street Sweeping, Storm Drain Cleaning - Schedules, Logs, Reports	2 Years
Transportation	Landscape and Trees	258	STREETS - Repairs, Inspection Forms, Maintenance Documents, Work Orders	10 Years

City of San Jose Records Retention Schedule

Transportation	Landscape and Trees	259	SIDEWALK CHECKS - Forms, Correspondence, Reports, Repair Notices	10 Years
Transportation	Landscape and Trees	260	SIDEWALKS - Repairs, Maintenance Documents, Inspection Forms, Work Orders	5 Years
Transportation	Landscape and Trees	261	LANDSCAPE MAINTENANCE - Water Usage, Fertilizer Usage, Routine Maintenance Schedules, Compost Volumes	2 Years
Lighting and Signs				
Transportation	Lighting and Signs	262	LIGHTING - Quad Files, Maps, Timing Schedules, Inventories	Superseded+2 Years
Transportation	Lighting and Signs	263	LIGHTING - Electrical Service Requests, Daily Job Lists, Timing Sheets	2 Years
Transportation	Lighting and Signs	264	SIGNS - Maps, Inventories	Superseded+2 Years
Transportation	Lighting and Signs	265	SIGNS - Installation, Repair, Replacement - Reports, Correspondence, Work Orders	2 Years
Parking Services				
Transportation	Parking Services	266	PUBLIC PARKING FACILITIES - Event Planning, Activity Schedules, Cleanup Records, Work Orders, Approvals, Correspondence	2 Years
Transportation	Parking Services	267	PERMITS - Annual Transportation, Tow Away, Residential, Parking Hood Forms	4 Years
Transportation	Parking Services	268	REPORTS - Facility Recap Reports, Parking Meter Reports	5 Years
Transportation	Parking Services	269	VALIDATION PROGRAM - Reports, Forms, Receipts, Program Information	4 Years
Transportation	Parking Services	270	PARKING METERS - Inventories	2 Years
Transportation	Parking Services	271	PARKING HOODS - Forms, Receipts	4 Years

City of San Jose Records Retention Schedule

Traffic Safety

Transportation	Traffic Safety	272	NEIGHBORHOOD AUTOMATED SPEED ENFORCEMENT (NAS COP) - Applications by Public, Petitions, Installations, Contracts	2 Years
Transportation	Traffic Safety	273	NEIGHBORHOOD AUTOMATED SPEED ENFORCEMENT (NAS COP) - Violation Notices, Photos	5 Years
Transportation	Traffic Safety	274	PERMITS - Single Trip, Temporary Street Closures	4 Years
Transportation	Traffic Safety	275	BIKE UNIT - Lanes, Paths - Maps, Inventories	Superseded+2 Years
Transportation	Traffic Safety	276	BIKE UNIT - Lanes, Paths - Maintenance and Repair Reports, Correspondence, Work Orders	2 Years
Transportation	Traffic Safety	277	BIKE ACCIDENTS - Crash Reports, Kids Safe Program, Site Review and Accident Evaluations, Followup Reports and Recommendations, Repair Orders	2 Years
Transportation	Traffic Safety	278	SCHOOL PEDESTRIAN SAFETY COMMITTEE - Notes, Correspondence	2 Years
Transportation	Traffic Safety	279	TRANSPORTATION DEVELOPMENT ACT - Projects, Studies, Reviews	Completion of Project or Study+ 5 Years
Transportation	Traffic Safety	280	TRAFFIC SAFETY IMPROVEMENTS - Project Files, Studies, Photos, Memos, Correspondence	Completion of Project or Study+5 Years

Sewers

Transportation	Sewers	281	MAINTENANCE - Work Orders, Repairs, Cleaning, Flushing of Lines, Repairs, Stoppage Calls, Spills, Line Replacement, Notices to Public, Schedules	5 Years
Transportation	Sewers	282	SEWER MAPS	PERMANENT
Transportation	Sewers	283	INSPECTIONS - Daily Inspection Reports	2 Years
Transportation	Sewers	284	EQUIPMENT - Nonvehicular - Repair Records, Operating Manuals	Life of Equipment+2 Years

City of San Jose Records Retention Schedule

Transportation	Sewers	285	REPORTS	5 Years
Traffic Studies				
Transportation	Traffic Studies	286	INTERSECTION FILES - Files for Every Intersection in San Jose Including Flow Patterns, Statistics, Rates, Vehicle Volume, Reports	5 Years
Transportation	Traffic Studies	287	SURVEYS - Speed Surveys, Traffic Count Reports	5 Years
Traffic				
Transportation	Traffic	288	SIGNALS - Timing Records, Maintenance Reports, Work Orders, Records for Activity and Timing Evaluation	10 Years
Transportation	Traffic	289	SIGNALIZED INTERSECTION FILES - Installation Information, Plans, Drawings, Specifications, Studies	Superseded+2 Years
Transportation	Traffic	290	SIGNALIZED INTERSECTION FILES - Complaints, Maintenance Reports, Correspondence	2 Years

City of San Jose Records Retention Schedule
