

CITY OF PLEASANTON
MUNICIPAL UNIFIED FILING SYSTEM
MASTER INDEX

Retention Codes

A - Active Only
P - Permanent
YAE - Year After Expiration
E - Election
Y - Years
T - Term

COLOR CODE FOR DEPARTMENTS:

Administration (OSC) – Light Blue w/Orange tab
Building -- Yellow
City Attorney -- Purple
City Manager -- Tan
City Clerk -- Orange
Deputy City Manager -- Goldenrod
Economic Development -- Red w/Blue tab
Finance -- Green
Fire -- Brown
Housing -- Light Green
Human Resources – Pale Blue
Library -- Silver
Parks & Community Services – Lavender
Parks (OSC) – Lavender w/Green tab
Planning – Red
Preschool – Lavender w/Pink tab
Public Works – Light Blue
Public Works Inspection – Light Blue w/Gold tab
Senior Center – Lavender w/Gold tab
Streets (OSC) – Light Blue w/Green tab
Support Services (OSC) – Black
Utilities (OSC) Light Blue w/Red tab

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Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
100	GENERAL ADMINISTRATIVE FILES			
101	Office General Mgmt Files			
101-01	General Information	Active Only		
101-02	Correspondence - Internal	2	3	5Y
101-03	Correspondence - External	2	3	5Y
101-04	Polices/ Procedures/ Proclamations/ Commendations	1	1	2Y
101-05	Departmental Goals/Objectives	2	3	5Y
102	Office Reference Files			
102-01	General Information	Active Only		
102-02	Chronological	2	3	5Y
102-03	Professional Association	2	0	2Y
102-04	Mailing List	Active Only		
102-05	General Name & Contract	Active Only		
102-06	Complaint Files	2	3	5Y
102-07	Community Organizations	1	1	2Y
102-08	City Fee Schedules	Active Only		
102-09	Historical Information	Permanent		
102-10	Brochures/ Publications/ Newsletters/ Bulletins	1	1	2Y
102-11	Speech/Public Presentations	2	3	5Y
102-12	Community Events	2	3	5Y
102-13	Technical Reference	2	3	5Y
200	PLANNING FILES			
201	Emergency Planning Files			
201-01	General Information	Active Only		
201-02	Emergency Operations Manual	Active Only		
201-03	Hazardous Materials Handling	Active Only		
201-04	Earthquake Information	Active Only		
201-05	URM (Unreinforced Masonry)	Active Only		

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
202	City Planning Files	ACTIVE	INACTIVE	TOTAL
202-01	General Information	Active Only		
202-02	PUD (Planned Unit Development)	Permanent		
202-03	Rezoning/Title 2 ORD Amendments	Permanent		
202-04	General Plan Amendments/Elements	Permanent		
202-05	Planning Studies	5	20	25Y
202-06	Signs	5	5	10Y
202-07	Planning Streets	Permanent		
202-08	Condominium Conversion	5	15	20Y
202-09	Statistical Data	1	1	2Y
202-10	Plans Pending	2	3	5Y
202-11	Hacienda Business Park Zoning	Permanent		
202-12	Williamson Act	5	15	20Y
202-13	Housing	5	15	20Y
202-14	Planning Code Enforcement	5	5	10Y
202-15	Environmental Monitoring	5	5	10Y
202-16	Specific Plan	Permanent		
202-17	Daycare Facilities	5	5	10Y
202-18	Livermore Airport Protection Area	Permanent		
202-19	Civic Center Master Plan	Permanent		
203	Growth Management Files			
203-01	General Information	Active Only		
203-02	Small Projects	5	5	10YAE
203-03	Long Term Agreements	2	3	5YAE
203-04	Exemptions	2	3	5YAE
203-05	Allocations	2	3	5YAE
203-06	Extensions	2	3	5YAE
204	Subdivision Files			
204-01	General Information	Active Only		
204-02	Minor Subdivisions	Permanent		
204-03	Lot Line Adjustments	Permanent		
204-04	Tentative Tract Maps	Permanent		

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
300	MANAGEMENT FILES			
301	Council Files	ACTIVE	INACTIVE	TOTAL
301-01	General Information	Active Only		
301-02	Agenda/Meeting Notices	2	0	2Y
301-03	Minutes	Permanent		
301-04	(Not In Use)			
301-05	(Not In Use)			
301-06	Council Social Events/Functions	2	0	2Y
301-07	Council Subcommittees	2	3	5Y
301-08	(Not In Use)			
301-09	Agenda Reports	2	13	15Y
301-10	Council Audio Tapes	2	3	5Y
301-11	Council Video Tapes	2	3	5Y
301-12	Council Workshops	2	3	5Y
301-13	Council Goals & Priorities	2	3	5Y
301-14	Council Orientation	2	3	5Y
301-15	Agenda Reports/ Scanned	1	0	1Y
302	Boards, Commissions & Committees			
302-01	General Information	Active Only		
302-02	Traffic Committee	5	5	10Y
302-03	Planning Commission Resolutions	Permanent		
302-04	Parks & Recreation Commission	5	5	10Y
302-05	Human Services Commission	5	5	10Y
302-06	Design Review Board Resolutions	Permanent		
302-07	Board of Adjustment Resolutions	Permanent		
302-08	Historical Landmark Advisory Commission	5	5	10Y
302-09	General Plan Review Committee	Permanent		
302-10	Housing Authority	5	5	10Y
302-11	Transportation Task Force	2	3	5Y
302-12	State Water Resources Control Board	2	3	5Y
302-13	East Bay Dischargers Authority	2	3	5Y
302-14	Zoning Administrator Resolutions	Permanent		
302-15	Committee Recording Tapes	2	3	5Y
302-16	Utility Coordination Committee	2	3	5Y
302-17	Library Commission	5	5	10Y
302-18	Pleasanton/Livermore Airport Committee	2	3	5Y
302-19	Tri-Valley Wastewater Authority	2	3	5Y
302-20	Affordable Housing Committee	2	3	5Y
302-21	Performing Arts Center Study Committee	2	3	5Y
302-22	Ridgeland Committee			

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
302	Boards, Commissions, cont.	ACTIVE	INACTIVE	TOTAL
302-23	Centennial Committee	5	5	10Y
302-24	Downtown Task Force	5	5	10Y
302-25	Tri-Valley Afford Housing Task Force	3	2	5Y
302-26	Commission Appointments (Selected)	3	2	5Y
302-27	Economic Vitality Committee	3	2	5Y
302-28	Civic Arts Commission	5	5	10Y
302-29	South Livermore Land Trust	3	2	5Y
302-30	Tri-Valley Planning Committee	3	2	5Y
302-31	Tri-Valley Business Council	3	2	5Y
302-32	Citizen Groundwater Mgmt Advisory Com	3	2	5Y
302-33	Castlewood Country Service Area Com	3	2	5Y
302-34	Youth Commission	5	5	10Y
302-35	Dublin Liaison Committee	3	2	5Y
302-36	EBRPD Liaison Committee	3	2	5Y
302-37	Fair Liaison Committee	3	2	5Y
302-38	Joint Utilities Committee	3	2	5Y
302-39	Pleas/DSRSD/Dublin Liaison Comm	3	2	5Y
302-40	School District Liaison Committee	3	2	5Y
302-41	School Impact Fee Task Force Comm	3	2	5Y
302-42	Zone 7 Liaison Committee	3	2	5Y
302-43	Tri-Valley Performing Arts Comm	3	2	5Y
302-44	Tri-Valley City Councils	3	2	5Y
302-45	Tri-Valley Transportation Council	3	2	5Y
302-46	San Joaquin Rail Commission	3	2	5Y
302-47	Golf Course Committee	3	2	5Y
302-48	Busch Rd Prop Ad Hoc Committee	3	2	5Y
302-49	Growth Management Committee	3	2	5Y
302-50	In-Lieu Dedication Ad Hoc Committee	3	2	5Y
302-51	Downtown Specific Plan Committee	3	2	5Y
302-52	East Pleasanton Study Committee	3	2	5Y
302-53	S.F. Bernal Property Task Force	3	2	5Y
302-54	Waste & Recycling Committee	3	2	5Y
302-55	Audit Committee	3	2	5Y
302-56	Bernal Community Park Master Plan Com	3	2	5Y
302-57	Veterans Memorial Bldg Advisory Com	3	2	5Y
302-58	Livermore/Pleasanton Liaison Committee	3	2	5Y
302-59	Altamont Landfill Committee	3	2	5Y
302-60	Pleasanton Energy Committee	3	2	5Y
302-61	I680 Sunol Grade Project Committee	3	2	5Y
302-62	I580 Policy Committee	3	2	5Y
302-63	Trails Ad Hoc Committee	3	2	5Y
302-64	Kottinger Place Redev Task Force	3	2	5Y
302-65	Committee of Valley Water Retailers	3	2	5Y
302-66	Liv Airport Master Plan Update Adv Com	3	2	5Y
302-67	Tri-Valley Reg Rail Advisory Com	3	2	5Y
302-68	Happy Valley Blue Ribbon Committee	3	2	5Y
302-69	Veterans of Pleasanton	3	2	5Y
302-70	Commission Appointments (Not Selected)	1	1	2Y
302-71	Bicycle & Ped Advisory Committee	3	2	5Y
302-72	Finance Committee	3	2	5Y

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
303	Forms Management Files	ACTIVE	INACTIVE	TOTAL
303-01	General Information	Active Only		
303-02	Blank Forms	Active Only		
303-03	Form Letters	Active Only		
304	Records Management Files			
304-01	General Information	Active Only		
304-02	Certificates of Destruction	Permanent		
304-03	Records Mgmt Directive / Procedures	Active Only		
304-04	Municipal Unified Filing Index	Active Only		
304-05	Inactive Storage Information	Active Only		
304-06	Laserfiche Program	Active Only		
304-07	Vital Records	Permanent		
304-08	Public Records Committee	3	2	5Y
305	Pleas Public Facilities Corp Files			
305-01	General Information	Active Only		
305-02	PPFC Minutes	Permanent		
305-03	PPFC Financial Documents	5	5	10Y
305-04	PPFC Legal Documents	5	5	10Y
306	Studies and Surveys Files			
306-01	General Information	Active Only		
306-02	Computer Utilization Study	2	3	5Y
306-03	Consultants	5	5	10Y
306-04	City Generated Studies	5	5	10Y
306-05	Soils Report	Permanent		
306-06	Computer Software Programs - Civil	Active Only		
306-07	Other Agency Generated Studies	2	3	5Y
306-08	Parks/Com Srvcs Evaluation Summary	2	0	2Y
306-09	State Controllers Infrastructure Survey	2	3	5Y
306-10	School-Age Care Survey	2	3	5Y

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
400	FINANCIAL AND FISCAL FILES			
401	Accounting Files	ACTIVE	INACTIVE	TOTAL
401-01	General Information	Active Only		
401-02	Account Status Reports	2	0	2Y
401-03	Monthly Receipts & Recaps	2	3	5Y
401-04	Invoices, Paid	2	3	5Y
401-05	Revenue	2	3	5Y
401-06	Financial Rpts (Monthly to Council)	2	0	2Y
401-07	Journal Vouchers	3	7	10Y
401-08	Fuel Use Consumption	2	0	2Y
401-09	Exemption Certificates	Active Only		
401-10	Computerized Financial Reports	3	7	10Y
401-10	Computerized June 30 Trial Balance	Permanent		
401-11	Accounts Payable DPM Check Registers	2	3	5Y
401-12	Scanned Revenue	1	0	1Y
402	Audit Files			
402-01	General Information	Active Only		
402-02	Annual Audit Reports	Permanent		
402-03	Audit Mailing List	Active Only		
402-04	Audit Proposals	Active Only		
402-05	Annual Audit Worksheets	2	3	5Y
402-06	Annual Draft Audit	2	3	5Y
402-07	Single Audit	Permanent		
402-08	Hotel/Motel Tax Audit	2	3	5Y
403	Banking Files			
403-01	General Information	Active Only		
403-02	Checks, Cancelled	2	3	5Y
403-03	Bank Statements	2	3	5Y
403-04	Investments	2	3	5Y
403-05	Reports 1099	2	3	5Y
403-06	Armored Transport Books	2	3	5Y
404	Cash/Surety Bonding Files			
404-01	General Information	Active Only		
404-02	Surety Bonds/Securities In Lieu	2	3	5YAE
404-03	Letters of Credit	2	3	5YAE
404-04	Cash Bonds	2	3	5YAE
404-05	Bond Issues	2	3	5YAE

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
405	Insurance Files	ACTIVE	INACTIVE	TOTAL
405-01	General Information	Active Only		
405-02	Certificates of Insurance	2	3	5YAE
405-03	City Policies	5	10	15Y
405-04	Liability Reports	2	3	5Y
405-05	Bay Cities Insurance	5	10	15Y
406	Payroll Files			
406-01	General Information	Active Only		
406-02	Time Sheets	3	3	6Y
406-03	Fair Labor Standards Act Worksheets	3	3	6Y
406-04	Handwritten Checks	2	3	5Y
406-05	Salary Changes	3	3	6Y
406-06	New Employees	3	3	6Y
406-07	Payroll Reports	3	7	10Y
406-08	Paid Compensation	3	3	6Y
406-09	Adjustments & Deduction Changes	3	3	6Y
406-10	Income Tax Reports	3	3	6Y
406-11	Holiday Pay	3	3	6Y
406-12	Overtime Claims	3	3	6Y
407	Special District Files			
407-01	General Information	Active Only		
407-02	Maintenance District	2	3	5 YAE
407-03	Benefit District	2	3	5 YAE
407-04	Local Improvement District	2	3	5 YAE
407-05	Reimbursement Agreement District	2	3	5 YAE
407-06	Deferred Improvement Agreement District	2	3	5 YAE
407-07	Acquisition District	2	3	5 YAE
408	License Files			
408-01	General Information	Active Only		
408-02	Annual Business License	2	3	5Y
408-03	Business License Statistics	2	3	5Y
408-04	Dog License	2	3	5Y
408-05	Franchise Tax Board	2	3	5Y
408-06	Downtown Association	2	3	5Y
408-07	Business License Reports	2	3	5Y

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
409	Tax Files	ACTIVE	INACTIVE	TOTAL
409-01	General Information	Active Only		
409-02	County Tax Cancellation Notices	2	3	5Y
409-03	Sales Tax	2	3	5Y
409-04	Federal Tax	2	3	5Y
409-05	Federal Excise Tax on Gasoline	2	3	5Y
409-06	Tax Exempt Information Return IRS	2	3	5Y
409-07	Property Tax	2	3	5Y
409-08	Documentary Transfer Tax	2	3	5Y
410	Budget Files			
410-01	General Information	Active Only		
410-02	Annual Budget	2	3	5Y
410-03	Mid Year Budget	2	3	5Y
410-04	Budget Working Papers	2	3	5Y
410-05	Capital Improvement Budget	3	7	10Y
410-06	Capital Improvement Workpapers	2	3	5Y
410-07	Benefit Rates	2	3	5Y
410-08	CIP Mid Year	2	3	5Y
411	Funding Files			
411-01	General Information	Active Only		
411-02	Community Development Block Grant	3	7	10Y
411-03	FAU Program	3	7	10Y
411-04	Alameda Mayors Formula	3	7	10Y
411-05	Transit Fund	3	7	10Y
411-06	Safer Off-System Roads Funds	3	7	10Y
411-07	State Grant	3	7	10Y
411-08	Federal Grant	3	7	10Y
411-09	Underground Utility District	3	7	10Y
411-10	Misc State Funds	3	7	10Y
411-11	Misc Federal Funds	3	7	10Y
411-12	State Gas Tax Funds	3	7	10Y
411-13	STIP/RTIP Funds	3	7	10Y
411-14	MTC Funds	3	7	10Y
411-15	Park Bonds Funds	3	7	10Y
411-16	Railroad Consolidation Funds	3	7	10Y
411-17	Sewer Grants	3	7	10Y
411-18	Revenue Sharing	3	7	10Y
411-19	Water Conservation Loan	3	7	10Y
411-20	Misc Alameda County Funds	3	7	10Y
411-21	Loan Program	3	7	10Y

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
411	Funding Files, cont.	ACTIVE	INACTIVE	TOTAL
411-22	TETAP Grants	3	7	10Y
411-23	T21	3	7	10Y
411-24	580 TOS	3	7	10Y
411-25	T21 Park-N-Fly	3	7	10Y
411-26	Alamo Trail	3	7	10Y
412	Bond Files			
412-01	General Information	Active Only		
412-02	Foreclosures	2	3	5 YAE
412-03	Prepayments	2	3	5 YAE
412-04	Annual Assessments	2	3	5 YAE
412-05	Redemption	2	3	5 YAE
412-06	Destruction Certificates	3	7	10Y
412-07	Mortgage Revenue Bonds	2	3	5 YAE
412-08	Statement of Account	2	3	5Y
412-09	Water Revenue Bonds/Sewer	2	3	5 YAE
412-10	Delinquencies	2	3	5Y
412-11	G O Bonds	2	3	5 YAE
412-12	Assessment District Paid/Unpaid Lists	2	3	5 YAE
412-13	Credits	2	3	5 YAE
412-14	Debt Service	2	3	5 YAE
412-15	Financing	2	3	5 YAE
412-16	Arbitrage	2	3	5 YAE
412-17	Apportionment	2	3	5 YAE
412-18	Secondary Disclosures	2	3	5 YAE
412-19	Activity Bonds	2	3	5 YAE
412-20	Golf Course COP Bonds	2	3	5 YAE
413	Annual Reports			
413-01	General Information	Active Only		
413-02	Comptroller Reports	2	3	5Y
413-03	Federal Forms (1099)	2	3	5Y
413-04	State Forms (599)	2	3	5Y
413-05	Public Facility Corp	2	3	5Y
413-06	Gas Tax Report	2	3	5Y
413-07	Street Reports	2	3	5Y
413-08	Mandated Costs	2	3	5Y
413-09	Moody Reports	2	3	5Y
413-10	Municipal Yearbook	2	3	5Y
413-11	Tax Roll Assessment List	2	3	5Y
413-12	Street Maintenance Reports	2	3	5Y
413-13	Bureau of Census Reports	2	3	5Y
413-14	Possessory Interest Reports	2	3	5Y
413-15	AB 1600			

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
414	Fixed Assets	ACTIVE	INACTIVE	TOTAL
414-01	General Information	2	3	5Y
414-02	Fixed Assets Inventory	2	3	5Y
414-03	Street Light Program	5	5	10Y
415	Lease Purchase Files			
415-01	General Information	Active Only		
415-02	Lease Purchase-Schedules	Active Only		
415-03	Lease Purchase-ABAG X Financing	Permanent		
416	Redevelopment Files			
416-01	General Information	Active Only		
416-02	Minutes and Resolutions	Permanent		
417	Utility Billing Files			
417-01	General Information	Active Only		
417-02	Utility Receipts	2	3	5Y
417-03	Billing Registers	2	5	7Y
417-04	Other Registers	2	3	5Y
417-05	Water Service Reports	2	3	5Y
417-06	DSRSD	Permanent		
417-07	Deposits	3	7	10Y
417-08	Water Meter Books	2	3	5Y
417-09	Refunds	2	3	5Y
418	Financial Projections Files			
418-01	General Information	Active Only		
418-02	CRIS	3	7	10Y
418-03	Fiscal Impact Report	5	5	10Y
419	Joint Powers Financing Authority			
419-01	General Information	3	2	5Y
419-02	JPFA Formation Documents	Permanent		
419-03	JPFA Minutes	Permanent		
419-04	JPFA Resolutions	Permanent		

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
420	Request for Proposal Files	ACTIVE	INACTIVE	TOTAL
420-01	General Information	Active Only		
420-02	Consultants	2	3	5Y
420-03	RFP's	2	3	5Y
500	HUMAN RESOURCE FILES			
501	Personnel Files			
501-01	General Information	Active Only		
501-02	Active & Probationary Employees	Active Only		
501-03	(Not In Use)			
501-04	Active Temporary Employees	Active Only		
501-05	Terminated Employees	5	25	30Y
501-06	Individual Medical / Worker's Comp	5	25	30Y
501-07	Medical - New Employee	5	25	30Y
502	(Not in Use)			
503	Recruitment Examination			
503-01	General Information	Active Only		
503-02	(Not in Use)			
503-03	Background Investigations	5	25	30Y
503-04	Testing Products	2	3	5Y
503-05	Examination Materials	2	1	3Y
503-06	Completed Recruitment Files	2	3	5Y
503-07	Job Analysis	2	3	5Y
504	Benefit Files			
504-01	General Information	Active Only		
504-02	Vision Service Plan	3	2	5Y
504-03	Medical Plans	3	2	5Y
504-04	Dental Plans	2	1	3Y
504-05	Life Insurance Plans	2	1	3Y
504-06	Benesphere Flexible Spending Program	2	1	3Y
504-07	Deferred Compensation Plans	2	1	3Y

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
504	Benefit Files, cont.	ACTIVE	INACTIVE	TOTAL
504-08	Long-Term Disability Plans	2	1	3Y
504-09	Employee Assistance Plans	2	1	3Y
504-10	Cafeteria Plan	2	1	3Y
504-11	Medicare/Medicaid	2	1	3Y
504-12	(Not In Use)			
504-13	EDD (Employment Development Dept)	Permanent		
505	Retirement Files			
505-01	General Information	Active Only		
505-02	PERS Correspondence	Permanent		
505-03	PERS Contracts/Amendments	Permanent		
505-04	PERS Information Bulletins	Permanent		
505-05	PERS Annual Statements	Permanent		
505-06	(Not in Use)			
506	Training and Development Files			
506-01	General Information	Active Only		
506-02	Training Class Participation & Information	2	3	5Y
506-03	(Not in Use)			
506-04	(Not in Use)			
506-05	E.R.M.A. - Smart Training	2	3	5Y
507	Safety Files			
507-01	General Information	Active Only		
507-02	Injury Prevention	2	3	5Y
507-03	Safety Committee Correspondence	2	3	5Y
507-04	ICS (Fire- Worker's Comp)	2	3	5Y
507-05	Live Scan	Active Only		
507-06	Valley Care Occupational Health Services	2	3	5Y
507-07	Fraudulent Claim Referrals	Permanent		
507-08	(Not In Use)			
507-09	Asbestos Exposure	Permanent		
507-10	Liability Coverage Applications	2	3	5Y
507-11	Employee Pre-Selection of Physician	2	3	5Y
507-12	Physical Analysis Questionnaires	Active Only		
507-13	Workers Comp Self-Funded Ins Renewal	2	3	5Y
507-14	Fire Prevention Plan	2	3	5Y
507-15	Police Exposure Control Plan	2	3	5Y

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
508	Department Projects & Programs	ACTIVE	INACTIVE	TOTAL
508-01	General Information	Active Only		
508-02	Pipeline Committee	2	3	5Y
508-03	City Gear Program	2	3	5Y
508-04	(Not in Use)			
508-05	Health Fair	2	3	5Y
508-06	Bay Area CPI from ERS	2	3	5Y
508-07	Employee Relations Services	2	3	5Y
508-08	Reclassification Study/Survey	2	3	5Y
508-09	DMV Commercial Lic Program	2	3	5Y
508-10	EDD New Hire	2	3	5Y
508-11	Limited Term Tracking	2	3	5Y
508-12	Performance Planning & Feedback Sys	2	3	5Y
508-13	Employee Recognition Program	2	3	5Y
508-14	Employee Orientation Program	2	3	5Y
508-15	Exit Interviews	2	3	5Y
508-16	Cort	2	3	5Y
508-17	Policies	Active Only		
508-18	(Not in Use)			
508-19	(Not in Use)			
508-20	Family Care & Medical Leave	2	3	5Y
508-21	(Not in Use)			
508-22	Compensation Surveys	2	3	5Y
508-23	(Not in Use)			
508-24	(Not in Use)			
508-25	EDD Labor Market Survey	2	3	5Y
508-26	(Not in Use)			
508-27	US Dept of Labor (Annual Survey)	2	3	5Y
508-28	(Not in Use)			
508-29	EE04 Report	2	3	5Y
508-30	Racial Make-Up	2	3	5Y
508-31	Career Hotline	Active Only		
508-32	Census of Government Employment	2	3	5Y
508-33	Legislation Update Memos	2	1	3Y
509	Labor Relations Files			
509-01	General Information	Active Only		
509-02	IAFF (Int'l Assoc of Fire Fighters)	5	15	20Y
509-03	PCEA (Pleas City Employee's Assoc)	5	15	20Y
509-04	POA (Police Officer's Assoc)	5	15	20Y

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
509	Labor Relations Files, cont.	ACTIVE	INACTIVE	TOTAL
509-05	Management / Confidential	5	15	20Y
509-06	Grievances	5	15	20Y
509-07	Disciplinary Actions	5	15	20Y
509-08	Harassment	5	15	20Y
509-09	Employee Protection Line	5	15	20Y
600	PURCHASING/CONTRACTING FILES			
601	Purchasing Files			
601-01	General Information	Active Only		
601-02	Purchase Orders Pending	Active Only		
601-03	Purchase Order Forms	Active Only		
601-04	Purchase Orders Issued	Active Only		
602	Contracting Files			
602-01	General Information	Active Only		
602-02	Contract Street Sweeping	Active Only		
602-03	Contract Rental Office Space	Active Only		
602-04	Contract Weed Abatement	Active Only		
602-05	Contract Zone 7 Treated Water Supply	Active Only		
602-06	Wastewater Disposal Service	Active Only		
603	Equipment and Furniture Files			
603-01	General Information	Active Only		
603-02	Office Equipment	2	3	5Y
603-03	Field Equipment	2	3	5Y
603-04	Vehicles	2	3	5Y
603-05	Lock & Guide Program	Permanent		
700	LEGISLATIVE/LEGAL FILES			
701	Legislative Files			
701-01	General Information	Active Only		
701-02	(Not in Use)			
701-03	Ordinances	Permanent		
701-04	Resolutions	Permanent		

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
701	Legislative Files, cont.	ACTIVE	INACTIVE	TOTAL
701-05	(Not in Use)			
701-06	State Legislation	Active Only		
701-07	Municipal Code	Active Only		
702	Election Files			
702-01	General Information	Active Only		
702-02	Campaign Statements (Successful)	Permanent		
702-03	Campaign Statements (Unsuccessful)	3	2	E+5
702-04	Petitions (Initiative, Recall, Ref)	1	0	1Y
702-05	Nomination Documents (Successful)	2	2	T+4Y
702-06	Nomination Documents (Unsuccessful)	2	2	E+4Y
702-07	Campaign Statements (All Others)	4	3	7Y
702-08	Certificates of Election/Sample Ballots	Permanent		
702-09	Proposition 218 Assessment Dist	Permanent		
702-10	Oaths of Office (Elected)	3	3	T+6Y
702-11	Oaths of Office (All Others)	1	0	T+1Y
703	City Attorney Files			
703-01	General Information	Active Only		
703-02	Case Law Reference	Active Only		
703-03	Law Library	Active Only		
703-04	Legal Opinions	Active Only		
703-05	Topical Reference	Active Only		
704	General Legal Files			
704-01	General Information	Active Only		
704-02	Original Assessment District Documents	Permanent		
704-03	Litigation	5	5	10Y
704-04	Annexation	Permanent		
704-05	Agreements/Contracts	3	2	5YAE
704-06	Long Term Agreements	Permanent		
704-07	Recorded Documents	Permanent		
704-08	Claims By/Against the City	2	3	5Y
704-09	CC&R's for Developments	Active Only		
704-10	Deeds	Permanent		
704-11	Municipal Code Violations/Audio Tapes	2	3	5Y
704-12	Affidavits of Publication/Legal Advertising	2	2	4Y
704-13	Notices of Completion	2	3	5Y
704-14	Vacations/Abandonments	Permanent		
704-15	City Logo Copyright	Permanent		
704-16	Public Records Requests	1	1	2Y

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
705	Agency Files	ACTIVE	INACTIVE	TOTAL
705-01	General Information	Active Only		
705-02	Federal Agencies	5	15	20Y
705-03	State Agencies	5	15	20Y
705-04	Regional Agencies	5	15	20Y
705-05	County Agencies	5	15	20Y
705-06	Adjacent Cities	2	3	5Y
705-07	Federal Grants	3	7	10Y
705-08	State Grants	3	7	10Y
705-09	Court System (Federal/State)	2	3	5Y
705-10	Federal Grants - HOME	3	7	10Y
706	Permit Files			
706-01	General Information	Active Only		
706-02	Encroachment Permits	Permanent		
706-03	Grading Permits	Permanent		
706-04	Special Service Permits	2	3	5YAE
706-05	Temporary Conditional Permits	2	3	5YAE
706-06	Solicitors Permits	2	0	2YAE
706-07	Uniform Fire Code Permits	2	3	5YAE
706-08	Hazardous Materials Permits	2	3	5YAE
706-09	Model Rockets Permits	2	3	5YAE
706-10	Control Burn Permits	2	3	5YAE
707	Fair Political Practices Com Files			
707-01	General Information	Active Only		
707-02	(Not in Use)			
707-03	Statement of Economic Interest (87200 Filers)	2	2	4Y
707-04	Statement of Economic Interest (Designated)	2	5	7Y
800	ENGINEERING/CONSTRUCTION FILES			
801	General Engineering files			
801-01	General Information	Active Only		
801-02	Standard Engineering Forms	Active Only		
801-03	Standard Engineering Letters	Active Only		
801-04	Standard Engineering Agreements	Active Only		
801-05	Standard Engineering Details	Active Only		

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
801	General Engineering Files, cont	ACTIVE	INACTIVE	TOTAL
801-06	Standard City Specifications	Active Only		
801-07	Precise Plan Lines	Active Only		
801-08	Proposed Specification Revisions	Active Only		
801-09	Proposed Standard Detail Revisions	Active Only		
801-10	Approved Design Specs & Plans	Permanent		
801-11	Approved Design Specs & Plans Assess	Permanent		
801-12	Geographical Information Systems (GIS)	Permanent		
802	Code Enforcement Files			
802-01	General Information	Active Only		
802-02	Building Street Address	Active Only		
802-03	Mobile Home Parks	Active Only		
802-04	Certificates of Occupancy	2	3	5Y
802-05	Monthly Permit Reports/Receipts	1	1	2Y
802-06	Contractors Workers Comp Certificates	1	1	2YAE
802-07	Inspectors File	1	1	2Y
802-08	Code Enforcement Correspondence	2	3	5Y
803	Capital Improvement Projects Files			
803-01	General Information	Active Only		
803-02	Individual Numbered Projects (CIP)	Permanent		
803-03	Other Projects	5	15	20Y
803-04	Future Projects	5	15	20Y
803-05	Operations Service Center	5	15	20Y
803-06	Civic Center	5	15	20Y
803-07	Projects by Other Agencies	5	15	20Y
803-08	Administrative Approvals	5	15	20Y
804	General Engineering Projects			
804-01	General Information	Active Only		
804-02	Street Lighting Projects	5	5	10 YAE
804-03	Underground Utility District Projects	5	5	10 YAE

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
805	Development Files	ACTIVE	INACTIVE	TOTAL
805-01	General Information	Active Only		
805-02	Minor Subdivision/Parcel Maps (PM)	Permanent		
805-03	Residential Development (TRACTS)	Permanent		
805-04	Non-Residential Development (PD)	Permanent		
805-05	Lot-Line Adjustment (LLA)	Permanent		
805-06	Pending PUD	Active Only		
805-07	Pending Design Review Zoning	Active Only		
805-08	Pending Lot-Line Adjustment	Active Only		
805-09	Pending Minor Subdivision (MS)	Active Only		
805-10	Pending Tract Map/Preliminary/Tentative	Active Only		
806	Assessment District Project Files			
806-01	General Information	Active Only		
806-02	West Pleasanton Sewer 1967-1	Permanent		
806-03	East Pleasanton Sewer 1967-1	Permanent		
806-04	Pleasanton Business Park 1981-1	Permanent		
806-05	Dublin Canyon Rd Improvement 1982-1	Permanent		
806-06	Valley Business Park 1982-2	Permanent		
806-07	Meyer Business Center 1982-3	Permanent		
806-08	N Pleasanton Improvement 1982-4	Permanent		
806-09	Fromm Business Park 1982-5	Permanent		
806-10	N Pleas Fire Station/Training	Permanent		
806-11	Valley Ave Extension East 1983-1	Permanent		
806-12	Hacienda Bus Park Phase I 1983-3	Permanent		
806-13	N Pleas Water System Improve 1983-3	Permanent		
806-14	Hopyard Road 1984-1	Permanent		
806-15	Stoneridge Business Center 1984-2	Permanent		
806-16	Chabot Extension, EARS/Santa Rita	Permanent		
806-17	N Pleas Improvement Dist 1985-2	Permanent		
806-18	Foothill Rd 1974-2	Permanent		
806-19	Stoneridge Dr Overcrossing 1974-2	Permanent		
806-20	Stoneridge Dr Underground 1974-3	Permanent		
806-21	Stoneridge Dr 1974-4	Permanent		
806-22	Stoneridge Street Improvements 1974-5	Permanent		
806-23	Valley Ave Extension Quarry/Stanley	Permanent		
806-24	Valley Bus Park #2	Permanent		
806-25	Stoneridge Bus Ctr Refund Dist 1986-3	Permanent		
806-26	N Pleas Fire Refund Dist 1986-4	Permanent		
806-27	Meyer Center Refunding Dist 1986-5	Permanent		
806-28	Koll Center Refunding Dist 1986-6	Permanent		
806-29	N Pleas Improvement Dist #2 1987-7	Permanent		

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
806	Assessment Dist Files, cont.	ACTIVE	INACTIVE	TOTAL
806-30	Hacienda Bus Park Phase II 1986-8	Permanent		
806-31	N Pleas Improvement Dist #3 1986-9	Permanent		
806-32	Koll Center District #2 1987-1	Permanent		
806-33	Old Santa Rita Rd 1988-1	Permanent		
806-34	Dublin Canyon Reassess Dist 1990-1	Permanent		
806-35	Consolidated Reassess Dist 1993-1	Permanent		
806-36	Reassessment Dist 1993-2	Permanent		
806-37	Reassessment Dist 1993-3	Permanent		
806-38	Reassessment Dist 1993-4	Permanent		
806-39	NPID Intersection	Permanent		
806-40	UUD 02-01 Kottinger Dr/First St	Permanent		
807	Surveying Files			
807-01	General Information	Active Only		
807-02	Record of Survey	Permanent		
808	Mapping Files			
808-01	General Information	Active Only		
808-02	Base Map	Permanent		
808-03	Base Map Calculations	Permanent		
808-04	Street Mapping (By Others)	5	5	10Y
808-05	Aerial Mapping	5	5	10Y
809	Design Professionals Files			
809-01	General Information	Active Only		
809-02	Consultants - Data Base	Active Only		
810	Contractors Files			
810-01	General Information	Active Only		
810-02	Grading & Paving Contractors	Active Only		
810-03	Underground Contractors	Active Only		
810-04	Concrete Contractors	Active Only		
810-05	Electrical Contractors	Active Only		
810-06	Swimming Pool Contractors	Active Only		
810-07	Water Pump Contractors	Active Only		

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
811	Landscape/Light Maint Project	ACTIVE	INACTIVE	TOTAL
811-01	General Information	Active Only		
811-02	Landscape & Lighting Dist 1984-1	Permanent		
811-03	Landscape & Lighting Agreements	Permanent		
811-04	Tree Reports	2	3	5Y
811-05	Heritage Trees	2	3	5Y
811-06	Bonde Ranch Landscape Dist 1993-2	Permanent		
811-07	Laguna Oaks Landscape Dist 1993-1	Permanent		
811-08	Landscape & Lighting Dist 94-1 Oak Tree	Permanent		
811-09	Landscape & Lighting Dist 95-1 Moller	Permanent		
811-10	Landscape & Lighting Dist 95-2 Laguna	Permanent		
812	Fed Emergency Mgmt Act- FEMA			
812-01	General Information	Permanent		
812-02	Fed Emergency Mgmt FEMA Corresp	2	3	5Y
812-03	Appeals	2	3	5Y
812-04	Study/Maps	Permanent		
812-05	Fed Emergency Mgmt Brochures	Active Only		
812-06	Floods	2	3	5Y
813	Other Districts Project Files			
813-01	General Information	Active Only		
813-02	Benefit District Projects	Permanent		
813-03	Local Improvement District Projects	5	5	10YAE
813-04	Geological Hazard Abatement District	Permanent		
814	Streets/Highways/Bridges			
814-01	General Information	Active Only		
814-02	Pedestrian Bridge	Life of Structure		
814-03	Vehicular Bridges	Life of Structure		
814-04	Annual Streets Report	5	5	10Y
814-05	Highways	5	5	10Y
814-06	Freeways	5	5	10Y
814-07	Pavement Management Systems	Active Only		
814-08	City Street Index	Active Only		
814-09	City Name Change/Address Change	Active Only		
814-10	Railroad Crossings (WP & SP)	Life of Structure		
814-11	Warranty Checks	5	5	10Y
814-12	Acceptance Slips	Active Only		

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
815	Public Improve Cost Estimating	ACTIVE	INACTIVE	TOTAL
815-01	General Information	Active Only		
815-02	Cost Estimate Sources	Active Only		
815-03	Bid Summary Sheets	Active Only		
816	Storm Drainage Files			
816-01	General Information	Active Only		
816-02	Individual Projects	Permanent		
816-03	Studies	Permanent		
816-04	Storm Drain Permits	5	5	10Y
816-05	NPDES - Urban Runoff	Permanent		
900	<i>SUPPORT SERVICES</i>			
901	Support Services Files			
901-01	General Information	Active Only		
901-02	Facilities	Active Only		
901-03	Building Equipment	Active Only		
901-04	DMV/Driving Files	2	3	5Y
901-05	Mechanics Shop	2	3	5Y
901-06	Custodial	2	3	5Y
1000	<i>REAL ESTATE FILES</i>			
1001	City Property Files			
1001-01	General Information	Active Only		
1001-02	Appraisals	3	7	10Y
1001-03	ROW Acquisition/Negotiation	Permanent		
1001-04	Tax Deeded Lands	Permanent		
1001-05	Sale City Owned Property	Permanent		
1001-06	City Owned Property	Permanent		

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
1100	TRAFFIC ENGINEERING FILES			
1101	Traffic Studies Files	ACTIVE	INACTIVE	TOTAL
1101-01	General Information	Active Only		
1101-02	Streets	Active Only		
1101-03	Traffic Speed	5	5	10Y
1101-04	Livermore Airport	2	3	5Y
1101-05	Homeowners Associations	2	3	5Y
1101-06	Intersections	2	3	5Y
1101-07	(Not In Use)			
1101-08	Annual Highway Performance Monitoring	Life of Structure		
1101-09	Truck Routes	5	5	10Y
1101-10	Intersection Monitoring	2	3	5Y
1101-11	Private Developments	5	5	10Y
1101-12	Traffic Study (Standard Assumptions)	2	3	5Y
1101-13	Permit Parking	5	5	10Y
1101-14	Freeways	5	5	10Y
1101-15	Bernal Ave Traffic Signal Coordinates	5	5	10Y
1101-16	Traffic Study Files	5	5	10Y
1101-17	Light Pole Replacement	Permanent		
1101-18	School District Files	5	5	10Y
1101-19	Traffic Fees	5	5	10Y
1102	Traffic Counts Files			
1102-01	General Information	Active Only		
1102-02	Annual Counts & Summary Sheets	2	3	5Y
1102-03	Individual Street Counts	2	3	5Y
1102-04	Equipment Information	Active Only		
1102-05	Average Daily Traffic Counts Working File	2	3	5Y
1102-06	Level of Service Intersection Working File	2	3	5Y
1102-07	Turning Avg Daily Traffic Working File	2	3	5Y
1102-08	Mid Block Avg Daily Traffic Working File	2	3	5Y
1103	Traffic Accident Files			
1103-01	General Information	Active Only		
1103-02	Accident Reports	2	3	5Y
1103-03	SWITRS Reports	5	5	10Y
1103-04	Bike/Pedestrian Accident Reports	2	3	5Y
1103-05	ACTRS Reports	2	3	5Y

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
1104	Traffic Signal Files	ACTIVE	INACTIVE	TOTAL
1104-01	General Information	Active Only		
1104-02	Location Files	5	5	10Y
1104-03	Signal Installation/Modification Project	2	3	5Y
1104-04	System Coordination Timing	5	5	10Y
1104-05	Computer System VMS 220	5	5	10Y
1104-06	Equipment Information	Active Only		
1104-07	Traffic Signal Interconnect	5	5	10Y
1104-08	Video Cameras	2	3	5Y
1105	Public Parking Files			
1105-01	General Information	Active Only		
1105-02	Individual Parking Lots	5	5	10Y
1105-03	Downtown Parking	5	5	10Y
1105-04	Parking Citations	2	3	5Y
1105-05	Public Parking Files	2	3	5Y
1105-06	ACE Parking Minutes	2	3	5Y
1106	Street Closure Files			
1106-01	General Information	Active Only		
1106-02	Temporary Street Closure	2	3	5Y
1106-03	Street Terminations	2	3	5Y
1107	Public Transportation Files			
1107-01	General Information	Active Only		
1107-02	Bus System	5	5	10Y
1107-03	Railroad System	5	5	10Y
1107-04	BART	5	5	10Y
1107-05	Historic Rail	5	5	10Y
1107-06	Altamont Rail	5	5	10Y
1107-07	CA High Speed Rail	5	5	10Y
1108	Economic Development			
1108-01	General Information	Active Only		
1108-02	Program Files	2	3	5Y
1108-03	Information Distribution Programs	2	0	2Y
1108-04	Annual Transportation Survey	5	5	10Y
1108-05	City Employee TSM Program	2	3	5Y
1108-06	Rideshare	2	0	2Y

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
1108	Economic Development, cont.	ACTIVE	INACTIVE	TOTAL
1108-07	Telecommuting	2	0	2Y
1108-08	TSM Plan	2	3	5Y
1108-09	Annual Reports	2	3	5Y
1108-10	Employee Requirements	2	3	5Y
1108-11	RAMP Meeting	5	5	10Y
1108-12	Bicycle Plan	5	5	10Y
1108-13	Commendable Commuters	2	3	5Y
1109	Traffic Control Devices			
1109-01	General Information	Active Only		
1109-02	Signing	2	3	5Y
1109-03	Traffic Control Devices	2	3	5Y
1109-04	Traffic Control Plans	2	3	5Y
1110	Traffic Calming			
1110-01	General Information	Active Only		
1110-02	E Angela Calming	5	5	10Y
1110-03	Mohr-Martin Calming	5	5	10Y
1110-04	S Pleasanton Valley Calming	5	5	10Y
1110-05	School Traffic Calming	5	5	10Y
1111	Special Events			
1111-01	General Information	Active Only		
1111-02	Alameda County Fair	2	3	5Y
1112	Street Lighting Replacement			
1112-01	General Information	Active Only		
1200	<i>PUBLIC UTILITIES FILES</i>			
1201	Franchise Files			
1201-01	General Information	Active Only		
1201-02	Pacific Gas & Electric	2	3	5Y
1201-03	PacBell	2	3	5Y

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
1201	Franchise Files, cont.	ACTIVE	INACTIVE	TOTAL
1201-04	Cable TV System	2	3	5Y
1201-05	Pleasanton Garbage Service	2	3	5Y
1201-06	A-1 Enterprises (Street Sweeping)	2	3	5Y
1201-07	East Bay Muni Utility District (EBMUD)	2	3	5Y
1201-08	Communications-Pager/Cellular/Wireless	2	3	5Y
1201-09	CA Municipal Utilities Association	2	3	5Y
1202	Water System Files			
1202-01	General Information	Active Only		
1202-02	System Studies/Reports	5	5	10Y
1202-03	Water Connections-County Area-Zone 7	Permanent		
1202-04	Backflow Prevention	5	5	10Y
1202-05	Leak Detection Project/Reports	Active Only		
1202-06	Wells	5	5	10Y
1202-07	Water Telemetry	5	5	10Y
1202-08	Reservoirs/Storage Tanks	5	5	10Y
1202-09	Water Conservation	5	5	10Y
1202-10	Water Testing	5	5	10Y
1202-11	Water Regulations	5	5	10Y
1202-12	Water Laboratory	5	5	10Y
1202-13	Water Connection	5	5	10Y
1202-14	Water Rezoning-Foothill Knolls	5	5	10Y
1202-15	Wet Weather Working Group	5	5	10Y
1202-16	DERWA/DSRSD EBMUD Recycled Auth	5	5	10Y
1202-17	DSRSD/Water System	5	5	10Y
1202-18	Annual Water Main Replacement	Permanent		
1202-19	(DWSAP) Drinking Water Source Assess	5	5	10Y
1203	Wastewater Treatment Files			
1203-01	General Information	Active Only		
1204	Energy Resources Files			
1204-01	General Information	Active Only		
1204-02	Facilities Energy Team	Active Only		
1204-03	Pleasanton Energy Plan	2	3	5Y

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
1205	Sewer System Files	ACTIVE	INACTIVE	TOTAL
1205-01	General Information	Active Only		
1205-02	Interceptor Project	5	10	15YR
1205-03	Sewer Studies & Reports	5	5	10YR
1205-04	Sewer Connection County Area	Permanent		
1205-05	Industrial Pretreatment Program	2	3	5Y
1205-06	Industrial Waste Permits	2	3	5Y
1205-07	Sewer Projects Individual	2	3	5Y
1205-08	Sewer Expansion Fund	5	5	10Y
1205-09	Sewer Connections DSRSD Area	Permanent		
1205-10	Sewage Pump Stations	Permanent		
1205-11	Permanent Agreements -Sewer	Permanent		
1205-12	Regulatory Requirements - Sewer	5	5	10Y
1205-13	Annual Sewer Replacement	5	15	20Y
1205-14	Sewer Telemetry	5	15	20Y
1300	POLICE SERVICES FILES			
1301	Police Services			
1301-01	General Information	Active Only		
1301-02	General Orders / Policies	Active Only		
1301-03	Crime Prevention / Reports	5	5	10Y
1301-04	Animal Control	2	3	5Y
1301-05	Training / Background	5	10	15Y
1302	Departmental Programs Files			
1302-01	General Information	Active Only		
1302-02	Abandoned Vehicle Abatement Program	2	0	2Y
1302-03	Unclaimed Property Program	2	0	2Y
1400	CULTURE, EDUC, HEALTH, REC & PARK FILES			
1401	School Files			
1401-01	General Information	Active Only		
1401-02	School Access	5	5	10Y
1401-03	Surplus Property	Permanent		
1401-04	Amador Theater Auditorium	5	15	20Y
1401-05	Joint Pleasanton Gymnasium	5	15	20Y
1401-06	Horizon High School	2	3	5Y

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
1402	Recreation Files	ACTIVE	INACTIVE	TOTAL
1402-01	General Information	Active Only		
1402-02	Historic Facilities	Permanent		
1402-03	Annual Program Reports	5	5	10YR
1402-04	Pictures/Scrapbooks	Permanent		
1402-05	Programs	2	3	5Y
1402-06	Brochures	Active Only		
1402-07	Facility Rental Agreements	2	3	5Y
1402-08	Aquatic Center	Permanent		
1402-09	Pleasanton Link	Permanent		
1402-10	User Fees & Studies	5	5	10Y
1402-11	Department Volunteer Program	2	3	5Y
1402-12	Banner on Main Street	Active Only		
1402-13	RADD Program	2	3	5Y
1403	Senior Citizens & Handicapped Files			
1403-01	General Information	Active Only		
1403-02	Senior Center Project	5	15	20Y
1403-03	Senior Center Program	2	0	2Y
1403-04	Senior Center Volunteer Program	2	0	2Y
1403-05	Senior Center Marketing	2	0	2Y
1404	Paratransit Files			
1404-01	General Information	Active Only		
1404-02	Recaps	2	3	5Y
1404-03	Drivers Daily Sheets	2	3	5Y
1404-04	Trip Summary Reports	2	3	5Y
1404-05	Daily Voucher Log	2	3	5Y
1404-06	Dispatcher Daily Sheets	2	3	5Y
1404-07	Daily Voucher Sales	2	3	5Y
1404-08	Client Registration	2	3	5Y
1404-09	Dial-A-Ride Review/Analysis	5	5	10Y
1405	Hospital Service Files			
1405-01	General Information	Active Only		
1406	Library Service Files			
1406-01	General Information	Active Only		
1406-02	Pleasanton Library	2	0	2Y

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
1407	Childcare Files	ACTIVE	INACTIVE	TOTAL
1407-01	General Information	Active Only		
1408	Parks Files			
1408-01	General Information	Active Only		
1408-02	Individual Parks	Permanent		
1408-03	Park Maintenance	2	3	5Y
1408-04	Street Tree Maintenance	2	3	5Y
1408-05	Government Building Maintenance	2	3	5Y
1408-06	Street Maintenance	2	3	5Y
1408-07	Project Information	Active Only		
1408-08	Park Equipment General	Active Only		
1408-09	Playground Equipment Inspection	Permanent		
1408-10	Bicycle Trails	Permanent		
1408-11	Park Dedications	Permanent		
1408-12	Park Consultants	Active Only		
1408-13	East Bay Regional Parks	Permanent		
1408-14	Golf Course	Permanent		
1408-15	Trails and Trail Development	Permanent		
1408-16	Policies and Standards	Active Only		
1408-17	Pesticides	2	5	7Y
1408-18	Productivity Measurements	2	3	5Y
1408-19	Landscaping Maintenance	2	3	5Y
1408-20	Projects and Programming	2	3	5Y
1408-21	Downtown Park and Trail System	2	3	5Y
1408-22	Dog Park (Proposed)	2	3	5Y
1409	Organizations/Srvc Clubs/Agencies			
1409-01	General Information	Active Only		
1409-02	Co-Sponsored Organization	5	5	10Y
1409-03	Social Service Agencies	Active Only		
1409-04	Service Clubs	Active Only		
1409-05	Resources For Family Development	Active Only		
1409-06	Cultural Organizations	Active Only		
1410	Drug Control Program Files			
1410-01	General Information	Active Only		

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
1411	Gingerbread Preschool	ACTIVE	INACTIVE	TOTAL
1411-01	General Information	Active Only		
1411-02	Registration Packets	2	3	5Y
1411-03	Medical Release Forms - Completed	2	3	5Y
1411-04	Preschool Year	2	3	5Y
1411-05	Seasonal Programs	2	3	5Y
1411-06	Camper Cubs	2	3	5Y
1411-07	Staff Resources	2	3	5Y
1411-08	FOGP (Friends of Gingerbread Preschool)	2	3	5Y
1411-09	TOTS Drop	2	3	5Y
1500	FIRE PROTECTION FILES			
1501	Equipment Files			
1501-01	General Information	Active Only		
1501-02	Vehicle Apparatus	2	3	5YR
1501-03	Tools & Equipment	2	3	5YR
1501-04	Computer Room System	2	3	5YR
1502	Design Files			
1502-01	General Information	Active Only		
1502-02	Turn Around Requirements	Active Only		
1503	Training Personnel Files			
1503-01	General Information	Active Only		
1504	Operations Files			
1504-01	General Information	Active Only		
1504-02	Fire Hydrant In-Service Notification	Active Only		
1504-03	Station Logs	Permanent		
1505	Fire Station Site Plan Files			
1505-01	General Information	Active Only		
1505-02	Sprinkler, Alarm, & UG Plans (Res/Com)	Permanent		

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
1506	Departmental Programs Files	ACTIVE	INACTIVE	TOTAL
1506-01	General Information	Active Only		
1506-02	Nuisance Abatement/Weed Abatement	2	3	5Y
1506-03	(Not in Use)			
1506-04	Public Education & Relations	Active Only		
1506-05	Fire/Arson Investigations	Permanent		
1506-06	(Not in Use)			
1506-07	(Not in Use)	Active Only		
1507	Periodic Department Reports			
1507-01	General Information	Active Only		
1507-02	Incident Reports (CFIRS)	5	5	10Y
1507-03	Dispatch Reports	5	5	10Y
1507-04	Overtime Records	2	3	5Y
1507-05	Monthly Staff Reports	2	3	5Y
1507-06	Casualty Reports	Permanent		
1507-07	Fire Calls by Fire Management District	5	5	10Y
1507-08	Accident/Vehicle Report	Permanent		
1508	Project Specifications Files			
1508-01	General Information	Active Only		
1509	Service District Files			
1509-01	General Information	Active Only		
1509-02	Original Service Districts	Permanent		
1510	Mutual Aid Plan Files			
1510-01	General Information	Active Only		
1510-02	Mutual Aid Agreements			5YAE
1511	Fire Prevention Files			
1511-01	General Information	Active Only		
1511-02	Hazardous Materials Files	Permanent		
1511-03	Facility/Address Files	Permanent		

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
1512	Liv-Pleas Fire Joint Power Auth	ACTIVE	INACTIVE	TOTAL
1512-01	General Information	Active Only		
1512-02	Agenda / Minutes	Permanent		
1512-03	Resolutions	Permanent		
1600	COMPUTER FILES			
1601	General Computer Info Files			
1601-01	General Information	Active Only		
1601-02	System Information/Sales Contracts	5	5	10Y
1601-03	Procedures	5	5	10Y
1601-04	Problems	5	5	10Y
1601-05	Reference	5	5	10Y
1602	Studies Files			
1602-01	General Information	Active Only		
1602-02	Utilization Study	5	5	10Y
1602-03	Potential Uses	5	5	10Y
1602-04	RFP's	5	5	10Y
1603	Computer Hardware Files			
1603-01	General Information	Active Only		
1603-02	Specifications	5	5	10Y
1603-03	Maintenance Agreements	5	5	10Y
1603-04	Inventory	5	5	10Y
1603-05	Configurations	5	5	10Y
1604	Computer Software Files			
1604-01	General Information	Active Only		
1604-02	Specifications	5	5	10Y
1605	Supplies Files			
1605-01	General Information	Active Only		

Record Series	Record	Active	Inactive	Total
Number	Series Title	Retention	Retention	
1606	Training Files	ACTIVE	INACTIVE	TOTAL
1606-01	General Information	Active Only		
1606-02	Training Classes	5	5	10Y
1606-03	Micro Computer	5	5	10Y
1607	User Group Files			
1607-01	General Information	Active Only		
1607-02	City Users	5	5	10Y