

11-00-00 PUBLIC WORKS ENGINEERING

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
11-01-00	<u>Engineering Administration</u>							
11-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		AR		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
11-01-02	Surveys of Record / Maps		Eng		AC+4	P	P	GC 34090(a), Real property records, maintain State of California Guidelines; Permanent
11-01-03	As Builts / Archives		Eng		AC+4	P	P	GC 4003, 4004, Maintain CCP 337.15; 10 years State of California Guidelines; Permanent for capital improvements
11-02-00	<u>CIP Projects - Design & Construction</u>							
11-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		AR		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
11-02-02	Design Consultant Contract Documents	Placeholder for project documents not yet assigned to a CIP number.	Eng		AC+4	6	AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.
11-02-03	Grants Applications & Agreements	Placeholder for project documents not yet assigned to a CIP number.	Eng		AFP+1 *	4 *	AFP+5 *	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants must be kept for 3 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
11-02-04	Planning / Design	Includes planning documents, planning consultant contracts, studies, resolutions, staff reports and other initial project related documents.	Eng		AC+4	6	AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.
11-02-05	Contract Documents	Includes bids, proposals, contract, insurance, bonds, special provisions, professional service agreements, notice to proceed, change orders, notice of completion and plan and specifications.	Eng		AC+2	P	P	GC 4003, 4004, Maintain CCP 337.15; 10 years State of California Guidelines; Permanent for capital improvements
11-02-06	Other Agencies / Permits	Includes utilities, CalTrans, Fish & Game, RWQCB and other agency related documents.	Eng		AC+4	P	P	GC 4003, 4004, Maintain CCP 337.15; 10 years State of California Guidelines; Permanent for capital improvements
11-02-07	Construction Management	Includes preconstruction meeting agendas and minutes, construction meeting agendas and minutes, schedules, quantity / cost, preliminary notice of lien, engineers certification and permits.	Eng		AC+4	6	AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.
11-02-08	Communications	Includes communications to the public, notices, press releases, RFIs, letters, memos, e-mail and meeting notes.	Eng		AC+4	6	AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.

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11-02-09	Submittals	Includes the submittals and logs.	Eng		AC+4	P	P	GC 4003, 4004, Maintain CCP 337.15; 10 years State of California Guidelines; Permanent for capital improvements
11-02-10	Inspection	Includes inspection reports, punchlists, photos and final inspection.	Eng		AC+4	P	P	GC 4003, 4004, Maintain CCP 337.15; 10 years State of California Guidelines; Permanent for capital improvements
11-02-11	Financial	Includes certified payroll, purchase orders, progress payments / invoices and vouchers, claims and retention.	Eng		AC+4	6	AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.
11-03-00 Private Development								
11-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		AR		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
11-03-02	Plan Checks	Review by engineering and returned to Planning or Building. Maintained while project is active, but may be destroyed sooner as a copy.	Eng		ACT		ACT	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
11-03-03	Encroachment Agreements		Eng		AC+2	P	P	GC 34090(a) Real property records, maintain Permanently GC 4003, 4004; Maintain H&S 19850; Life of Building, with exceptions State of California Guidelines; Permanent for construction based encroachment permits.
11-03-04	Bonding		Eng		AC+2	P	P	GC 34090(a) Real property records, maintain Permanently GC 4003, 4004; Maintain H&S 19850; Life of Building, with exceptions State of California Guidelines; Permanent for construction based encroachment permits.
11-03-05	Construction Inspections / Correspondence	Includes inspections of permit-based construction projects, correspondence and complaints.	Eng		AC+4	6	AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after project completion
11-04-00 Utilities								
11-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		AR		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
11-04-02	Plan Checks	Review by engineering and returned to Planning or Building. Maintained while project is active, but may be destroyed sooner as a copy.	Eng		ACT		ACT	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
11-04-03	Encroachment Agreements		Eng		AC+2	P	P	GC 34090(a) Real property records, maintain Permanently GC 4003, 4004; Maintain H&S 19850; Life of Building, with exceptions State of California Guidelines; Permanent for construction based encroachment permits.

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11-04-04	Bonding		Eng		AC+2	P	P	GC 34090(a) Real property records, maintain Permanently GC 4003, 4004; Maintain H&S 19850; Life of Building, with exceptions State of California Guidelines; Permanent for construction based encroachment permits.
11-04-05	Construction Inspections / Correspondence	Includes inspections of permit-based construction projects, correspondence and complaints.	Eng		AC+4	6	AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after project completion
11-05-00 Sewer								
11-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		AR		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
11-05-02	Sewer System Management Plan, SSMP	Required by RWQCB and SWQCB.	Eng		S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
11-05-03	Sewer Master Plan		Eng		S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
11-05-04	Sewer Studies	Historical information on City systems.	Eng		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for studies
11-05-05	Sewer Video Reports	Created by Services and sent to Engineering to retain in paper format. Transitioning to an electronic system that will be maintained in Services.	Eng		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations records.
11-05-06	Capacity Analysis Reports	Part of the SSMP. Includes sewage flow, discharge monitoring, sanitary surveys and other compliance documents.	Eng		CY+3	2	CY+5	State of California Guidelines; Current year plus 5 years for discharge monitoring reports
11-05-07	Master Rehabilitation Plan	Part of the SSMP.	Eng		S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
11-05-08	Sanitary Sewer Overflows (SSO)	Includes reports and follow up correspondence.	Eng		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.
11-05-09	Sewer Rate Studies		Eng		S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after rates are changed or superseded.
11-05-10	EPA Consent Decree	With EBMUD. Includes annual reports, program participation, flow modeling data, mailings (PSL program) and tracking PSL permits.	Eng		AC+2	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent; 2 years after completion for environmental conservation and issues, but with the caveat of permanent for environmentally sensitive documents.

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11-06-00	<u>Stormwater Management</u>							
11-06-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		AR		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
11-06-02	Storm Master Plan		Eng		S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
11-06-03	FEMA Maps	Elevation / Letter of Map Revision	Eng		S	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for flood maps.
11-06-04	FEMA Reports	Includes analysis reports.	Eng		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Completion of report plus 2 years for flood control reports and studies
11-06-05	FEMA Studies	Includes studies performed by FEMA on City lands.	Eng		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Completion of report plus 2 years for flood control reports and studies
11-06-06	Storms & Flood History	History and documentation of flooding and storms for FEMA grants.	Eng		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for flood records
11-06-07	Creeks & Waterways	Includes erosion, capacity studies, sediment studies, operational dredging projects and permits, water quality testing and other compliance and reference information.	Eng		S	P	P	State of California Guidelines; Permanent for dams, lakes, basins and creeks.
11-07-00	<u>Transportation & Streets</u>							
11-07-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		AR		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
11-07-02	Traffic Calming	Speed bumps, pedestrian medians and bulb-outs	Eng		LOS	3	LOS+3	CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years
11-07-03	Studies	Includes traffic, pedestrian, bicycle and transit studies.	Eng		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Completion of survey plus 2 years
11-07-04	Surveys	Includes traffic counts, traffic surveys, and surveys of the public for feedback on projects.	Eng		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Completion of survey plus 2 years
11-07-05	Parking Studies		Eng		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Completion of survey plus 2 years
11-07-06	Sidewalks, Curbs & Ramps	Includes maps and plans for sidewalks and curbs and improvements.	Eng		AC+2	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for curb and sidewalk improvements, permanent for maps and plans of curbs, sidewalks, etc.
11-07-07	Pavement Management System	Includes slurry seal and other pavement maintenance and repair planning.	Eng		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.

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11-07-08	ADA Transition Plans	Includes curb compliance and other ADA improvements.	Eng		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for curb and sidewalk improvements
11-08-00 Traffic & Lighting								
11-08-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		AR		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
11-08-02	Street Lights	Includes installation of LED street light program, night light surveys, inventory and locations.	Eng		LOS	3	LOS+3	CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years, lighting maintenance is 2 years after superseded.
11-08-03	Traffic Signals	Includes coordination with other agencies where signal is shared. Documents include agreements, programming and planning.	Eng		LOS	3	LOS+3	CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years, inventory of traffic control devices is 2 years after superseded.