

13-00-00 ENVIRONMENTAL SERVICES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Retention	Inactive Retention	Total Retention	Citations & Legal Basis
13-01-00	Environmental Services Administration							
13-01-01	General Information	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.
13-01-02	Temporary Sign Permitting	Includes free permits for sandwich boards and other small temporary signs.	ES		AE+2		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits
13-02-00	Sustainability							
13-02-01	General Information	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.
13-02-02	Climate Action	Mitigation of greenhouse gases, flooding and other climate related aspects.	ES		AC+2	3	AC+5	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for environmental review issues and conservation. Administrative Decision: Maintain climate action information for 5 years after completion of the task for historical reference.
13-02-03	Climate Adaptation	Includes business changes in response to climate changes, such as sea level rising.	ES		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for environmental review issues and conservation.
13-02-04	Resilience	Preventative action for potential energy and environmental hazards.	ES		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for environmental review issues and conservation.
13-02-05	Energy	Includes energy audits, energy ordinance, upgrade programs and other energy related programs.	ES		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for environmental review issues and conservation.
13-02-06	Transportation Infrastructure	Overlaps with Engineering.	ES		S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
13-03-00	Hazardous Materials							
13-03-01	General Information	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.
13-03-02	Site Closures	Includes City responsibility for specific hazardous sites.	ES		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.
13-03-03	Underground / Above Ground Storage Tank Inspections		ES		AC+2	3	AC+5	27 CCR 15185(c); 5 years for enforcement documents

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13-03-04	Underground / Above Ground Storage Tank Remediation Letters	Includes closure letters and other tank remediation information	ES		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.
13-03-05	Hazardous Materials Business Plans / CERS		ES		CY+2	8	CY+10	GC 34090; 2 year minimum requirement 40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.
13-03-06	Spill Prevention Containment Control Plans	Includes SPCC plans for Fire Department locations.	ES		S+2	P	P	Compliance related documents: H&S 25200.3; Generator must maintain records for 5 years onsite H&S 25123.3; Generator must maintain records for remediation waste staging H&S 25160; 3 years for receipts from transporters to generators 22 CCR s 66270.50 is 10 years for hazardous waste permits 27 CCR 15185(c); 5 years for hazardous waste enforcement documents State of California Guidelines; Current year plus 10 years for records regarding handling & disposal of hazardous waste.
13-03-07	Illicit Hazardous Discharge		ES		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.
13-03-08	Environmental Emergency Response	Includes actions and responses to environmental emergencies.	ES		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.
13-04-00 Stormwater Management								
13-04-01	General Information	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.
13-04-02	Illicit Discharge Monitoring		ES		CY+2	3	CY+5	40 CFR 122.41; 5 years 40 CFR 503.17; 5 years
13-04-03	Stormwater O&M Agreements	Agreements with organizations maintaining stormwater treatment systems, such as swales. Used for inspections of stormwater monitoring at specific sites.	ES		AC+3	P	P	40 CFR 122.41; 3 years for monitoring records State of California Guidelines; Permanent for CEQA related mitigation and monitoring records.
13-04-04	Annual Reports	Includes compliance reports and documents for the MRP and other agencies.	ES		CY+2	10	CY+12	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for State certification compliance reports

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13-04-05	Enforcement Response Plans	Includes the plan to provide verbal and written responses to violations.	ES		S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for emergency management and mutual aid strategic plans
13-04-06	Inspections	Includes responses to violations.	ES		AC+2	3	AC+5	27 CCR 15185(c); 5 years for enforcement documents
13-05-00 Solid Waste								
13-05-01	General Information	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.
13-05-02	Rate Change Applications	Includes correspondence between the haulers, third party application reviews, review analysis reports, approvals and other rate setting information.	ES		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for rates.
13-05-03	Quarterly Usage Reports	Use for trending purposes and verification for the annual report. Received from the franchise haulers.	ES		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for tonnage reports.
13-05-04	Electronic Annual Report	Overview of all programs completed during the year. Mandated report submitted to CalRecycle. Includes landfill disposal quantity reports, medical waste, hazardous waste (Form 303), and other summary reports.	ES		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for landfill and collections records.
13-05-05	StopWaste	Includes correspondence and information from the Authority.	ES		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for tonnage reports.
13-06-00 Construction & Demolition								
13-06-01	General Information	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.
13-06-02	Waste Management Plans	Submitted by the builders for demolition work and estimates of tonnage and weight tags. Signed off by Solid Waste for final inspection approval by Building.	ES		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for tonnage reports.
13-06-03	Waste Tickets		ES		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for landfill and collections records.

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13-07-00 Solid Waste Programs & Community Outreach								
13-07-01	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.
13-07-02	Program Grants	Grant monies coming into the City. Includes the applications, grant agreements, invoices, check copies and other grant related documents.	ES		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 covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
13-07-03	Recycling & Waste Programs	E-waste, recycling art contest, shredding services and other non-grant based waste and recycling programs. Most occur on Earth Day. Includes event coordination documents.	ES		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Public Works events.
13-07-04	Community Outreach	National Night Out, school children visits, corp yard visits and other outreach documents. Includes promotional, advertising, coordination with other agencies, and other outreach.	ES		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Public Works events.
13-08-00 Bicycle & Pedestrian Administration								
13-08-01	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.
13-08-02	Master Plan		ES		S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
13-08-03	Grant Applications & Agreements	Incoming grants for programs.	ES		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.