

10-00-00 PUBLIC WORKS ADMINISTRATION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AD - After Disposition, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AS - After Separation, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EY - Event Year, H - Historical, IND - Indefinite, L - Life of Board, Building, Vehicle, Registrant, Improvement or System, P - Permanent, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Retention	Inactive Retention	Total Retention	Citations & Legal Basis
10-01-00 Public Works Administration								
10-01-01	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.
10-01-02	Esri ARCMAP	GIS system for assets	PW Admin		IND		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
10-01-03	Grants Applications & Agreements		PW Admin		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.
10-01-04	Encroachment Permit Database	Access database for assigning numbers and tracking financial portions of encroachment permits.	PW Admin		IND		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
10-01-05	Resident Concern/Complaints	Includes petitions by residents and a description of the concern or complaint. Generates the committee agenda. Electronic.	PW Admin		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
10-02-00 Public Works & Transportation Committee								
10-02-01	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.
10-02-02	Agenda Packets		PW Admin	H	CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
10-02-03	Minutes		PW Admin	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
10-02-04	Meeting Recordings	Second Sight records documents and City Clerk maintains the recordings.	Clerk		30 Days		30 Days	GC 54953.5; 30 days after recording

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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
10-03-00 Bicycle & Pedestrian Advisory Committee								
10-03-01	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.
10-03-02	Agenda Packets		PW Admin	H	CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
10-03-03	Minutes		PW Admin	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
10-03-04	Meeting Recordings	Second Sight records documents and City Clerk maintains the recordings.	Clerk		30 Days		30 Days	GC 54953.5; 30 days after recording
10-04-00 Sustainability Committee								
10-04-01	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.
10-04-02	Agenda Packets		PW Admin	H	CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
10-04-03	Minutes		PW Admin	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
10-04-04	Meeting Recordings	Second Sight records documents and City Clerk maintains the recordings.	Clerk		30 Days		30 Days	GC 54953.5; 30 days after recording
10-05-00 Sustainability Committee								
10-05-01	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.
10-05-02	Agenda Packets		PW Admin	H	CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
10-05-03	Minutes		PW Admin	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
10-05-04	Meeting Recordings	Second Sight records documents and City Clerk maintains the recordings.	Clerk		30 Days		30 Days	GC 54953.5; 30 days after recording