

12-00-00 PUBLIC WORKS OPERATIONS

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Column1	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Retention	Inactive Retention	Total Retention	Citations & Legal Basis
12-01-00 Operations Administration								
12-01-01	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.
12-01-02	Lucity Database	Used to track service requests, work orders and work completed.	PW Ops		IND		IND	Transitory Record; Databases are maintained while active
12-01-03	Warranties / Service Contracts	Includes root foaming and other warranties	PW Ops		AC+5		AC+5	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000
12-01-04	Equipment Testing Results / Inspections	Includes bucket truck tests, shop lifts and other annual equipment tests.	PW Ops		LOV	4	LOV+4	GC 34090; 2 year minimum requirement CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles and equipment
12-01-05	Work Furlough Program - SWAP	Assistance through the Sherrifs Department.	PW Ops		CY+2		CY+2	CGC 34090; 2 year minimum requirement
12-02-00 Buildings & Facilities Maintenance								
12-02-01	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.
12-02-02	Preventative Maintenance		PW Ops		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-02-03	Repairs		PW Ops		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-02-04	Inventory		PW Ops		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-02-05	Sprinkler Inspections		PW Ops		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-02-06	HVAC Inspections		PW Ops		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-02-07	Boiler Water Treatment		PW Ops		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.

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12-03-00 Streets & Sidewalks								
12-03-01	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.
12-03-02	Signs & Signage	Includes sign inventory, locations and sign files.	PW Ops		LOS+3		LOS+3	GC 34090; 2 year minimum requirement CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years
12-03-03	Striping & Markings	Includes cross walks, legends and other striping inventory.	PW Ops		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-03-04	Graffiti Removal	Includes police reports and photos	PW Ops		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-03-05	Sidewalks, Curbs & Gutters	Maintenance, repairs, ADA compliance and trip hazards.	PW Ops		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-03-06	Street Repairs & Maintenance	Includes pothole repairs, hot patch and other maintenance activities.	PW Ops		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-03-07	Vegetation Maintenance	Includes trimming.	PW Ops		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-04-00 Sewers								
12-04-01	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.
12-04-02	Sanitary Sewer Overflows	May include water quality test results, photos, spill volume calculations, State Water Board submittals and PW incident reports.	PW Ops		CY+2	8	CY+10	40 CFR 141.91; 10 years after completion. State of California Guidelines; Current year plus 10 for sanitary surveys.
12-04-03	Daily Activity Reports	For sewer maintenance	PW Ops		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-04-04	Pump Stations	Inspections of pump stations.	PW Ops		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for pumping and well maintenance projects.

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12-05-00	Storm Drain Division							
12-05-01	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.
12-05-02	Daily Street Sweeping Reports		PW Ops		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-05-03	Full Capture Device Reports	Device that prevents trash and debris from effluent. Required for the MRP.	PW Ops		CY+2	3	CY+5	40 CFR 122.41; 5 years 40 CFR 503.17; 5 years
12-05-04	Creek / Drain Inlet Inspections	Required per MRP. Cleaning of inlets.	PW Ops		CY+2	3	CY+5	40 CFR 122.41; 5 years 40 CFR 503.17; 5 years
12-05-05	Hot Spot Inspections	Includes storm drain inlets, v-ditches, low spots, trash areas and other locations prone to flooding. Required for MRP.	PW Ops		CY+2	3	CY+5	40 CFR 122.41; 5 years 40 CFR 503.17; 5 years
12-05-06	On-land Clean Up	Includes inspection and cleaning logs. Required for MRP.	PW Ops		CY+2	3	CY+5	40 CFR 122.41; 5 years 40 CFR 503.17; 5 years
12-05-07	Enhanced Drain Inlet Cleaning	Includes inspection and cleaning logs for school locations. Required for MRP.	PW Ops		CY+2	3	CY+5	40 CFR 122.41; 5 years 40 CFR 503.17; 5 years
12-05-08	Pump Station Inspections		PW Ops		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-06-00	Fleet Management							
12-06-01	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.
12-06-02	Vehicle / Equipment Maintenance Records	Paper history of equipment and vehicles. Includes maintenance and other specific vehicle and equipment related information. Also tracked in Hansen.	PW Ops		LOV	4	LOV+4	GC 34090; 2 year minimum requirement CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations.
12-06-03	Diesel Smoke & Smog Testing Inspections	Maintained on file for 3 years.	PW Ops		AC+3		AC+3	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency. Administrative Decision: Maintain inspection records for 3 years after completion to follow State retention for the CARB permit and vehicle and equipment testing history.
12-06-04	Daily Vehicle Inspection Log	Inspection of vehicles by drivers prior to driving. Required by the DOT. Includes safety equipment, liquid levels, tire condition, appearance, operations, lights. Maintain the old and new books in the vehicle.	PW Ops		CY+2		CY+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.
12-06-05	Hazardous Materials Business Plans	Maps on the San Mateo County Public Portal. Maps supporting documents maintained on shared file server.	PW Ops		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.