

(R-95-1767)

RESOLUTION NUMBER R- 285885

ADOPTED ON JUN 05 1995

BE IT RESOLVED, by the Council of The City of San Diego,  
that the Records Disposition Schedule for records maintained by  
the Metropolitan Wastewater Department attached as Exhibit A is  
hereby adopted.

APPROVED: JOHN W. WITT, City Attorney

By *Cristie C McGuire*  
Cristie C. McGuire  
Deputy City Attorney

CCM:jrl  
05/23/95  
Or.Dept:Clerk  
R-95-1767  
Form=r-t

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-86)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		METROPOLITAN WASTEWATER				
		DIVISION			1	PAGE (4)
						1
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
1.	<p>PERSONNEL FILES - INDIVIDUAL. Contains records for current and past employees of the department. Records are divided into two groups.</p> <p><u>Group A</u> records include: Accident reports, counseling documentation, disciplinary action records (including sealed disciplinary action records maintained by a department head), education and training records, Emergency Notification Information Forms, employee recognition awards (e.g. exceptional merit increases, discretionary leave, bonus pay), employment application and resume (if copies available), injury reports and records, letters of commendation or appreciation, medical data pertinent to the new job, name change records, payroll deduction forms, performance evaluation report or supplemental performance report (latest copy only), Vehicle Collision Review and Prevention Program Certification Form, and waivers or extensions of probationary period (if pertinent to the new job).</p>					

R-285885

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CC-1571 (REV. 7-86)

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		METROPOLITAN WASTEWATER				
		DIVISION			1	PAGE (4) 3
		RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
1. cont.	<p>b. Transferring employees (Group A records) (Note: "Transferring employees" refers to employees changing departments to interdepartmental transfers, class transfers, promotions, demotions, and/or failures of probation).</p> <p>c. Transferring employees (Group B records)</p> <p>d. Terminated employees (Group A and B records)</p>	<p>Transfer with employee to receiving department.</p> <p>Losing department destroys records 3 years after employee transfer.</p> <p>Destroy 3 years after employee has terminated.</p>	-	-		
			-	Destroy records 3 years after transfer.		
			-	Termination +3 years.		

R-285885

## RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

ITEM NO. (5)		TITLE AND DESCRIPTION OF RECORD SERIES. (6)		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
				METROPOLITAN WASTEWATER				
				DIVISION			1	PAGE (4) 5
				ADMINISTRATION				
				RETENTION			REMARKS (10)	
				DEPT. (7)	R.C. (8)	TOTAL (9)		
3.	ADMINISTRATIVE WORKING FILES include financial reports, Employee Recognition information, Records Management Committee documents, Space and Security Committee documents, Regional Board Orders, Dockets, presentation materials, seminar information, briefing papers, status reports, CIP files, policy issues, progress reports, schedules, signature files, and Water Reclamation files. Contents of these files include memoranda, reports, correspondence, council dockets, resumes, transmittals, and news clippings. Arranged alphabetically by subject, chronologically thereunder.							
	a. Original			2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.		
	b. Duplicate			Destroy when reference value ceases.	-	Destroy when reference value ceases.		
4.	BLUEPRINTS AND DRAWINGS contain records of the projects and facilities. Original mylars are maintained by Support Services Division.							
	a. Duplicate			Destroy when reference value ceases.	-	Destroy when reference value ceases.		

R-285885

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-86)

		DEPARTMENT (1) <b>METROPOLITAN WASTEWATER</b>			SCHED. NO. (2) <b>1</b>	DATE (3)
		DIVISION <b>ADMINISTRATION</b>			PAGE (4) <b>7</b>	
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
7.	CORRESPONDENCE - ROUTINE. Consist of correspondence on various subjects. Includes letters, memos, faxes, and notes relating to the activities of this division. Arranged numerically by assigned subject heading number, chronologically thereunder.	2	-	2	R-285885	
8.	EMPLOYEE ATTENDANCE REPORTS. (Form UA-109C) are records of employees' absences. Arranged chronologically, alphabetically by name thereunder.	2	-	2		
9.	EMPLOYEE CERTIFICATION FILES. Contain records pertaining to the hiring of new employees and consist of Request for Certification (Form CS-490) and Notices of Certification (Computer Report S02-700-A). Arranged chronologically.  a. Duplicate	2	-	2		

## RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

ITEM NO. (5)		TITLE AND DESCRIPTION OF RECORD SERIES. (6)		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
				METROPOLITAN WASTEWATER				
				DIVISION			1	PAGE (4) 9
				ADMINISTRATION				
				RETENTION			REMARKS (10)	
				DEPT. (7)	R.C. (8)	TOTAL (9)		
13.	<p>PUBLIC PARTICIPATION FILES. Consist of the records of events such as ground breaking ceremonies, presentations, PR events. Public Participation Files include: Information packets, fact sheets, telephone log of phone calls from public, photographs of events, projects, construction progress, slide presentations, shows, videos, press releases, press conferences materials, and correspondence to and from the public. Arranged by project, sub-project, numerically and chronologically.</p> <p>a. Original (*Remove non-historical material and extra copies of documents before sending to storage.)</p> <p>b. Duplicates</p>		2	P*	P			
			Destroy when no longer needed.	-	Destroy when no longer needed.			
14.	<p>TECHNICAL REFERENCE MATERIALS. Consist of publications from other governmental agencies, magazine and journal agencies, books, catalogues, manuals, and brochures from non-City sources. These materials are retained for their reference value. Unarranged or arranged by subject.</p> <p>a. Nonrecord</p>							
			Destroy when reference value ceases.	-	Destroy when reference value ceases.			

R-285885

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-88)

DEPARTMENT (1) <b>METROPOLITAN WASTEWATER</b>	SCHED. NO. (2) <b>1</b>	DATE (3)
DIVISION <b>CONTRACTS MANAGEMENT</b>		PAGE (4) <b>11</b>

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
17.	<p>CONTRACTS FILES. Consist of the documentation and working papers related to the selection process for department contracts. Contracts files include, but are not limited to the following: Consultant Agreements include solicitation documents, selection documents, contract award, contract amendments, notices, and related correspondence. Construction contracts include plans and specifications, invitations for bids, addenda, bid tabulations, Notices of Apparent Low Bidder, contract awards, Notices To Proceed, Change Orders, and escrow agreements. Other contracts include environmental documents, partnering documents, maintenance service documents, and support services documents. Original construction and consultant contracts are maintained permanently by the City Clerk. Arranged by project, chronologically thereunder.</p> <p>a. Original</p> <p>b. Duplicate</p>	<p>5 or until reference value ceases, which ever occurs later.</p> <p>Destroy when reference value ceases.</p>	-	<p>5 or until reference value ceases, which ever occurs later.</p> <p>Destroy when reference value ceases.</p>	<p>R-285885</p>

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-86)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		METROPOLITAN WASTEWATER				
		DIVISION			1	PAGE (4) 13
		CONTRACTS MANAGEMENT				
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
20.	<p>TECHNICAL REFERENCE MATERIALS. consist of publications from other governmental agencies, magazine and journal agencies, books, catalogues, manuals, and brochures from non-City sources. These materials are retained for their reference value. Unarranged or arranged by subject.</p> <p>a. Nonrecord</p>	<p>Destroy when reference value ceases.</p>	-	<p>Destroy when reference value ceases.</p>		

R-285885



## RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		METROPOLITAN WASTEWATER				
		DIVISION			1	PAGE (4) 15
		ENGINEERING AND WATER RECLAMATION				
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
22.	<p>BLUEPRINTS AND DRAWINGS are records of the projects and facilities. Original mylars are maintained by Support Services Division. Arranged by facility name.</p> <p>a. Duplicate</p>		Destroy when reference value ceases.	-	Destroy when reference value ceases.	R-285885
23.	<p>BUDGET WORKING FILES. Consist of the documentation and working papers produced in the preparation, submission and revision of the department's budget. Files include monthly expenditure reports, copies of the preliminary budget, memoranda, correspondence, statistical data, appropriations information, and personnel payroll information. Arranged chronologically by fiscal year.</p>	3		2	5	
24.	<p>CITY MANAGER REPORTS. Consist of reports relating to Metropolitan Wastewater issues. Used for reference. Reports are maintained permanently by the City Clerk. Arranged chronologically.</p> <p>a. Duplicate</p>		Destroy when reference value ceases.	-	Destroy when reference value ceases.	

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-86)

DEPARTMENT (1) <b>METROPOLITAN WASTEWATER</b>		SCHED. NO. (2) <b>1</b>	DATE (3) <b>17</b>
DIVISION <b>ENGINEERING &amp; WATER RECLAMATION</b>			PAGE (4)

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
27.	EMPLOYEE ATTENDANCE REPORTS. (Form UA-109C) are records of employees' absences. Arranged chronologically, alphabetically by name thereunder.	2	-	2	R-285885
28.	EMPLOYEE CERTIFICATION FILES. Consist of records pertaining to the hiring of new employees and consist of Requests for Certification (Form CS-490) and Notices of Certification (Computer Report S02-700-A). Arranged chronologically.  a. Duplicate	2	-	2	

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-86)

ITEM NO. (5)		TITLE AND DESCRIPTION OF RECORD SERIES. (6)		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
				DIVISION			1	19
				RETENTION			PAGE (4)	
				DEPT. (7)	R.C. (8)	TOTAL (9)	REMARKS (10)	
32.	<p><b>TECHNICAL REFERENCE MATERIALS.</b>                      Consist of publications from other governmental agencies, magazine and journal agencies, books, catalogues, manuals, and brochures from non-City sources. These materials are retained for their reference value. Unarranged or arranged by subject.</p> <p>a. Nonrecord</p>			<p>Destroy when reference value ceases.</p>	-	<p>Destroy when reference value ceases.</p>		

R-285885

## RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

		DEPARTMENT (1) METROPOLITAN WASTEWATER			SCHED. NO. (2) 1	DATE (3)
		DIVISION ENVIRONMENTAL MONITORING & TECHNICAL SERVICES				
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
34.	<p>ANALYSIS AND MEASUREMENT FILES. Are records of laboratory tests and measurements of surveys and samples taken of influent, effluent, and ocean outfall areas. Contents of these files include Daily Reports which give volume of influent and effluent, scum and sludge processed, lab findings on effluent and some operational reports; Monthly Reports which record coliform and fecal coliform for ocean samples and other data; Lab Analysis Data Sheets which contain data on ferric chloride, chlorine, grit, sewage, sludge, and other materials; Ocean Monitoring Benthic Sample Analysis Reports; Ocean Sediment Chemical Analysis Data; Secondary Digesters Reports; Effluent Flow Charts; sludge, analyses; collection sample results; Estimating Sheets (Form CE-291); memoranda; and correspondence. Many reports are found in both paper and microfiche. Arranged by type of report, chronologically thereunder; or arranged by subject.</p> <p>a. Original</p> <p>b. Microfiche</p>	2	3	5		
		20	-	20		

R-285885

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-88)

		DEPARTMENT (1) <b>METROPOLITAN WASTEWATER</b>			SCHED. NO. (2) <b>1</b>	DATE (3)
		DIVISION <b>ENVIRONMENTAL MONITORING &amp; TECHNICAL SERVICES</b>				PAGE (4) <b>23</b>
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
38.	EMPLOYEE ATTENDANCE REPORTS. (Form UA-109C) are records of employees' absences. Arranged chronologically, alphabetically by name thereunder.	2	-	2		
39.	EMPLOYEE CERTIFICATION FILES. Are records pertaining to the hiring of new employees and consist of Requests for Certification (Form CS-490) and Notices of Certification (Computer Report S02-700-A). Arranged chronologically.					
	a. Duplicate	2	-	2		

R-285885

## RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

		DEPARTMENT (1) METROPOLITAN WASTEWATER			SCHED. NO. (2)	DATE (3)
		DIVISION ENVIRONMENTAL MONITORING AND TECHNICAL SERVICES			1	PAGE (4)
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
42.	OFFICE MANAGEMENT FILES. Document the day-to-day financial administration of the office. Contents of these files include Requests for Direct Payment (Form AC-468), Purchase Orders (Form PA-255B), Purchase Requisitions (Form PA-2159), Travel Request and Expense Reports (Form FM-1312), Printing Service Requisitions (Form PEA-1469), Weekly Credit Card Logs, Materials Requests (Form UW-1440), Materials Received Reports, Work Requests (Form PW-999A), and receipts. Arranged by type of record, fiscal year, and chronologically thereunder.  a. Duplicate	3	-	3		
43.	OVERTIME REPORTS. Are records of who worked when, on what, and for how long. Arranged chronologically.	2	-	2		

R-285885

## RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-88)

ITEM NO. (5)		TITLE AND DESCRIPTION OF RECORD SERIES. (6)		DEPARTMENT (1) METROPOLITAN WASTEWATER			SCHED. NO. (2)	DATE (3)
				DIVISION ENVIRONMENTAL MONITORING AND TECHNICAL SERVICES			1	PAGE (4) 27
				RETENTION			REMARKS (10)	
				DEPT. (7)	R.C. (8)	TOTAL (9)		
45.	RESEARCH VESSEL MANAGEMENT FILES. Consist of the records regarding the maintenance, repair, and administration of the research vessels used in the collection of water samples for water quality monitoring. Subjects in these files include alarm system, anchor system, battery charger, cable, canvas items, current meters and drogues, electroguard corrosion control, hand-tools, new boat project, machine shop requests, radio procedures manual, pager, pumps, safety equipment, throttle, Van Dorn water samplers, water quality instrumentation, and wiring/electrical checkouts. Contents of these files include Purchase Requisitions (Form PA-2159), Purchase Orders (Form PA-2555B), invoices, manufacturer's manuals, Stores Requisitions (Form PA-1434), Estimating Sheets (Form CE-291), Work Requests (Form PW-999A), specifications, memoranda, and photographs. Arranged alphabetically by topic.	3 or until reference value ceases, whichever occurs later.	-	3 or until reference value ceases, whichever occurs later.				

R-285885

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-88)

		DEPARTMENT (1) <b>METROPOLITAN WASTEWATER</b>			SCHED. NO. (2) <b>1</b>	DATE (3)
		DIVISION <b>OPERATIONS AND MAINTENANCE</b>			PAGE (4) <b>29</b>	
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
47.	ADMINISTRATIVE WORKING FILES. Consist of documents relating to subjects of interest to this division. Contents of these files include reports, memoranda, correspondence, notes, and related documents. Arranged alphabetically by subject, chronologically thereunder.	2 or until reference, value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.	R-285885	
48.	BLUEPRINTS AND DRAWINGS. Are records of the projects and facilities. Original mylars are maintained by Support Services. Arranged by facility name.  a. Duplicate	Destroy when reference value ceases.	-	Destroy when reference value ceases.		
49.	BUDGET WORKING FILES. Consist of the documentation and working papers produced in the preparation, submission and revision of the department's budget. Files include monthly expenditure reports, copies of the preliminary budget, memoranda, correspondence, statistical data, appropriations information, and personnel payroll information. Arranged chronologically by fiscal year.	3	2	5		



**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-86)

		DEPARTMENT (1) <b>METROPOLITAN WASTEWATER</b>			SCHED. NO. (2) <b>1</b>	DATE (3)
		DIVISION <b>OPERATIONS AND MAINTENANCE</b>				PAGE (4) <b>31</b>
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
53.	<p>EMPLOYEE CERTIFICATION FILES. Are records pertaining to the hiring of new employees and consist of Requests for Certification (Form CS-490) and Notices of Certification (Computer Report S02-700-A). Arranged chronologically.</p> <p>a. Duplicate</p>	2	-	2	R-285885	
54.	<p>LOGS AND OPERATION REPORTS. Consist of Work Orders (Form PW-999A), Maintenance Daily Reporting Sheets (Form UW-952), Daily Operation Reports (Form US-38-1), Auxiliary Equipment Logs (Form US-38-2), Main Pump Logs (Form US-38-3), Daily Log Books, Daily Maintenance Reports, Vehicle Operators Daily Inspection Records (Form UA-1581), Daily Chemical and Storage Records, polymer consumption and inventory reports, mileage logs, and gas production records. These record activities and operations at Point Loma, Fiesta Island and the pump stations. Arranged by type of report, chronologically thereunder.</p>	3	-	3		

## RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		METROPOLITAN WASTEWATER				
		DIVISION			1	PAGE (4) 33
		OPERATIONS AND MAINTENANCE				
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
57.	OVERTIME REPORTS. Are records of who worked when, on what, and for how long. Arranged chronologically.	2	-	2		
58.	PHOTOGRAPHS. Are visual records of the construction of wastewater facilities. Arranged numerically by contract number.	Send to Records Center when reference value ceases.	P	P		
59.	PREVENTATIVE MAINTENANCE RECORDS. Are cards with information on equipment, the history of preventative maintenance for the equipment, and what work needs to be done when. Arranged by machinery or equipment type.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.		

P-285885

## RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		METROPOLITAN WASTEWATER				
		DIVISION			1	35
		OPERATIONS AND MAINTENANCE				
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
62.	<p>SEWER PUMP STATION INFORMATION FILES. Consist of records relating to the pump stations and the equipment used therein. Sewer Pump Station Information Files include specifications, data, diagrams, maps, and information on pump stations and the equipment used therein. Arranged by pump station number.</p> <p>a. Original</p> <p>b. Duplicate</p>	<p>2 or until reference value ceases, whichever occurs later.</p> <p>Destroy when reference value ceases.</p>	-	-	2 or until reference value ceases, whichever occurs later.	Destroy when reference value ceases.
63.	<p>SPILLS FILES. Consist of records relating to spills at wastewater facilities. Subjects in these files include American Sod, Brown Field, Coastal Commission, Fiesta Island, Spills, and San Pasqual Wild Animal Park. Contents of these files include correspondence, Inspection Forms, and memoranda. Arranged alphabetically by subject.</p>	2	3	5		

R-285885

## RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-88)

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		METROPOLITAN WASTEWATER				
		DIVISION			1	37
PROGRAM MANAGEMENT						
		RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
65.	ADMINISTRATIVE WORKING FILES. Consist of documents relating to subjects of interest to this division. Contents of these files include reports, memoranda, correspondence, notes, and related documents. Arranged alphabetically by subject, chronologically thereunder.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.		
66.	BLUEPRINTS AND DRAWINGS. Are records of the projects and facilities. Original mylars are maintained by Support Services Division. Arranged by facility name.  a. Duplicate	Destroy when reference value ceases.	-	Destroy when reference value ceases.		
67.	BUDGET WORKING FILES. Consist of the documentation and working papers produced in the preparation, submission and revision of the department's budget. Files include monthly expenditure reports, copies of the preliminary budget, memoranda, correspondence, statistical data, appropriations information, and personnel payroll information. Arranged chronologically by fiscal year.	3	2	3		

R-285885

## RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

		DEPARTMENT (1) METROPOLITAN WASTEWATER			SCHED. NO. (2) 1	DATE (3)
		DIVISION PROGRAM MANAGEMENT				PAGE (4) 39
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
70.	CORRESPONDENCE - ROUTINE. Consist of correspondence on various subjects. Includes letters, memos, faxes, and notes relating to the activities of this division. Arranged numerically by assigned subject heading number, chronologically thereunder.	2	-	2	R-285885	
71.	EMPLOYEE ATTENDANCE REPORTS. (Form UA-109C) are records of employees' absences. Arranged chronologically, alphabetically by name thereunder.	2	-	2		
72.	EMPLOYEE CERTIFICATION FILES. Are records pertaining to the hiring of new employees and consist of Requests for Certification (Form CS-490) and Notices of Certification (Computer Report S02-700-A). Arranged chronologically.  a. Duplicate	2	-	2		

## RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

		DEPARTMENT (1)		SCHED. NO. (2)	DATE (3)
		METROPOLITAN WASTEWATER		1	
		DIVISION		PAGE (4)	
		PROGRAM MANAGEMENT		41	
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
76.	<p>PROJECT FILES. Consist of records of the planning of Metropolitan Wastewater project/facilities. These files contain memos, letters, faxes, telephone log, consultant reports, drawings, EIR, predesign reports, review materials, notes on history of project. Arranged by project, subject then chronologically thereunder.</p> <p>a. Original (*Remove duplicates and non-record materials before sending to storage.)</p> <p>b. Duplicate</p>	<p>Completion +1</p> <p>Destroy when reference value ceases.</p>	<p>P*</p> <p>-</p>	<p>P*</p> <p>Destroy when reference value ceases.</p>	R-285885
77.	<p>TECHNICAL REFERENCE MATERIALS. Consist of publications from other governmental agencies, magazine and journal agencies, books, catalogues, manuals, and brochures from non-City sources. These materials are retained for their reference value. Unarranged or arranged by subject.</p> <p>a. Nonrecord</p>	<p>Destroy when reference value ceases.</p>	<p>-</p>	<p>Destroy when reference value ceases.</p>	

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CC-1571 (REV. 7-88)

		DEPARTMENT (1)		SCHED. NO. (2)	DATE (3)	
		METROPOLITAN WASTEWATER		1	PAGE (4) 43	
ITEM NO. (5)		TITLE AND DESCRIPTION OF RECORD SERIES. (6)		DIVISION		
				SUPPORT SERVICES		
		RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
80.	BUDGET WORKING FILES. Consist of the documentation and working papers produced in the preparation, submission and revision of the department's budget. Files include monthly expenditure reports, copies of the preliminary budget, memoranda, correspondence, statistical data, appropriations information, and personnel payroll information. Arranged chronologically by fiscal year.	10	-	10		
81.	CITY MANAGER REPORTS. Are reports relating to Metropolitan Wastewater issues. Used for reference. Reports are maintained permanently by the City Clerk. Arranged chronologically.  a. Duplicate					
		Destroy when reference value ceases.	-	Destroy when reference value ceases.		
82.	CORRESPONDENCE - ROUTINE. Consist of correspondence on various subjects. Includes letters, memos, faxes, and notes relating to the activities of this division. Arranged numerically by assigned subject heading number, chronologically thereunder.	2	-	2		

R-285885

## RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-88)

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		METROPOLITAN WASTEWATER				
		DIVISION			1	45
SUPPORT SERVICES			RETENTION			
		DEPT. (7)	R.C. (8)	TOTAL (9)	REMARKS (10)	
86.	INVENTORY FILES. Consist of department print requests and records of expenditures related to this activity, inventories of equipment and daily cash receipt books. These files contain completed Daily Cash Receipt Books (AC 1221), completed Print Requisitions (PA 2621), and Auditor's computer printout of office furniture. Arranged by type of record and chronologically thereunder.	3	-	3		
87.	METROPOLITAN SEWER TASK FORCE FILES. Consist of documents relating to the activities and the meetings of this citizen's advisory group established by the Mayor and City Council. These files (binders) include field trip materials, border matters, newspaper clippings, committee reports, correspondence, and agendas. Unarranged	2	P	P		

R-285885



## RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-88)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		METROPOLITAN WASTEWATER				
		DIVISION			1	PAGE (4) 47
		SUPPORT SERVICES				
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
90.	OVERTIME REPORTS. Are records of who worked when, on what, and for how long. Arranged chronologically.	2	-	2	R-285885	
91.	PARTICIPATING AGENCIES FILES. Consist of the documents related to the activities of the department as they relate to participating agencies. Participating agencies include the City of Chula Vista and Montgomery Sanitation District, City of Coronado, City of Del Mar, City of El Cajon, City of Imperial Beach, City of La Mesa, City of National City, City of Poway, County of San Diego, Lemon Grove Sanitation District, Otay Water District, and Padre Dam Municipal Water District. These files include correspondence, memoranda, graphs, reports, agreements and contracts. Arranged alphabetically by the name of the participating agency, chronologically thereunder.	5	-	5		

## RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

ITEM NO. (5)		TITLE AND DESCRIPTION OF RECORD SERIES. (6)		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
				METROPOLITAN WASTEWATER				
				DIVISION			1	PAGE (4) 49
				SUPPORT SERVICES				
				RETENTION			REMARKS (10)	
				DEPT. (7)	RC (8)	TOTAL (9)		
94.	PROGRAM MANAGER FILES. Consist of the contractual, financial activities, correspondence and reports related to Metropolitan Wastewater projects. The contents of these files include: Contracts between Montgomery Watson and the City, Contracts between Montgomery Watson and subconsultants, cost estimates, project schedules, project calculations, meeting minutes, permits/property acquisition correspondence and reports, special studies, financial analyses (rate case projections, CIP cash flows and appropriations, operation cost data, wastewater flow projections), public participation files and presentation materials, CADD drawings, and maps. Arranged by project or subject, chronologically by subject.	Send to Records Center when no longer needed in the office for reference.	10	Reference +10.				

R-285885

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-86)

		DEPARTMENT (1)		SCHED. NO. (2)	DATE (3)
		METROPOLITAN WASTEWATER		1	51
		DIVISION			
		SUPPORT SERVICES		51	
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
97.	<p>REQUEST FOR COUNCIL ACTION FILES. Consist of documentation produced in the preparation and submission of the department's 1472, 1472A and Manager Actions. Files include Request for Council Action (CM1472), Docket Supporting Information (CM 1472A), Manager's Reports, Auditors Certificate (AC361), resolutions, internal route slips and EOCP evaluations, City Manager Action forms (CM1544), Request for Manager Approval (PA700) and project cost estimate sheets. Arranged by action and chronologically thereunder.</p> <p>a. Original</p> <p>b. Duplicate</p>	5	-	5	<p style="text-align: center;">R-285885</p>
		Destroy when no longer needed.	-	Destroy when no longer needed.	

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 1

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
METROPOLITAN WASTEWATER	PERSONNEL FILES - INDIVIDUAL			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
(ALL DIVISIONS/SECTIONS)	CURRENT EMPLOYEES	Retain all records in office.		
	TRANSFERRING EMPLOYEES	See * below.		
	TERMINATED EMPLOYEES	Destroy all records three (3) years after employee terminates.		

**RECORD SERIES DESCRIPTION** (Purpose, content, and method of filing):

PERSONNEL FILES - INDIVIDUAL contains records for current and past employees of the department. Records are divided into two groups:

Group A records include: Accident reports, counseling documentation, disciplinary action records (including sealed disciplinary action records maintained by a department head), education and training records, Emergency Notification Information Forms, employee recognition awards (e.g. exceptional merit increases, discretionary leave, bonus pay), employment application and resume (if copies available), injury reports and records, letters of commendation or appreciation, medical data pertinent to the new job, name change records, payroll deduction forms, performance evaluation report or supplemental performance report (latest copy only), Vehicle Collision Review and Prevention Program Certification Form, and waivers or extensions of probationary period (if pertinent to the new job).

Group B records include: Appointing authority selection interview documentation, discharge and employee separation records, job descriptions, leave requests, letters of complaint against the employee, long-term disability records, medical data not pertinent to the new job, memoranda and/or correspondence regarding grievances, payroll related records (e.g. Merit Increase Notices, Payroll Change Notices, Notices of Absence or Overtime, Time Sheet Correction Notices, shift differential pay, bi-lingual pay, stand-by pay, etc.) performance evaluation reports.

\*Disposition for Transferring employees (includes employees changing department due to interdepartmental transfers, class transfers, promotions, and/or demotions)

- a. Transfer Group A records to receiving department.
- b. Losing department destroys Group B records three (3) years after employee transfers.

NOTE: When an employee leaves a department either through transfer or termination, the losing department should review its personnel records to determine if there are any records which were not sent originally to Personnel Department and should be forwarded.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

Approved:

APPROVED BY:		
CITY CLERK <i>Charles R. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i> 5/11/95	CITY ATTORNEY- <i>[Signature]</i> <i>Christie C McSweeney, DEA</i>

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 3

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE ADMINISTRATIVE WORKING FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ ADMINISTRATION	ORIGINAL	2	or until reference value whichever occurs later.	ceases,
	DUPLICATE		Destroy when reference value ceases.	

**RECORD SERIES DESCRIPTION** (Purpose, content, and method of filing):

Administrative Working Files include financial reports, Employee Recognition information, Records Management Committee documents, Space and Security Committee documents, Regional Board Orders, Dockets, presentation materials, seminar information, briefing papers, status reports, CIP files, policy issues, progress reports, schedules, signature files, and Water Reclamation files.

Contents of these files include memoranda, reports, correspondence, council dockets, resumes, transmittals, and news clippings.

Arranged alphabetically by subject, chronologically thereunder.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY:		
CITY CLERK <i>Charles S. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Christie C. [Signature]</i> JCA

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 5

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER	RECORDS SERIES TITLE BUDGET WORKING FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ ADMINISTRATION	ORIGINAL	3	2	5

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Budget Working Files consist of the documentation and working papers produced in the preparation, submission and revision of the department's budget.

Files include monthly expenditure reports, copies of the preliminary budget, memoranda, correspondence, statistical data, appropriations information, and personnel payroll information.

Arranged chronologically by fiscal year.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK <i>Charles J. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>Crystal C. [Signature]</i> DEA
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R-285885

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 7

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
METROPOLITAN WASTEWATER	CORRESPONDENCE - ROUTINE			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ ADMINISTRATION	ORIGINAL	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Routine Correspondence consist of correspondence on various subjects. Includes letters, memos, faxes, and notes relating to the activities of this division.

Arranged numerically by assigned subject heading number, chronologically thereunder.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090.(d).

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles L. [Signature]</i>	<i>[Signature]</i>	<i>Custice M. [Signature], OCA</i>

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 9

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER	RECORDS SERIES TITLE EMPLOYEE CERTIFICATION FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ ADMINISTRATION	DUPLICATE	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Employee Certification Files are records pertaining to the hiring of new employees and consist of Requests for Certification (Form CS-490) and Notices of Certification (Computer Report S02-700-A).

Arranged chronologically.

Approved:

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles B. [Signature]</i>	<i>[Signature]</i>	<i>by Cristle E. M. [Signature], OCA</i>



RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 11

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER	RECORDS SERIES TITLE OVERTIME REPORTS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ ADMINISTRATION	ORIGINAL	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Overtime Reports are records of who worked when, on what, and for how long.

Arranged chronologically.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY:		
CITY CLERK <i>Charles S. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Custel M. [Signature], SCA</i>

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 13

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE PUBLIC PARTICIPATION FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ ADMINISTRATION	ORIGINAL	2	P*	P
	DUPLICATES	Destroy when no longer needed.		

**RECORD SERIES DESCRIPTION** (Purpose, content, and method of filing):

Public Participation Files consist of the records of events such as ground breaking ceremonies, presentations, PR events.

Public Participation Files include: Information packets, fact sheets, telephone log of phone calls from public, photographs of events, projects, construction progress, slide presentations, shows, videos, press releases, press conferences materials, and correspondence to and from the public.

Arranged by project, subproject, numerically and chronologically.

\*Remove non-historical material and extra copies of documents before sending to storage.

Approved:

Retention Criteria: For originals, minimum legal requirement established by Government Code section 34090(d); decision to maintain permanently to meet the historical needs of the City. For duplicates, Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles B. [Signature]</i>	<i>[Signature]</i>	<i>Custel C. [Signature], DCA</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 15

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER	RECORDS SERIES TITLE BLUEPRINTS AND DRAWINGS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ CONTRACTS MANAGEMENT	DUPLICATE	Destroy when reference value ceases.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Blueprints and Drawings are records of the projects and facilities. Original mylars are maintained by Support Services Division.

Arranged by facility name.

Approved:

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles E. [Signature]</i>	<i>[Signature]</i>	<i>Cristie C. [Signature], DCA</i>

**RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO**

Record Series No. 17

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER	RECORDS SERIES TITLE CONTRACTS FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ CONTRACTS MANAGEMENT	ORIGINAL	5 or until	reference	
		value ceases, whichever		
		occurs later.		
	DUPLICATE	Destroy when reference		
		value ceases.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Contracts files consist of the documentation and working papers related to the selection process for department contracts.

Contracts files include, but are not limited to the following: Consultant Agreements include solicitation documents, selection documents, contract award, contract amendments, notices, and related correspondence. Construction contracts include plans and specifications, invitations for bids, addenda, bid tabulations, Notices of Apparent Low Bidder, contract awards, Notices To Proceed, Change Orders, and escrow agreements. Other contracts include environmental documents, partnering documents, maintenance service documents, and support services documents. Original construction and consultant contracts are maintained permanently by the City Clerk.

Arranged by project, chronologically thereunder.

Approved:

Retention Criteria: For originals, minimum legal requirement established by Government Code section 34090(d). For duplicates, Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY <i>by</i>
<i>Charles B. [Signature]</i>	<i>[Signature] 5/11/85</i>	<i>Curtis [Signature], DCA</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 19

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE OFFICE MANAGEMENT FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ CONTRACTS MANAGEMENT	DUPLICATE	3	-	3

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Office Management Files document the day-to-day financial administration of the office. Contents of these files include Requests for Direct Payment (Form AC-468), Purchase Orders (Form PA-255B), Purchase Requisitions (Form PA-2159), Travel Request and Expense Reports (Form FM-1312), Printing Service Requisitions (Form PEA-1469), Weekly Credit Card Logs, Materials Requests (Form UW-1440), Materials Received Reports, Work Requests (Form PW-999A), and receipts.

Arranged by type of record, fiscal year, and chronologically thereunder.

Approved:

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY <i>by</i> <i>Custice M. Lewis, DCA</i>
<i>Charles B. [Signature]</i>	<i>[Signature]</i>	

**RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO**

Record Series No. 21

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE ADMINISTRATIVE WORKING FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ ENGINEERING AND WATER	ORIGINAL	2 or until ceases which	reference ever occurs	value later.
RECLAMATION	DUPLICATE	Destroy when reference value ceases.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Administrative Working Files contain the documentation and working papers related to projects within the scope of the division.

Administrative Working Files include: environmental impact reports, memoranda, letters, tables, studies, calculations, agendas and meeting minutes, tentative maps and improvement plans, Rules and Regulations for Reclaimed Water Use and Distribution (paper and electronic), Clean Water Program Design Guidelines, Standard Specifications for Public Works Construction 1994 Edition and Clean Water Supplement Amendments to the Greenbook, Value Engineering reports, Wastewater flow monitoring data (north and south bay), wastewater characterization data (North City and South Bay), logs and operation reports, work order form (PW-999A), AWWA Standards plus updates, Uniform Building Code, ACI Code, and City Standard Drawings.

Arranged by type of record, chronologically, or by subject.

Approved:

Retention Criteria: For originals, minimum legal requirement established by Government Code section 34090(d). For duplicates, Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY <i>by</i> <i>Christine M. Lane, OLA</i>
<i>Charles J. [Signature]</i>	<i>[Signature]</i>	

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 23

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE BUDGET WORKING FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ ENGINEERING AND WATER RECLAMATION	ORIGINAL	3	2	5

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Budget Working Files consist of the documentation and working papers produced in the preparation, submission and revision of the department's budget.

Files include monthly expenditure reports, copies of the preliminary budget, memoranda, correspondence, statistical data, appropriations information, and personnel payroll information.

Arranged chronologically by fiscal year.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY <i>by</i> Custel M. Linn, DCA
<i>Charles D. [Signature]</i>	<i>[Signature]</i>	

**RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO**

Record Series No. 25

ORIGINATING DEPARTMENT <b>METROPOLITAN WASTEWATER</b>	RECORDS SERIES TITLE <b>CORRESPONDENCE - ROUTINE</b>			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
<b>METROPOLITAN WASTEWATER/ ENGINEERING &amp; WATER RECLAMATION</b>	<b>ORIGINAL</b>	<b>2</b>	<b>-</b>	<b>2</b>

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Routine Correspondence consist of correspondence on various subjects. Includes letters, faxes, and notes relating to the activities of this division.

Arranged numerically by assigned subject heading number, chronologically thereunder.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090.(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles L. [Signature]</i>	<i>F. [Signature]</i>	<i>Custice M. [Signature], OCA</i>



RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 27

ORIGINATING DEPARTMENT <b>METROPOLITAN WASTEWATER</b>	RECORDS SERIES TITLE <b>EMPLOYEE ATTENDANCE REPORTS</b>			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
<b>METROPOLITAN WASTEWATER/ ENGINEERING &amp; WATER RECLAMATION</b>	<b>ORIGINAL</b>	<b>2</b>	<b>-</b>	<b>2</b>

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Employee Attendance Reports (Form UA-109C) are records of employees' absences.

Arranged chronologically, alphabetically by name thereunder.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK <i>Charles D. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>[Signature]</i> Cristal M. [Signature], OCA
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**RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO**

Record Series No. 29

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE OFFICE MANAGEMENT FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ ENGINEERING AND WATER RECLAMATION	DUPLICATE	3	-	3

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Office Management Files document the day-to-day financial administration of the office. Contents of these files include Requests for Direct Payment (Form AC-468), Purchase Orders (Form PA-255B), Purchase Requisitions (Form PA-2159), Travel Request and Expense Reports (Form FM-1312), Printing Service Requisitions (Form PEA-1469), Weekly Credit Card Logs, Materials Requests (Form UW-1440), Materials Received Reports, Work Requests (Form PW-999A), and receipts.

Arranged by type of record, fiscal year, and chronologically thereunder.

Approved:

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles S. [Signature]</i>	<i>705 [Signature]</i>	<i>Custie M. [Signature], OCA</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 31

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER	RECORDS SERIES TITLE PHOTOGRAPHS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ ENGINEERING AND WATER RECLAMATION	ORIGINAL	Send to Records Center when reference value ceases.	P	P

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Photographs are visual records of the construction of wastewater projects.

Arranged by project.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d); decision to maintain permanently to meet the administrative, legal, and historical needs of the City.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles B. [Signature]</i>	<i>[Signature]</i>	<i>Castell M. [Signature], DCA</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 33

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE ADMINISTRATIVE WORKING FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ ENVIRONMENTAL MONITORING AND TECHNICAL SERVICES	ORIGINAL	2 or until	-	2 or until
		reference		reference
		value ceases, whichever		value ceases, whichever
	DUPLICATE	occurs later.		occurs later.
		Destroy when no longer needed.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Administrative Working files include lab notes, results, Estimating Sheets (Form CE-291), memoranda, reports, graphs, maps, studies, building plans, articles, survey data, permit applications, meeting minutes, Work Orders (Form UD-915), contract proposals, manuals, interview sheets, status reports, Material Request Forms (Form UW-1490), Manifests (DPW Form 249), project schedules, contract documents, Environmental Impact Reports, and correspondence.

Arranged subject, alphabetically by subject, or chronologically.

Approved:

Retention Criteria: For originals, minimum legal requirement established by Government Code section 34090(d). For duplicates, Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY <i>by</i>
<i>Charles L. [Signature]</i>	<i>[Signature]</i>	<i>Costa C. [Signature], OCA</i>

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 35

ORIGINATING DEPARTMENT <b>METROPOLITAN WASTEWATER</b>	RECORDS SERIES TITLE <b>BUDGET WORKING FILES</b>			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
<b>METROPOLITAN WASTEWATER/ ENVIRONMENTAL MONITORING AND TECHNICAL SERVICES</b>	<b>ORIGINAL</b>	<b>3</b>	<b>2</b>	<b>5</b>

**RECORD SERIES DESCRIPTION** (Purpose, content, and method of filing):

Budget Working Files consist of the documentation and working papers produced in the preparation, submission and revision of the department's budget.

Files include monthly expenditure reports, copies of the preliminary budget, memoranda, correspondence, statistical data, appropriations information, and personnel payroll information.

Arranged chronologically by fiscal year.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK <i>Charles L. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>Christie M. [Signature], OCA</i>
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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 37

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER	RECORDS SERIES TITLE CORRESPONDENCE - ROUTINE			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ ENVIRONMENTAL MONITORING & TECHNICAL SERVICES	ORIGINAL	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Routine Correspondence consist of correspondence on various subjects. Includes letters, memos, faxes, and notes relating to the activities of this division.

Arranged numerically by assigned subject heading number, chronologically thereunder.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090.(d).

APPROVED BY: CITY CLERK <i>Charles S. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>Custel C. [Signature] DCA</i>
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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 39

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER	RECORDS SERIES TITLE EMPLOYEE CERTIFICATION FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ ENVIRONMENTAL MONITORING AND TECHNICAL SERVICES	DUPLICATE	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Employee Certification Files are records pertaining to the hiring of new employees and consist of Requests for Certification (Form CS-490) and Notices of Certification (Computer Report S02-700-A).

Arranged chronologically.

Approved:

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK <i>Charles J. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Custal M. [Signature], DCA</i>
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# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 41

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE FEDERAL ALCOHOL REPORTS		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ ENVIRONMENTAL MONITORING AND TECHNICAL SERVICES	RECORD	5	-	5

**RECORD SERIES DESCRIPTION** (Purpose, content, and method of filing):

Federal Alcohol Reports files consist of reports sent to Regional Regulatory Administration of the Bureau of Alcohol, Tobacco and Firearms.

Federal Alcohol Reports contain information on the amount of alcohol used during the previous month.

Arranged chronologically.

Approved:

Retention Criteria: Government Code section 34090(d).

APPROVED BY: CITY CLERK <i>Charles L. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by [Signature], OCA</i>
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**RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO**

Record Series No. 43

ORIGINATING DEPARTMENT <b>METROPOLITAN WASTEWATER</b>	RECORDS SERIES TITLE <b>OVERTIME REPORTS</b>			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
<b>METROPOLITAN WASTEWATER/ ENVIRONMENTAL MONITORING &amp; TECHNICAL SERVICES</b>	<b>ORIGINAL</b>	<b>2</b>	<b>-</b>	<b>2</b>

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Overtime Reports are records of who worked when, on what, and for how long.

Arranged chronologically.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK <i>Charles S. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Custie C M Duce, DCA</i>
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**RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO**

Record Series No. 45

ORIGINATING DEPARTMENT <b>METROPOLITAN WASTEWATER</b>		RECORDS SERIES TITLE <b>RESEARCH VESSEL MANAGEMENT FILES</b>		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
<b>METROPOLITAN WASTEWATER/ ENVIRONMENTAL MONITORING AND TECHNICAL SERVICES</b>	<b>ORIGINAL</b>	3 or until reference value ceases, whichever occurs later.	-	3 or until reference value ceases, whichever occurs later.

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Research Vessel Management Files consist of the records regarding the maintenance, repair, and administration of the research vessels used in the collection of water samples for water quality monitoring.

Subjects in these files include alarm system, anchor system, battery charger, cable, canvas items, current meters and drogues, electroguard corrosion control, handtools, new boat project, machine shop requests, radio procedures manual, pager, pumps, safety equipment, throttle, Van Dorn water samplers, water quality instrumentation, and wiring/electrical checkouts.

Contents of these files include Purchase Requisitions (Form PA-2159), Purchase Orders (Form PA-2555B), invoices, manufacturer's manuals, Stores Requisitions (Form PA-1434), Estimating Sheets (Form CE-291), Work Requests (Form PW-999A), specifications, memoranda, and photographs.

Arranged alphabetically by topic.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK <i>Charles D. O'Connell</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Curtis C. McNamee DCA</i>
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**RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO**

Record Series No. 47

ORIGINATING DEPARTMENT <b>METROPOLITAN WASTEWATER</b>	RECORDS SERIES TITLE <b>ADMINISTRATIVE WORKING FILES</b>			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
<b>METROPOLITAN WASTEWATER/ OPERATIONS AND MAINTENANCE</b>	<b>ORIGINAL</b>	<b>2 or until ceases, whichever occurs later.</b>	<b>reference value</b>	

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Administrative Working Files consist of documents relating to subjects of interest to this division. Contents of these files include reports, memoranda, correspondence, notes, and related documents.

Arranged alphabetically by subject, chronologically thereunder.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK <i>Charles R. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Custie C. [Signature], DCA</i>
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**RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO**

Record Series No. 49

ORIGINATING DEPARTMENT <b>METROPOLITAN WASTEWATER</b>	RECORDS SERIES TITLE <b>BUDGET WORKING FILES</b>			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
<b>METROPOLITAN WASTEWATER/ OPERATIONS AND MAINTENANCE</b>	<b>ORIGINAL</b>	<b>3</b>	<b>2</b>	<b>5</b>

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Budget Working Files consist of the documentation and working papers produced in the preparation, submission and revision of the department's budget.

Files include monthly expenditure reports, copies of the preliminary budget, memoranda, correspondence, statistical data, appropriations information, and personnel payroll information.

Arranged chronologically by fiscal year.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK <i>Charles H. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Custer M. Lewis, DCA</i>
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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 51

ORIGINATING DEPARTMENT  METROPOLITAN WASTEWATER	RECORDS SERIES TITLE.  CORRESPONDENCE - ROUTINE			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ OPERATIONS AND MAINTENANCE	ORIGINAL	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Routine Correspondence consist of correspondence on various subjects. Includes letters, memos, faxes, and notes relating to the activities of this division.

Arranged numerically by assigned subject heading number, chronologically thereunder.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090.(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles S. [Signature]</i>	<i>705 [Signature]</i>	<i>Custel C. [Signature], DCA</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 53

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER	RECORDS SERIES TITLE EMPLOYEE CERTIFICATION FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ OPERATIONS AND MAINTENANCE	DUPLICATE	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Employee Certification Files are records pertaining to the hiring of new employees and consist of Requests for Certification (Form CS-490) and Notices of Certification (Computer Report S02-700-A).

Arranged chronologically.

Approved:

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles H. [Signature]</i>	<i>[Signature]</i>	<i>Cristie C. M. [Signature], CA</i>

**RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO**

Record Series No. 55

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE OFFICE MANAGEMENT FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ OPERATIONS AND MAINTENANCE	DUPLICATE	3	-	3

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Office Management Files document the day-to-day financial administration of the office. Contents of these files include Requests for Direct Payment (Form AC-468), Purchase Orders (Form PA-255B), Purchase Requisitions (Form PA-2159), Travel Request and Expense Reports (Form FM-1312), Printing Service Requisitions (Form PEA-1469), Weekly Credit Card Logs, Materials Requests (Form UW-1440), Materials Received Reports, Work Requests (Form PW-999A), and receipts.

Arranged by type of record, fiscal year, and chronologically thereunder.

Approved:

Retention Criteria: Government Code section 34090.7.

APPROVED BY:		
CITY CLERK <i>Charles S. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Cristel C. [Signature], SCA</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 57

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER	RECORDS SERIES TITLE OVERTIME REPORTS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ OPERATIONS AND MAINTENANCE	ORIGINAL	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Overtime Reports are records of who worked when, on what, and for how long.

Arranged chronologically.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK <i>Charles J. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Crista C. [Signature], OCA</i>
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# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 59

ORIGINATING DEPARTMENT <b>METROPOLITAN WASTEWATER</b>	RECORDS SERIES TITLE <b>PREVENTATIVE MAINTENANCE RECORDS</b>			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
<b>METROPOLITAN WASTEWATER/ OPERATIONS &amp; MAINTENANCE</b>	<b>ORIGINAL</b>	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Preventative Maintenance Records are cards with information on equipment, the history of preventative maintenance for the equipment, and what work needs to be done when.

Arranged by machinery or equipment type.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY:		
CITY CLERK <i>Charles E. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Custel M. [Signature], DCA</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 61

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE SEWAGE STOPPAGE AND OVERFLOW REPORTS		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ OPERATIONS AND MAINTENANCE	DUPLICATE	Destroy when reference value ceases.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Sewage Stoppage and Overflow Reports describe incidents, give location, time, cause and action taken.

Arranged chronologically.

Approved:

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY <i>by</i>
<i>Charles H. O'Connell</i>	<i>FOS</i>	<i>Crister C. McGuire, CCA</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 63

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE SPILLS FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ OPERATIONS AND MAINTENANCE	ORIGINAL	2	3	5

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Spills Files consist of records relating to spills at wastewater facilities. Subjects in these files include American Sod, Brown Field, Coastal Commission, Fiesta Island, Spills, and San Pasqual Wild Animal Park.

Contents of these files include correspondence, Inspection Forms, and memoranda.

Arranged alphabetically by subject.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles R. [Signature]</i>	<i>[Signature]</i>	<i>Custal M. [Signature], OCA</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 65

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE ADMINISTRATIVE WORKING FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ PROGRAM MANAGEMENT	ORIGINAL	2 or until reference value ceases, whichever occurs later.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Administrative Working Files consist of documents relating to subjects of interest to this division. Contents of these files include reports, memoranda, correspondence, notes, and related documents.

Arranged alphabetically by subject, chronologically thereunder.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK <i>Charles S. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Custer C. [Signature], DEA</i>
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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 67

ORIGINATING DEPARTMENT <b>METROPOLITAN WASTEWATER</b>	RECORDS SERIES TITLE <b>BUDGET WORKING FILES</b>			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
<b>METROPOLITAN WASTEWATER/ PROGRAM MANAGEMENT</b>	<b>ORIGINAL</b>	<b>3</b>	<b>2</b>	<b>5</b>

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Budget Working Files consist of the documentation and working papers produced in the preparation, submission and revision of the department's budget.

Files include monthly expenditure reports, copies of the preliminary budget, memoranda, correspondence, statistical data, appropriations information, and personnel payroll information.

Arranged chronologically by fiscal year.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK <i>Charles J. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Crista M. [Signature], OCA</i>
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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 69

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE CONSENT DECREE/INTERIM ORDER FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ PROGRAM MANAGEMENT	ORIGINAL	10	40	50
	DUPLICATE	Destroy when no longer needed.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Consent Decree/Interim Order files are records relating to the court orders for secondary treatment of waste water and include Consent Decree, Consumers Alternative, Interim Orders and related court documents. These files detail the events followed in responding to the court orders.

Consent Decree/Interim Order files contain letters, and memos, Section 308 letters, correspondence with E.P.A., Interim Order Compliance Document Route Sheets, Consent Decree Compliance Route Sheets, Annual and Quarterly Reports, court orders, court motions, hearing notes, and Consent Decree Reports.

Arranged by subject and chronologically thereunder.

Approved:

Retention Criteria: For originals, Government Code section 34090(d). For duplicates, Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY <i>by</i>
<i>Charles D. [Signature]</i>	<i>[Signature]</i>	<i>Custie C. [Signature], SA</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 71

ORIGINATING DEPARTMENT <b>METROPOLITAN WASTEWATER</b>	RECORDS SERIES TITLE <b>EMPLOYEE ATTENDANCE REPORTS</b>			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
<b>METROPOLITAN WASTEWATER/ PROGRAM MANAGEMENT</b>	<b>ORIGINAL</b>	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Employee Attendance Reports (Form UA-109C) are records of employees' absences.

Arranged chronologically, alphabetically by name thereunder.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK <i>Charles B. [Signature]</i>	DEPARTMENT HEAD. <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Curtis C. McSwain, DCA</i>
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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 73

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE OFFICE MANAGEMENT FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ PROGRAM MANAGEMENT	DUPLICATE	3	-	3

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Office Management Files document the day-to-day financial administration of the office. Contents of these files include Requests for Direct Payment (Form AC-468), Purchase Orders (Form PA-255B), Purchase Requisitions (Form PA-2159), Travel Request and Expense Reports (Form FM-1312), Printing Service Requisitions (Form PEA-1469), Weekly Credit Card Logs, Materials Requests (Form UW-1440), Materials Received Reports, Work Requests (Form PW-999A), and receipts.

Arranged by type of record, fiscal year, and chronologically thereunder.

Approved:

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK <i>Charles L. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Cristie C M [Signature], DCA</i>
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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 75

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE PHOTOGRAPHS		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ PROGRAM MANAGEMENT	ORIGINAL	Send to Records	P	P
		Center when reference		
		value ceases.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Photographs are visual records of the construction of wastewater projects.

Arranged by project.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d); decision to maintain permanently to meet the administrative, legal, and historical needs of the City.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY <i>by</i>
<i>Charles B. [Signature]</i>	<i>[Signature]</i>	<i>Custie C. [Signature], DCA</i>

**RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO**

Record Series No. 77

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE TECHNICAL REFERENCE MATERIALS		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ PROGRAM MANAGEMENT	Nonrecord	Destroy	when reference	
		value ceases.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Technical Reference Materials consist of publications from other governmental agencies, magazine and journal agencies, books, catalogues, manuals, and brochures from non-City sources. These materials are retained for their reference value.

Unarranged or arranged by subject.

Approved:

Retention Criteria: Municipal Code section 22.2604(e).

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY <i>by</i>
<i>Charles D. [Signature]</i>	<i>[Signature]</i>	<i>Crista C. McSwain, DCA</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 79

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE BLUEPRINTS AND DRAWINGS		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ SUPPORT SERVICES	DUPLICATE	Destroy when reference value ceases.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Blueprints and Drawings are records of the projects and facilities. Originals are found in mylar files.

Arranged by facility name.

Approved:

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK <i>Charles B. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Curtis C. M. [Signature], DCA</i>
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**RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO**

Record Series No. 81

ORIGINATING DEPARTMENT <b>METROPOLITAN WASTEWATER</b>	RECORDS SERIES TITLE <b>CITY MANAGER REPORTS</b>			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
<b>METROPOLITAN WASTEWATER/ SUPPORT SERVICES</b>	<b>DUPLICATE</b>	<b>Destroy when reference value ceases.</b>		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

City Manager Reports are reports relating to Metropolitan Wastewater issues. Used for reference. Reports are maintained permanently by the City Clerk.

Arranged chronologically.

Approved:

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK <i>Charles B. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>[Signature]</i> <i>Crista C. [Signature], DCA</i>
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**RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO**

Record Series No. 83

ORIGINATING DEPARTMENT <b>METROPOLITAN WASTEWATER</b>	RECORDS SERIES TITLE <b>EMPLOYEE ATTENDANCE REPORTS</b>			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
<b>METROPOLITAN WASTEWATER/ SUPPORT SERVICES</b>	<b>ORIGINAL</b>	<b>2</b>	<b>-</b>	<b>2</b>

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Employee Attendance Reports (Form UA-109C) are records of employees' absences.

Arranged chronologically, alphabetically by name thereunder.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK <i>Charles S. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Custie C M [Signature], DLA</i>
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**RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO**

Record Series No. 85

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER	RECORDS SERIES TITLE GRANTS ADMINISTRATION FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ SUPPORT SERVICES	ORIGINAL	3	7	10
	DUPLICATES	Destroy when reference value ceases.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Grants Administration files contain the working papers related to the preparation, submission and administration of the department's grants. Files include grant applications, memoranda, correspondence, reports, grant payment requests and fiscal records of grant activities.

Arranged alphabetically by grant.

Approved:

Retention Criteria: For originals, Government Code section 34090(d). For duplicates, Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles S. [Signature]</i>	<i>[Signature]</i>	<i>Christie C. McQuinn, DCA</i>

**RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO**

Record Series No. 87

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER	RECORDS SERIES TITLE METROPOLITAN SEWER TASK FORCE FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ SUPPORT SERVICES	ORIGINAL	2	P	P

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Metropolitan Sewer Task Force files consist of documents relating to the activities and the meetings of this citizen's advisory group established by the Mayor and City Council.

These files (binders) include field trip materials, border matters, newspaper clippings, committee reports, correspondence, and agendas.

Unarranged.

Approved:

Retention Criteria: Government Code section 34090(e).

APPROVED BY: CITY CLERK <i>Charles B. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>[Signature]</i> <i>Custie C. [Signature], DCA</i>
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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 89

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE OFFICE MANAGEMENT FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ SUPPORT SERVICES	DUPLICATE	3	-	3

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Office Management Files document the day-to-day financial administration of the office. Contents of these files include Requests for Direct Payment (Form AC-468), Purchase Orders (Form PA-255B), Purchase Requisitions (Form PA-2159), Travel Request and Expense Reports (Form FM-1312), Printing Service Requisitions (Form PEA-1469), Weekly Credit Card Logs, Materials Requests (Form UW-1440), Materials Received Reports, Work Requests (Form PW-999A), and receipts.

Arranged by type of record, fiscal year, and chronologically thereunder.

Approved:

Retention Criteria: Government Code section 34090.7.

APPROVED BY:		
CITY CLERK <i>Charles J. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Cristie C. [Signature], DCA</i>



**RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO**

Record Series No. 91

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE PARTICIPATING AGENCIES FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ SUPPORT SERVICES	ORIGINAL	5	-	5

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Participating Agencies Files consist of the documents related to the activities of the department as they relate to participating agencies. Participating agencies include the City of Chula Vista and Montgomery Sanitation District, City of Coronado, City of Del Mar; City of El Cajon, City of Imperial Beach, City of La Mesa, City of National City, City of Poway, County of San Diego, Lemon Grove Sanitation District, Otay Water District, and Padre Dam Municipal Water District.

These files include correspondence, memoranda, graphs, reports, agreements and contracts.

Arranged alphabetically by the name of the participating agency, chronologically thereunder.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles D. [Signature]</i>	<i>[Signature]</i>	<i>Curtis C. [Signature], DCA</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 93

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE PHOTOGRAPHS		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ SUPPORT SERVICES	ORIGINAL	Send to Records	P	P
		Center when reference value ceases.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Photographs are visual records of the construction of wastewater projects.

Arranged by project.

Approved:

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d); decision to maintain permanently to meet the administrative, legal, and historical needs of the City.

APPROVED BY:		
CITY CLERK <i>Charles S. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Austin M. [Signature], SEA</i>

**RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO**

Record Series No. 95

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE PROJECT PURCHASE ORDER FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ SUPPORT SERVICES	ORIGINAL DUPLICATE	3 1	- -	3 1

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Project Purchase Order files consist of the invoices and supporting documentation for the payment of Metropolitan Wastewater invoices. Project Purchase Order files contain original purchase orders, purchase requisitions, receiving reports, letters, memos, change orders, bond requisition letters, MBE/WBE statements, escrow agreements, bank statements, agreements, 1472's, and bid documents.

Arranged alphabetically by vendor and then chronologically.

Approved:

Retention Criteria: For originals, Government Code section 34090(d). For duplicates, Government Code section 34090.7.

APPROVED BY: CITY CLERK <i>Charles B. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Cristie C. [Signature], OCA</i>
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**RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO**

Record Series No. 97

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE REQUEST FOR COUNCIL ACTION FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ SUPPORT SERVICES	ORIGINAL	5	-	5
	DUPLICATE	Destroy when no longer needed.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Request for Council Action files consist of documentation produced in the preparation and submission of the department's 1472, 1472A and Manager Actions.

Files include Request for Council Action (CM1472), Docket Supporting Information (CM1472A), Manager's Reports, Auditors Certificate (AC361), resolutions, internal route slips and EOCP evaluations, City Manager Action forms (CM1544), Request for Manager Approval (PA700) and project cost estimate sheets.

Arranged by action and chronologically thereunder.

Approved:

Retention Criteria: For originals, minimum legal requirement established by Government Code section 34090.(d). For duplicates, Government Code section 34090.7.

APPROVED BY:		
CITY CLERK <i>Charles J. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>by</i> <i>Christie C. [Signature], DCA</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Record Series No. 99

ORIGINATING DEPARTMENT METROPOLITAN WASTEWATER		RECORDS SERIES TITLE TECHNICAL REFERENCE MATERIALS		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
METROPOLITAN WASTEWATER/ SUPPORT SERVICES	Nonrecord	Destroy when reference value ceases.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Technical Reference Materials consist of publications from other governmental agencies, magazine and journal agencies, books, catalogues, manuals, and brochures from non-City sources. These materials are retained for their reference value.

Unarranged or arranged by subject.

Approved:

Retention Criteria: Municipal Code section 22.2604(e).

APPROVED BY:		
CITY CLERK <i>Charles B. [Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>Curtis M. [Signature], DCA</i>