

**CITY OF DIXON
COUNCIL POLICY
RECORDS RETENTION POLICY
AMENDED OCTOBER 14, 2014**

PROGRAM PURPOSE:

1. To control the organization, maintenance, retention, preservation and disposition of the City's records in a uniform manner and in accordance with federal, state and local laws, ordinances, regulations or rules, contractual requirements and regular business practices. The term "records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by the City regardless of physical form or characteristics. The term "writing" includes handwriting, typewriting, printing, photocopying, photographing and every other means of recording upon any form of communication or representation including letters, words, pictures (including digital pictures), sounds or symbols, or any combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, optical storage devices and other documents, including e-mails that are over 30 days old.

2. To ensure the following:
 - a. That City records are available at the right time, in the right place, and in the hands of the right person;
 - b. That essential, original records are retained;
 - c. That non-essential, historical records are retained; and
 - d. That non-essential, non-historical records are appropriately destroyed when the need for their existence has ended.

POLICY:

OBJECTIVES: The objectives of the policy are:

1. Preservation of records with long-term or permanent value;
2. Protection of records vital to the resumption of City operations in the event of a disaster;
3. Reduction or elimination of unnecessary, duplicate records;
4. Orderly destruction of records no longer required for administrative/operational, legal, fiscal or historical purposes; and
5. Documentation of records destroyed.

City records are authorized to be destroyed on an ongoing basis in accordance with the retention periods prescribed by the Records Retention Schedule.

The Records Retention Schedule, attached hereto as Exhibit "A", shall serve to govern the disposition of City records inasmuch as the schedule specifies the minimum length of time records shall be maintained either in departmental files or the City's archives.

Notwithstanding the provisions herein and in accordance with Government Code Section 34090, the City is not authorized to destroy any of the following records for any reason:

- Records affecting the title of real property or liens thereon
- Court records or records relating to legal proceedings
- Records required to be kept by statute
- The minutes, ordinances or resolutions of the City Council of the City or of any city board or commission

PROCEDURES:

On a routine, ongoing basis, City staff shall review all records under their control which have been retained for the period of time required by the Records Retention Schedule. All records shall be categorized within one of the Records Retention Groups as set forth in Exhibit "A", attached hereto, which may be amended by resolution of the City Council. Upon determining that specific records meet the retention guidelines, staff will request their destruction.

The City Council, City Manager, City Attorney and City Clerk shall each be responsible for future records management policy development and procedural implementation, as follows:

City Council - The City Council shall approve, by resolution, all records management policies, retention schedules, any amendments thereto.

City Manager - The City Manager shall:

1. Periodically confirm that all departments comply with the records management policy;
2. Present to the City Council recommendations for policy amendments;
3. Perform the responsibilities of department heads listed below.

City Attorney - The City Attorney shall:

1. Review recommendations to the City Council regarding amendments to records management policies or document retention schedules;
2. Notify the City Clerk's Department immediately of all document discovery requests or any other situations which may arise that would require the City to refrain from destroying records.
3. Provide written approval or denial of each request for destruction of records related to original agreements, ongoing litigation, or litigation holds.

City Clerk - The City Clerk, or his/her designee, shall be responsible for the following:

1. In consultation with the City Attorney, present recommendations to the City Manager for amendments to records management policies or records retention schedules;
2. Create, maintain and distribute forms necessary to implement the records management program;
3. Supervise the destruction of records, ensuring that confidential records are destroyed by shredding;
4. Certify the destruction of records; and
5. Perform the responsibilities of department heads listed below.

Department Heads - The designated heads of each City department shall:

1. Create and maintain reliable and accurate filing systems to ensure the efficient maintenance, retrieval and disposition of records under their control;
2. On an ongoing basis, identify records for destruction and forward a list of such records to the City Clerk's Department to be considered for destruction;
3. Ensure that no City records are destroyed prior to the expiration of their required retention period;
4. Submit requests to the City Clerk's Department for records management policy or retention schedule amendments.

Following receipt of written approval of the City Clerk, the records of the City as set forth in the approved departmental Records Retention Schedule are authorized to be destroyed. Said destruction shall be witnessed by the City Clerk or a designated representative and the City Clerk shall maintain a file of approved destruction requests.

CITY OF DIXON
RECORDS RETENTION SCHEDULE



Approved: February 22, 2011
Resolution No. 11-025

Updated: October 14, 2014
Resolution No. 14-139

INTRODUCTION

In 1999, the California legislature added Section 12236 to the Government Code, requiring the Secretary of State to establish a Local Government Records Program to develop records retention guidelines and an archival support program. The "Local Government Records Management Guidelines" subsequently published by the State Archives in August 2001 provided the model from which the City of Dixon Records Retention Schedule was developed. It is important that City staff periodically review the Records Retention Schedule, and present appropriate amendments to the City Council in accordance with changes in law and/or City policies and operational procedures.

The Records Retention Schedule has been divided into departmental sections to enable staff members to quickly determine the required retention period for documents stored in their department. Each departmental section is further divided into subsections, each representing large categories of records. Finally, specific information is included for each record series maintained in the department, as follows:

Informational:

Retention: The retention period is the minimum amount of time the record series must be maintained by the City. Unless otherwise noted, retention periods are expressed in years. Some retention periods have been administratively extended beyond the legal requirement for operational reasons. In cases where a department retains a copy of a certain record series, the original of which is stored in another department, the retention period for copies may have been reduced by the department head.

It should be noted that California Government Code section 34090.5 authorizes a city officer to destroy **original** records, without the approval of the City Attorney or City Council once they have been electronically or photographically reproduced and certain specific conditions have been satisfied.

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
CITYWIDE DOCUMENTS		
City Clerk	Agreements – Executed	P
City Clerk	Audio Tapes – Board & Commission Meetings	2
City Clerk	Bids/Quotations	C + 2
City Clerk	Brochures & Publications	S + 2
Citywide	Budget Files - Department Workfiles	2
Community Development	CEQA Documentations	P
City Clerk	Chron Files	2
City Clerk	Conflict of Interest Statements (includes FPPC Annual Filing)	7
Engineering	Construction Standards	P
City Clerk	Council & Commission Agendas	P
City Clerk	Council & Commission Approved Minutes	P
City Clerk	Council Communications	3
City Clerk	RFQ's / RFP's	3
Citywide	Department/Division Files – General	2
Citywide	Department History/Historical Files	P
Citywide	Department Staff Meetings: <ul style="list-style-type: none"> • Safety Meetings • Tailgate Meeting Reports 	With Dept. 2
Citywide	Employee Work Calendars or Diaries	2
Finance	Fee Schedules	S + 2
Citywide	General Correspondence	2
Citywide	General Information Memos	3
Citywide	Grant Files Subject to Individual Grant Requirements	C+5
Economic Development	Grants—CDBG (per Finance, some rehabs are permanent files) – <i>Per City Attorney</i> CDBG grants should be kept four (4) years from the termination date. (24 CFR 570.502; 24 CFR 85.42). The termination date for a grant that is renewed annually is the date the last expenditure report is submitted for the period. (24 CFR 85.42). If the	C + 4

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
	grant is renewed quarterly, the termination date is the date the expenditure report is submitted for the last quarter of the applicable Federal fiscal year. (24 CFR 85.42).	
Citywide	GRANT DEVELOPMENT – unsuccessful (un-awarded grants that were applied for) <i>Per City Attorney</i>	2
City Manager	Intergovernmental Meetings & Projects	5
Public Works	Maintenance Records	2
Finance	Monthly/Quarterly Performance or Status Reports	4
Economic Development	CDBG Quarterly/Semi-Annual Reports	Economic Development 4
Public Works	MSDS Sheets	P
Citywide	Purchasing Records	C + 2 Purchasing or By Dept.
Citywide	Service Agreements/Purchase Orders/Requisitions	C + 4 Purchasing or By Dept.
Finance	Payment Requests/Reimbursement/Invoice Documents (including Petty Cash) Finance suggests keeping 6 years due to audits (to provide original records)	6
Citywide	Policies & Procedures (includes Individual Departments)	S + 2
Citywide	Press Releases	2
Citywide	Project Files: <ul style="list-style-type: none"> • Completed • Not Completed or Denied 	City Clerk or Originating Dept. P C + 2
Finance/Payroll	Employee Absence Reports	3
Finance/Citywide	Stop Notices & Preliminary Notices	C + 2
Citywide	Subject Files	3
Citywide	Department Timecards	3
Citywide	USA's	2
Citywide	Vehicle Files (includes Pool Car)	S + 2
Risk Management	Workplace Safety Inspections	2

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Building	All Construction Finals	P
	Building Permits with Inspections	P
	Building Permits without Inspections	P
	Code Enforcement	C + 2
	Construction Project Folders	P
	Daily Inspection List	2
	Plan Checks, Expired -- Application & Expiration Notification Letter	C + 2
	Plans -- Commercial	P
	Plans -- Custom Residential	C + 1
	Plans -- Production Residential	C + 180 days
	Pool Finals	2

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Building Maintenance	Alarm Information	2
	Fire Damage Repair Reports	3
	Fire Inspection Reports	C + 3
	Fire Sprinkler Tests	5

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
City Attorney	Amicus Curiae	2
	Conflict of Interest – Documents and Opinions	2
	Legal Opinions	P or S
	Litigation Files (includes Pitchess Motions and Small Claims)	City Attorney P
	Subpoenas	2

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
City Clerk	Agreements – Executed	P
	Bids	2
	Boards & Commission Files	T + 6
	Bonds & Securities	P
	Budgets – Adopted	P
	Council Appointment Process	P
	Council Salary Amendments	P
	Easements	P
	Elections	P
	Elections: Certificates of Election, Oaths of Office and Applications	5
	Grand Jury	10
	Leases--Property	P
	Municipal Code Revisions & Updates	P
	Property Acquisitions	P
	Records Management:	4 + S
	• Retention Schedules	
	• Authorization to Destroy Certificates	City Clerk P
	• Stored Records List	S
	• Public Records Requests	C + 2
	Resolutions & Ordinances	P
	Tort Claims/Liability Claims	C + 5
	Council and Commission Meetings - Original DVD Copies of DVD	P 2
	Campaign Statements: Elected – Not elected/Unsuccessful –	P E+7
	AB 1234 – Ethics Training (GC 53235.2)	5

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
City Manager	Cable Documentation	P
	Franchises	P

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Community Development	Annexations/Detachment	P
	Development Agreements	City Clerk P
	Environmental Review	C + 2
	Fee Estimate Files	5
	General Plan Files	City Clerk P
	Grading Plan	P
	Home Occupation	P
	Lot Line Adjustments	P
	Nexus Studies	P
	Open Space Preserve	P
	Pad Certification	P
	Parcel Maps	P
	Permits	P
	Project Files (Project completed)	P
	Project Files (Proposed, Unapproved and/or Expired)	C + 10
	Redevelopment Agency Projects	10
	Sign Files	P
	Specific Plan Files	P
	Standard Sign Permits	P
	Subdivision Files	P
	Variance	P
	Zoning/Rezone	P

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Economic Development Redevelopment		
	Audits	P
	CDBG Loans—Notes, DOT Regulatory Agreements	C
	Housing Grants—Grant Agreements	C
	Housing Loans—Notes, DOT Regulatory Agreements	C
	Housing Authority	City Clerk P
	CDBG HOME—First Time Home Buyer and Rehabilitation	C
	Developer Loans—Heritage Commons	C
	Housing Authority	City Clerk P
	Redevelopment:	
	• RDA Adoption/Agency Formation Documents	P
	• RDA Disposition and Development Agreements	C
	• RDA Loans—Notes, DOT Regulatory Agreements	C
	• RDA—First Time Home Buyer and Rehabilitation	C
	• RDA Grants—Grant Agreements	C
	• RDA Purchases—Land Purchase Agreements and Escrow Documents	C
	SOI's	C
	Section 33433 Reports	C
	State Controller Reports	Per State Law

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Engineering	Capital Improvement Plan (CIP) Five-Year Plan	C + 10
	Construction Design Standards	P
	Flood Control (Non-Specific Project Files)	20
	GIS Aerial Photography	P
	GIS Datasets (active)	C + 2
	GIS Datasets (inactive)	C + 2
	Improvement Plans	P
	Project Files, including:	
	• Drainage Studies & Watershed Maps	P
	• Permits (Encroachment, Grading, Trench)	P
	• Conditions	P
	• Submittals & Related Correspondence	P
	• Revisions & Related Correspondence	P
	• Punchlist	P
	• COC Package	P
	• Soil Reports	P
	• As Built Plans	P
	Property Acquisitions	P
	Stormwater Pollution Prevention Plans (SWPPPs)	C + 3
	Traffic Files (Non-Specific Project Files)	5
	• Parking	5
	• Traffic Signal Maintenance	5

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Finance	1099 – Misc.	4
	Accounts Payable Reports	C + 4
	Accounts Receivable Reports	C + 4
	Assessment Districts	P
	Audit Reports & Financial Statements	P
	Bad Debt Accounts	5
	• Referred to Credit Bureau	5
	• Payments from Credit Bureau	5
	Bank Statements – Reconciliation	Audit + 5
	Billing Reports:	
	• Customer Billing Posting Register	5
	• Meter Reading Audit Report	2
	• Meter Read Detail Report	2
	• Meter Reading Skip Report	T
	• Monthly Revenue Summary Report	3
	Budget Amendments	Audit +2
	Budget Preparation	2
	Cash Receipts:	3
	• Customer Deposit Listing	T
	Community Facilities Districts	P
	Customer Files – Inactive (Utility and Business Licenses)	Audit +2
	Financial Statements	P
	Fixed Assets	5
	Journal Entries	5
	Lighting & Landscaping – Moved to Engineering	
	Leases—Equipment	10
	Licenses (includes Applications)	2
	Purchasing Card Acknowledgement form	C + 2
	Rehab Program	P

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Finance	Monthly Revenue Summary Report	3
	Taxes (other)	
	Utility Bills Archives:	3
	• Cash Receipts Posting Register	3
	• Remittance Stub	3
	• Utility Customer Correspondence	3
	• Utility Service Orders	2
Payroll	DE3 – SUI Report	10
	Deduction & Contribution Register	5
	Deferred Compensation Report	P
	Labor Distribution by Account	5
	Payroll Check Run Posting Register:	5
	• Payroll Check and EFT Register	5
	Payroll Listing for PERS	P
	Payroll Register	10
	Time Sheets	10
	W-2 Proof List, Quarterlies, Copies	10

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Fire		
	Annual Report, Statistical Reports	C + 2
	Apparatus Vehicle Repair & Maintenance	2
	Arson Investigation Files:	
	• Great Bodily Harm	C + 6
	• Homicide	P
	• Structure	C + 3
	Cost Recovery	C + 2
	EMS Strips	C + 7
	Exposure:	
	• Employee Exposure (retained by Human Resources)	P
	• Sampling Results, Collection Methodology, etc.	Term + 30
	• Lab Reports & Worksheets	Term + 1
	Field Reports & Logs (Non-fire)	C + 2
	Fire Code Books	S + 3
	Fire Code Permits	C + 2
	Fire Equipment/Gear Logs	C + 2
	Fire Hose Records	Life of Hose
	Fire Inspection Reports	2
	Fire Prevention Inspection Files	C + 3
	Fire Reports & Logs (Non-arson)	C + 2
	Fire Station Journals	2
	Fire Insurance Rating—Insurance Service Office	Last 2 ratings
	Hazardous Materials Files:	
	• Hazardous Materials Storage Permits	2
	• Hazardous Household Waste Programs	S + 2
	• Hazardous Waste Disposal	10
	• Underground Storage Tank	P
	Inventory, Equipment & Supplies	C + 2
	Juvenile Firesetter Files	Age 18 + 5
	Logs	2

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Fire	Mutual Aid Strategic Plans	2
	OES Strike Team Reimbursement	2
	Patient Care Reports	C + 7
	Personnel Training Records	C + 2
	Photos of Accidental Fires	C + 3
	Reports:	
	• Incident Reports	C + 3
	Training Materials	S + 2
	Vehicle Damage Reports	C + 2
	Volunteer Points	Current + 2

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Human Resources		
	Bargaining Units	10
	Background Files	C+10
	Personnel/Classification Pay Plan	P
	Consumer Price Index	2
	Employee Files – Cal Card Documents	C+10
	Employee Medical Files	C+10
	Employee Personnel Files	C+10
	Employee Workers' Compensation Files	C+10
	Field Training Files	C+10
	Insurance and Benefit Program Files	5
	Job Classification Files	P
	Labor Relations	2
	Memoranda of Understanding	P
	Personnel Rules	P
	Policies	P
	Recruitment and Selection	C+5
	Training and Incentive Program Files	C+5
	Volunteer Files	C+10

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Information Technology	Disaster Preparedness & Recovery Plans	2
	IT Inventory Records	Life of Equip + 2
	Standard Operating Procedures	3
	System Backup Files/Tape Library/Digital Snapshot	1 week
	System Log File (Mission Critical/External Agencies)	2
	System Log File (Non-essential/PC Level)	3 mos.
	Test System (Program/Database)	No Retention
	Website Contents/Records	No Retention

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Parks & Recreation	Accident Reports	2
	Child Care Intake Forms	5
	Emergency Forms/Authorization for Pick-up	5
	Facility Rental Applications (and Contracts)	2
	Incident Reports	2
	Liability Waivers/Class Registration or Membership Forms	5
	Low Income Applications	2
	Park & Facility Master Plans	P
	Park & Playground Maintenance Records	P
	Parks	5
	Special Event Applications, Contract & Packet	2
	Tuition Agreements	C + 2

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Police	Alpha Cards with No Activity	10
	Animal Control Documents	3
	Arrest Files of Deceased Persons	2
	Arrest Warrant Correspondence	CL + 2
	Audio Recordings:	100 Days
	• 911 Calls	4
	Bail Receipts	2
	Booking Folder with No Activity	10
	Citations:	5
	• Moving violations	5
	• Marijuana Citations or Reports	2
	• Misdemeanors	5
	• Infractions	5
	Citizen Complaints, Reports, Findings	5
	Code Enforcement	2
	• Administrative Citations	5
	• Compliance Documents	10
	Court Transmittals	2
	Dispatch, Telephone, 911 Calls Printout and Tapes	2
	DMV, Suspended, Revoked Notices	3
	Equipment Citations	3
	Felony (No Statute of Limitations for Prosecution): P.C. 261, 286, 288 (a), 288.5, 289, 289.5, 803 (C & F)	P
	Field Interrogation Cards	C + 2
	Juvenile Dispositions Forms	5
	Misdemeanor Crime Reports	5
	Officer's Daily Activity Sheets	2
	Parking Violation Citations	2
	Pawn Slips	3
	Permit Files -- expired	5

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Police	Pistol Sales Reports	2
	RADAR Enforcement Logs	2
	Radio Logs	7
	Reports:	5
	<ul style="list-style-type: none"> • Stored/Impounded Vehicle Reports 	
	<ul style="list-style-type: none"> • Non-Injury Accident Reports (with no criminal charges) 	
	<ul style="list-style-type: none"> • Injury Attempt Suicide Reports 	
	<ul style="list-style-type: none"> • Lost and Found Reports 	
	<ul style="list-style-type: none"> • Missing Persons Reports (located or returned) 	
	<ul style="list-style-type: none"> • Services (Incident) Reports 	
	Reports:	7
	<ul style="list-style-type: none"> • Injury Accident 	
	<ul style="list-style-type: none"> • Felony Crime (with Statute of Limitations) 	
	<ul style="list-style-type: none"> • Monthly Statistic 	
	<ul style="list-style-type: none"> • Natural Death Reports 	
	Repossession Reports	2
	Security Videos, Police Surveillance Videos, In-car Camera Recording	1
	Subpoena Automated Records	3
	Suicide Reports, Death Investigation Reports	P
	Weed Abatement	5

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Risk Management	Accident/Incident Reports	2
	CAL OSHA Inspection & Citations	P
	Employee Training Records	10
	FEMA Disaster Claims	10
	Insurance Certificates	P
	Safety Inspections, Reports, Manuals	2

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Street Maintenance	Daily Worksheets & Stand-by Worksheets	2
	Engineering Project Requests	2
	Graffiti Consent Forms/Notice of Intent to Abate	2
	Landscape & Lighting Districts	P
	Oversize Load Transportation Permits	2
	Service Requests & Work Orders for Street Maintenance Assets	5
	Traffic Control Plans	2

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Transit	ADA Paratransit Files	C + 1
	Bus Shelter	C + 3
	Card Register Receipts	1
	Discount Photo Card Applications	C + 1
	Grant Files	C + 5
	National Transit Database Report Files	Audit +1
	Transit Pass Purchase Requests	2
	Transportation Development Act Files	C + 3
	Transportation Planning Files	S + 2
	Transportation Project Files	C + 10
	Transit /Bikeway Issues	P

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Vehicle Maintenance	Daily Bus Reports	2
	Vehicle Inspection Reports	2
	Inspection Reminder Memos	2
	Fuel Transaction Reports	2
	Smog Check Vehicle Inspection Reports	4
	Vehicle Files	C

**City of Dixon
Records Retention Schedule**

DEPARTMENT/DIVISION	RECORD DESCRIPTION	RETENTION
Wastewater	Wastewater Treatment Files	5
	Wastewater Discharge Permits	P
	Wastewater Treatment Plant Operations Files	P
	Wastewater Discharge Permits (WDR)	C+2
	Wastewater Staff Certification Records	5
	Wastewater Treatment Plant Safety Inspections	2
	Wastewater Staff Training Records	10
	CRWQCB & CAL OSHA Inspection	P
	Service Requests & Work Orders for Wastewater Maintenance Assets	5
	Wastewater Monitoring & Reporting Program (MRP)	C+2
	Pesticides Recommendations & Use Reports	C+2
	Solano County CUPA Files (Hazardous Materials and Waste)	10
	Grant Files	C+2
	Laboratory Sampling Logs	P
	Laboratory Calibration Logs	P
	Laboratory Analytical Results	P
	Bio solids files USEPA 40 CFR § 503.17	10
	Wastewater Equipment O & M Files	Life of Equipment +2
	Standby Worksheets	2
	Duty Rosters	2