



**Date:** April 9, 2026

**To:** Public Works Commission

**Through:** Carla Short, Public Works Director

**From:** David Steinberg – Custodian of Records  
San Francisco Public Works

**Subject:** Public Works Record Retention and Destruction Schedule Amendment –  
Adopt

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**Director’s Recommendation:**

Adopt amendments to the San Francisco Public Works Record Retention and Destruction Schedule.

**Amendment Background:**

Which records San Francisco Public Works maintains and for how long are regulated by federal, state and local laws and best practices. Periodically, Public Works updates its record retention and destruction schedule to comply with changes to rules and best practices. San Francisco Public Works has completed the most recent update to the schedule and request the Public Works Commission’s adoption of the amendments.

**Changes to the Public Works Record Retention and Destruction Schedule:**

The completed records retention and destruction schedule is attached, with all changes highlighted in yellow and in italics. Below is a list of each change to the schedule:

- GEN4000 (row 8) newly added record category.
- ACC1010 (row 11) newly added record category.
- ACC1020 (row 12) newly added record category.
- ACC1030 (row 13) newly added record category.
- ACC1040 (row 14) newly added record category.
- ACC4100 (row 19) newly added record category.
- ACC4200 (row 20) newly added record category.
- ACC4300 (row 21) newly added record category.
- ACC6000 (row 23) specified grant payment records and adjusted the time limit.
- ACC6100 (row 24) newly added record category, formerly part of ACC6000.
- COM1000 (row 44) newly added record category.
- COM2000 (row 45) newly added record category.
- COM3000 (row 46) newly added record category.
- COM4000 (row 47) newly added record category.
- EHS3000 (row 64) deleted.

Public Works Record Retention and Destruction Schedule – Amendment  
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- EHS4000 (row 65) newly added record category.
- EHS5000 (row 66) newly added record category.
- HUM2000 (row 69) deleted.
- HUM3000 (row 70) updated to provide better examples.
- HUM4000 (row 71) updated to reflect that Public Works has its own Human Resources team.
- HUM5000 (row 72) updated to reflect that Public Works has its own Human Resources team.
- OPS3000 (row 87) updated with 10-year retention and active retention periods, formerly a 5-year period.
- OPS3100 (row 88) newly added record category, formerly part of OPS3000.

Attachment: San Francisco Public Works Record Retention and Destruction Schedule - 2026

**PUBLIC WORKS COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. \_\_\_\_\_**

WHEREAS, The San Francisco Administrative Code Section 8.3 requires the approval of the record retention and destruction schedule by the Department's officers and board; and

WHEREAS, The San Francisco Public Works Commission is empowered by Charter section 4.102(1) to set policies consistent with the overall objectives of the City and County of San Francisco; and,

WHEREAS, San Francisco Public Works has updated its record retention and destruction schedule to align with federal, state and local regulations, and best practices; and

WHEREAS, The amendments to the schedule, shown in the attachment, reflect the updated schedule, and be it

RESOLVED, The San Francisco Public Works Commission adopts the Public Works Record Retention and Destruction Schedule.

*I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of \_\_\_\_\_.*

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Commission Affairs Manager  
Public Works Commission

Code	Record Category	Description	Examples	Classification	Retention Requirement	Active Retention	Inactive Retention	
<b>General</b>								
GEN1000	Bureau general administration and correspondence	Records kept in all bureaus to document team activity.	General correspondence, department press releases, team meeting agenda and minutes, employee statistics, metrics, equipment sign-out sheets, time-off requests	1 - Current	1 year	1 year	None	
GEN1100	General and routine reporting	General and routine reporting created on a regular basis to support a business function.	Regular and routine reporting, billings reporting, division quarterly and annual reports, utility excavation 5-year plans	1 - Current	5 years	5 years	None	
GEN2000	Policies and procedures	Records documenting department-approved methods or processes for performing activities to ensure compliance with department and legal requirements.	Procedures manual	2 - Storage	Until superseded + 10 years	Until superseded	10 years	
GEN3000	Reference materials	Documents and materials maintained solely for reference purposes.	Codes, ordinances and regulations, directives and instructions, testing standards, street files	1 - Current	Keep until no longer needed	Keep until no longer needed	None	
<b>GEN4000</b>	<b>Security videos</b>	<b>Video recordings of security cameras</b>	<b>Security cameras at Public Works facilities, suspected garbage-dumping sites, body-worn cameras</b>	<b>1 - Current</b>	<b>30 days</b>	<b>30 days</b>	<b>None</b>	<b>NEW</b>
<b>Accounting &amp; Finance</b>								

ACC1000	Accounts payable & receivable	Records relating to the payment of financial obligations and receipt of revenues.	Billing, requisitions, purchase orders, invoices, petty cash documents, staff reimbursement documents, progress payments, consultant invoices, deposit packages, check logs, accrual/deferral records	1 - Current	7 years	7 years	None	
ACC1010	<i>Invoices and one-time payments</i>	<i>Non-contract/grant invoices</i>	<i>Employee reimbursements, travel receipts</i>	<i>1 - Current</i>	<i>7 years (or longer if funding source requires)</i>	<i>2 years</i>	<i>5 years</i>	NEW
ACC1020	<i>Debt-related payments</i>	<i>Records of debt service payments</i>	<i>Payment records</i>	<i>3 -Permanent</i>	<i>Permanent</i>	<i>Permanent</i>	<i>Permanent</i>	NEW
ACC1030	<i>Contract payment records (non-construction)</i>	<i>Successful RFPs/RFQs and purchase orders</i>	<i>Signed contracts, amendments</i>	<i>1 - Current</i>	<i>Contract life + 7 years</i>	<i>Contract life</i>	<i>7 years</i>	NEW
ACC1040	<i>Contract selection records (non-construction)</i>	<i>RFP/RFQ responses and evaluations</i>	<i>Proposals, scoring sheets</i>	<i>1 - Current</i>	<i>Contract life + 7 years</i>	<i>Contract life</i>	<i>7 years</i>	NEW

ACC1100	Disaster/Cost Recovery Documentation	Covers all documents relating to Federal Emergency Management Agency (FEMA) and California Governor's Office of Emergency Services (CAL OES) public assistance and activities, including project worksheet files (applies to all financial and programmatic records, contracts, insurance documents, supporting documents, statistical records, and other records of grantees or subgrantees for FEMA and CAL OES public assistance grants).	Emergency/disaster cost accounting	1 - Current	3 years from the date of final closeout. Date of final closeout indicated by receipt of final Financial Status Report (FSR) (FEMA Form 112-0-1). Note that final closeout is when all project worksheets associated with a disaster/emergency are closed. For example, the Loma Prieta Earthquake occurred in October 1989. The date of final FEMA closeout of the last associated project was Dec 2001. Documentation and records related to all associated projects from 1989 to 2001 need to be retained through Dec 2004 (final closeout plus 3 years). If there is any	3 years from date of final Financial Status Report (FSR) (FEMA Form 112-0-1).	None
ACC2000	Contract accounting	Accounting related to department contracts.	Contract accounting records	2 - Storage	Termination of contract + 7 years	Termination of contract	7 years
ACC3000	Construction financing	Records relating to financing of construction projects, including payments.	Financing documents, payment records	2 - Storage	Closeout of project + 7 years	Closeout of project	7 years

ACC4000	Audit	Records reflecting routine audits performed of and by OFFMA.	Audit records, supporting documents	1 - Current	7 years	7 years	None	
ACC4100	Single audit – final reports	Final audit reports for federal awards	Single Audit Report	3 - Permanent	Permanent	Permanent	Permanent	NEW
ACC4200	Single audit – workpapers	Supporting documentation for audits	Workpapers, schedules	1 - Current	7 years	2 years	5 years	NEW
ACC4300	City department audit reports	Audit reports issued by Controller or other authorities	Department audit reports	3 - Permanent	Permanent	Permanent	Permanent	NEW
ACC5000	General ledger and journals	Records used to transfer charges between accounts or entities and summarize general account information, and records supporting information for general ledger entries.	Journal entries, budget journals, adjusting entries, payroll adjustments	1 - Current	7 years	7 years	None	
ACC6000	Grants – payment records	Records of payments, signed agreements, amendments, financial and programmatic records	Grant agreements, billing statements, drawdowns, deliverables, grant accounting records	Federal: 3 - Permanent; Non-Federal: 1 -Current	Federal: Permanent; Non-federal: 7 years from final economic/financial report	Until final report submitted	Federal: Permanent. Non-federal: 7 years	FURTHER DEFINED GRANTS and CHANGED TIME LIMITS
ACC6100	Grant applications	Applications for grant funding submitted or received	Grant applications, grant proposals , awarded applications, support documents	1 - Current	Awarded: retain most current; Not awarded: destroy when no longer needed	Until decision issued	Awarded: keep most current Not awarded: destroy	NEW - SPLIT OFF FROM GENERAL GRANTS
ACC7000	Budget	Operating, expense, capital and other departmental budgets.	Final approved budgets, indirect cost plans, overhead rate adjustments, supplemental appropriation requests	2 - Storage	Indefinite	10 years	Indefinite	
ACC7100	Budget - supporting documents	Documents used in the preparation of department budgets.	Indirect cost plan supporting documents, department budget submission documents	1 - Current	10 years	10 years	None	

ACC8000	Capital assets	Records related to the purchase or sale of capital and real property assets, including improvements to real property.	Capital and real property purchase and financial obligations documents, depreciation records, amortizations	2 - Storage	Until asset retired + 10 years	Until asset retired	10 years
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## Administration

ADM1000	Departmental planning	Records relating to overall strategic, forecasting and budgetary planning of the department.	Strategic plan, supporting documents, yearly budget planning, worksheets, completed budgets, core value documents, knowledge transfer, Baldrige Award documents, meeting agendas, progress reports	1 - Current	5 years	5 years	None
ADM1100	Response planning	Records related to planning for emergencies and other events requiring a coordinated response.	City emergency response plan, department emergency response plan, DOC action and staffing plans, working files, emergency exercises, department climate action plan	1 - Current	Until superseded	Until superseded	None
ADM2000	Organizational charts and records	Records reflecting the organization of the department, including committees, task forces and emergency planning groups.	Organizational chart, emergency call-out directory, SFPW emergency assignment	1 - Current	Until superseded	Until superseded	None
ADM3000	Department meetings - Public Works hearings	Administrative records relating to all official public hearings and meetings of the department.	Meeting agendas, meeting minutes, sign-in sheets, record of hearing	1 - Current	3 years	3 years	None
ADM3100	Department meetings - Public Works hearings - audio recordings	Audio recordings made at all official public hearings and meetings of the department.	Audio recordings	3 - Permanent	Permanent	3 years	Permanent

ADM3200	Department meetings - committees	Administrative records of meetings held by various official department committees.	Meeting materials for CULCOP, newsrack advisory committee, graffiti abatement committee, etc.	1 - Current	3 years	3 years	None
ADM4000	Complaints - whistleblower complaints	Records relating to the investigation and findings of complaints by whistleblowers.	Complaints, investigation records, correspondence, departmental response	2 - Storage	Close of investigation + 3 years	Close of investigation	3 years
ADM4100	Complaints - department complaints	Records relating to other complaints received by the department.	Complaint letters	1 - Current	3 years	3 years	None
ADM5000	Performance management	Records related to measurement of department performance and reporting to other departments and agencies.	Performance reports, monthly dashboards, monthly agendas, reports to controller, partnering data, ad hoc reporting, supporting analysis	1 - Current	5 years	2 years	3 years
ADM6000	Public records requests	Records related to responding to requests from the public and others for department records in compliance with applicable regulations.	Public records requests, responses, correspondence	1 - Current	3 years	3 years	None
ADM7000	Director's Office - Director's numbered letters	Official communications from the department director.	Director's numbered letters, Public Works orders	3 - Permanent	Permanent	Permanent	None
ADM7100	Director's Office - Director's calendar	Director's calendar	Director's calendar	1- Current	2 years	2 years	None
ADM8000	Department history	Records or memorabilia with enduring value that document the people, events, projects, business developments, and achievements of the department.	Historic records, photos, videos	3 - Permanent	Permanent	5 years	Permanent

ADM8100	Photos	Photographs taken of department infrastructure, buildings, or other relevant locations for historic or referential purposes.	Photos	2 - Storage	Indefinite	Indefinite	Indefinite	
<b>Commission</b>								
COM1000	Public records of commission proceedings	Agendas, notices, recordings and minutes of commission meetings	Agendas, notices and minutes of commission meetings	1- Current	Permanent	Indefinite	Permanent	NEW
COM2000	Confidential records of commission proceedings	Closed-session commission materials	Audio and video recordings, attachments and minutes of closed commission sessions	2 - Storage	Permanent	Indefinite	Permanent	NEW
COM3000	Commission correspondence	Communications that involve a quorum of commission members	Communications that involve a quorum of commission members	1- Current	Two years	Two Years	None	NEW
COM4000	Commission resolutions	Approved or considered commission resolutions and resolution logs	Approved or considered commission resolutions and resolution logs	1- Current	Permanent	Indefinite	Permanent	NEW
<b>Design &amp; Construction</b>								

DC1000	Construction - construction records	All records relating to construction of department buildings, facilities and city-owned infrastructure.	Design, construction, and environmental records associated with a construction project, including architectural drawings, site conditions, topographical drawings, inspections, testing, permitting, building permit drawings, studies, work orders, soil reports, boring records, subsidence, slope protection, RFIs and submittals. For unsuccessful bids or projects that did not move forward, see <b>CON3000</b> .	3 - Permanent	Permanent	Project close-out + 1 year	Permanent
DC1100	Construction - subdivision and field projects	Records relating to subdivision and field construction projects.	Design, construction and environmental records associated with subdivision or field projects	3 - Permanent	Permanent	Project close-out + 1 year	Permanent
DC1200	Construction - construction management	Records relating to the operation and management of a department construction project.	Contract modifications, payments, close-out documents, warranties	2 - Storage	Project closeout + 10 years	Project close-out + 1 year	9 years
DC1300	Construction - engineering drawings	All drawings completed for planning and construction of department buildings, facilities and city-owned infrastructure.	As-built plans, shop drawings, warranties	3 - Permanent	Until asset is retired + 5 years	5 years	Until asset is retired + 5 years
DC2000	Surveys and mapping	Surveys and maps maintained by the department.	Survey maps, record maps, other mapping	3 - Permanent	Permanent	5 years	Permanent
DC3000	Materials testing - testing reports	Field and lab test reports of materials to be used in construction projects.	Field test reports, lab test reports	1 - Current	6 years	6 years	None

DC3100	Materials testing - accreditation records	Records demonstrating proof of accreditation by professional and regulatory bodies.	Laboratory accreditation, onsite assessments, remediation records, American Public Works Association records	1 - Current	Indefinite	Indefinite	None
<b>Employee and Labor Relations</b>							
ELR1000	Employee administrative files	Administrative files for employees that are separate from the official employee personnel file.	Grievance files; discrimination complaints and related documents; medical records; FMLA records; conflict of interest statements; workers' compensation records; Rule 115 appointment information	1 - Current	7 years following separation if there is no litigation or review by a regulatory agency pending	During employment	7 years following separation if there is no litigation or review by a regulatory agency pending
ELR2000	Civil service	Civil service appeals and staff reports	Civil service appeals and staff reports	1 - Current	5 years	5 years	Not applicable
ELR3000	Labor relations	Documents related to bargaining and interactions with unions	Meet-and-confer files, bargaining history files, settlement agreements, arbitration awards, PERB decisions	3 - Permanent	Permanent	Permanent	Permanent
ELR4000	General grievance	Non-disciplinary grievance documents and grievances not related to a specific employee	Documents related to non-disciplinary grievances, classification-specific grievances	1 - Current	10 years	10 years	Not applicable
<b>Environmental Health &amp; Safety</b>							
EHS1000	Safety data sheets	Material safety data sheets for chemicals and other products used by the department.	Safety data sheets	2 - Storage	While chemical in use + 30 years	While chemical in use	30 years

EHS2000	Hazardous materials abatement and reporting	Records related to the measurement, testing, analysis, monitoring and abatement of hazardous materials in the work or construction environment.	Environmental reports, environmental studies, hazardous materials abatement records, abatement reporting	2 - Storage	Abatement of hazard + 30 years	Abatement of hazard	30 years	
<i>EHS3000</i>	<i>Employee environmental certifications</i>	<i>Records relating to the certification of employees in handling hazardous materials and other certifications.</i>	<i>Hazardous materials handling certification, other certifications</i>	<i>2 - Storage</i>	<i>Termination of employment + 30 years</i>	<i>Termination of employment</i>	<i>30 years</i>	DELETED
<b>EHS4000</b>	<b>Medical records</b>	<b>Medical records, both pre-employment and during employment.</b>	<b>Medical record information obtained pre-employment or during employment, including accident investigations, injury reports, fitness for duty records, workers' compensation paperwork.</b>	<b>1 - Current</b>	<b>7 years following date of separation if there is no pending litigation or review by a regulatory agency</b>	<b>7 years following date of separation</b>	<b>None</b>	NEW
<b>EHS5000</b>	<b>Outside audits</b>	<b>State and outside audit</b>	<b>CALOSHA Audits PUC Audits</b>	<b>1 - Current</b>	<b>5 years</b>	<b>5 years</b>	<b>None</b>	NEW

<b>Human Resources</b>								
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HUM1000	Timekeeping	Records relating to management of employee schedules and hours worked.	Daily timesheets, overtime sheets, supervisor's daily sheets, timeroll amendments, laborer/truck driver sign-in sheets	1 - Current	5 years	5 years	None	
<del>HUM2000</del>	<del>Contractor payroll and benefits</del>	<del>Certified payroll records and fringe-benefit statements received from contractors by the department in its role as the awarding body for public-works projects.</del>	<del>Certified payroll records, fringe-benefits reports</del>	<del>1 - Current</del>	<del>5 years</del>	<del>5 years</del>	<del>None</del>	DELETED
HUM3000	University training - administrative	Records generated in the administration of University training required for department employees.	Travel request forms, <del>Course</del> sign-in sheets, course feedback and evaluation, <del>room rental requests</del>	1 - Current	3 years	3 years	Indefinite	UPDATED WITH BETTER EXAMPLES

HUM4000	Payroll	Payroll register	Report PY0145	3-Permanent	<p>75 years - May and are recommended to be stored electronically in the appropriate PeopleSoft module.</p> <p>The Retirement Board must approve the destruction of all records pertaining to payroll checks, timecards and related documents (Administrative Code Section 8.3).</p>	2 years	3 years	REFLECT PRESENCE OF INTERNAL HR TEAM
HUM5000	Timesheets and overtime approvals	Biweekly timesheets and overtime approvals	Electronic or paper copies of timesheets and OT approvals	2-Storage	<p>7 years - Stored digitally for emergency purposes. May and are recommended to be stored electronically in the appropriate PeopleSoft module.</p>	2 years	3 years	REFLECT PRESENCE OF INTERNAL HR TEAM

**Information Technology**

IT1000	Application development	Records documenting the development of new functionality and architecture for computer systems and applications, including source code.	Application documentation, application test and deployment records, application user guides, configurations, functional design documents, integration specifications, license renewals, operational guides, process flow diagrams, project support documentation, run book, source code, system audits, system changes, technical approach documents, technical design, updates and test results	2 - Storage	Retirement of application + 1 year	Retirement of application	1 year
IT2000	Hardware and infrastructure	Records used to provide details of the information systems environment. Includes design reports that detail the layout and configuration of the network servers and printers, including the physical layout of hardware on the individual floors. Also documents network and server storage space allocation.	Roll out plans, server build checklists, workstation build checklists, workstation inventories	1 - Current	Retirement of hardware	Retirement of hardware	None
IT3000	Information security	Records related to measures and technologies implemented to secure information, and security process documentation pertaining to information security assessments and selection/implementation of procedures and controls.	Risk assessments, system access requests, network and computer access records, process controls, and information security reporting	1 - Current	Until superseded by 2 updates	Until superseded by 2 updates	None

IT4000	Service desk	Records related to external customer and internal employee requests for technical support. These records identify the caller's concern or request for information, and identify the response and resolution.	Ad hoc user requests for support, new user account request, data services and reporting requests, help desk tickets, incident tracking documentation	1 - Current	1 year	1 year	None
IT5000	Disaster recovery/business continuity	Records related to maintaining continuity in the event of a business interruption.	Disaster recovery plans, business continuity plans, supporting documentation	1 - Current	Until superseded by 2 updates	Until superseded by 2 updates	None
<b>Operations</b>							
OPS1000	Permits and applications - permanent	Permits that are required to be kept permanently by the department.	Tree planting permits, FUF permits, tree removal permits, sidewalk landscaping permits, newsrack permits, encroachment permits, unaccepted right-of-way, tank abandonment permits, tank install/removal permits, correspondence, applications, permit-related inspections	3 - Permanent	Permanent	3 years	Permanent
OPS1100	Permits and applications - construction	Permits relating to construction projects. Includes underground and assessment petitions.	Permits, applications, approvals, correspondence, permit-related inspections	2 - Storage	Project closeout + 10 years	Project close-out + 1 year	9 years
OPS1200	Permits and applications - contract-based	Permits that expire once the relevant contract terminates.	Transit shelter permits, payphone permits, automatic public toilet permits, public service kiosk permits, correspondence, applications, permit-related inspections	2 - Storage	Termination of contract + 1 year	Termination of contract	1 year

OPS1300	Permits and applications - closure or expiration	Permits with defined expiration or closure periods.	Additional street space permits, noise permits, utility excavation permits, street excavation permits, street improvement permits, temporary occupancy permits, debris box permits, utility condition permits, correspondence, applications, permit-related inspections	2 - Storage	Closure or expiration of permit + 3 years	Closure or expiration of permit	3 years	
OPS1400	Permit administration	Records relating to the administration of permits, which are not required to be kept as long as the permit itself.	Permit-related correspondence, tree hearings, administrative hearings, relinquishment	1 - Current	3 years	3 years	None	
OPS2000	Enforcement	Records relating to the enforcement of department permit requirements and public ordinances.	Fines, notices of violations, inspection reports, warnings, citations, reporting	1 - Current	10 years	3 years	7 years	
OPS2100	Liens	Records relating to liens placed as the result of violation.	Intent to lien, lien ordinance, release of lien	2 - Storage	Release of lien + 3 years	Release of lien	3 years	
<i>OPS3000</i>	<i>Service orders</i>	<i>Records relating to management of work orders performed by department employees.</i>	<i>Correctives, estimates/projects, planned maintenance</i>	<i>1 - Current</i>	<i>10 years</i>	<i>10 years</i>	<i>None</i>	Changed from 5 years
<i>OPS3100</i>	<i>Service orders - supplemental</i>	<i>Supplemental records related to work order management.</i>	<i>Crew sheets, emergency call-in log</i>	<i>1 - Current</i>	<i>5 years</i>	<i>5 years</i>	<i>None</i>	Split out of OPS3000
OPS4000	Equipment management	Records relating to the use, repair, and maintenance of department equipment, including testing.	Repair and maintenance records, equipment manuals, equipment calibration records, equipment inventory	1 - Current	Life of equipment	Life of equipment	None	
OPS5000	Outreach & enforcement	Records relating to the Outreach & Enforcement team.	Flyers, incident reports, special project letters, partnership program records	1 - Current	Indefinite	Indefinite	None	

OPS6000	Green Benefit District records	Records relating to the creation of green benefit districts.	Management district plans, assessment engineer's reports, proposed boundary maps, recorded assessment diagrams, organizational bylaws, articles of incorporation, conflict of interest forms, city management agreement, annual independent audit review report, annual and mid-year reports	1 - Current	3 years	3 years	None
OPS7000	Operations reference - mapping	Maps and other routing information maintained by the department.	Street cleaning routes, geographical zones	1 - Current	While active	While active	None
OPS7100	Operations reference - key map Inspections/tree information	Records relating to city trees maintained by the department.	Tree database	1 - Current	While active	While active	None
<b>Procurement and Contracting</b>							
PRO1000	Procurement	Records related to purchases or commitments to purchase goods, services, supplier and master service agreements.	Purchase orders, requisitions, third party agreements, job orders, proposal review	2 - Storage	5 years	1 year	4 years
PRO2000	Procurement and contracting templates	Forms, templates and standard provisions used in the creation of contracts and procurement documentation.	RFQ procurement package, PSC documents, draft RFQs	2 - Storage	Until superseded + 5 years	Until superseded	5 years
CON1000	Contracts and agreements	Records related to the negotiation and execution of department contracts. Includes amendments, renewals and contract administration records.	Master contract award package, contract service order (CSO), change orders, addenda, memoranda of understanding	2 - Storage	Termination of contract or agreement + 7 years	Termination of contract or agreement	7 years

CON2000	Contract preparation	Templates, forms, clauses, and other documents used in the contract preparation process. Official department contractual language for use in all contracts.	Contract specifications, contract plans, standard specifications, general provisions	1 - Current	Indefinite	Indefinite	None
CON3000	Unsuccessful bids	All documents contained in bid packages that were not accepted for a construction or professional services contract, or the project did not otherwise move forward.	Bid package (that did not move forward), including architectural studies	2 - Storage	Bid + 2 years	End of bid process	2 years
<b>Project Management</b>							
PM1000	Project file	Records covering all aspects of a construction project, from initial funding through close-out.	SOQ submittal, escrow bid documents, project funding (grants, appropriations, budgets), project schedules and status reports, consultant/contractor selection documents, contract management (consultant/contractor), inspection and testing reports, insurance, field notes, daily reports, incident reports, close-out and warranties	2 - Storage	Close of project + 10 years	Close of project + 1 year	9 years
<b>Transportation</b>							
TRA1000	Vehicle maintenance	Records relating to maintenance of department vehicles.	Pre-trip vehicle assessments	1 - Current	3 years	3 years	None
<b>Unofficial/Non-Record Material</b>							

UNR1000	Unofficial/non-record material	Unofficial or non-record material includes any information or materials that does not meet the definition of a record or has been excluded from coverage under the records retention schedule.	Extra or duplicate copies of records, created and kept only for reference purposes on any medium (e.g., paper, microfiche, electronic).  Drafts, working files, or other preliminary versions of records that do not state a final department position on the subject matter discussed, e.g., preliminary drafts and communications between parties regarding a proposed contract before the final contract is signed.	4 - No retention required	None - dispose of as soon as possible	Dispose of as soon as possible	None
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