

RESOLUTION NO. 18-027 EXHIBIT A, ADOPTED APRIL 24, 2018

CITY OF HERCULES RECORDS RETENTION SCHEDULE LEGEND	
OFFICE OF PRIMARY RESPONSIBILITY - RECORDS CUSTODIAN	
ADM	ADMINISTRATIVE SERVICES
CA	CITY ATTORNEY
CLERK	CITY CLERK
CM	CITY MANAGER
DEPT	ANY DEPARTMENT HAVING ORIGINAL RECORDS FOR THIS RECORD SERIES
FIN	FINANCE AND FISCAL
PL	PLANNING - OVERSEES PLANNING/BUILDING/CODE ENFORCEMENT
PD	POLICE
PR	PARKS AND RECREATION
PW	PUBLIC WORKS

RETENTION DESCRIPTION CODES	
A	AUDIT
C	CLOSED OR COMPLETED
CU	CURRENT YEAR
D	DISPOSITION
E	ELECTION
EX	EXPIRATION
L	LIFE OF STRUCTURE
LP	LOAN PAYOFF
NA	NO ACTIVITY
P	PERMANENT
R	RETIREMENT
S	SUPERCEDED OR SETTLED
T	TERMINATION
UF	UNTIL FOUND

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RECORD CATEGORIES		
100	ADMINISTRATION - GENERAL	Pages 1-2
200	ADMINISTRATIVE SERVICES - AGREEMENTS/HR/IT/RECORDS MANAGEMENT/RISK MANAGEMENT	Pages 2-6
300	ECONOMIC DEVELOPMENT	Page 6
400	FINANCIAL AND FISCAL MANAGEMENT	Pages 6-8
500	HOUSING	Page 8
600	LEGAL	Pages 8-9
700	LEGISLATIVE - COMMISSIONS/CITY COUNCIL/ELECTIONS/FPPC/INCORPORATION/REAL PROPERTY	Pages 9-12
800	PARKS AND RECREATION	Pages 12-13
900	PLANNING - BUILDING/CODE ENFORCEMENT/PLANNING/HISTORIC PRESERVATION	Pages 13-15
1000	POLICE	Pages 15-19
1100	PUBLIC WORKS	Pages 19-23
1200	UTILITIES AND COMMUNICATIONS	Page 23

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FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
100 ADMINISTRATION				
101		GENERAL		
101.01	DEPT	Administrative Files - General	2	GC34090
101.02	DEPT	Agreements - Supporting Documentation	C+5	Department Policy. Signed agreements filed with City Clerk.
101.03	CLERK	Awards/Donations/Gifts/Proclamations to City	P	Department Policy
101.04	DEPT	Bids/Proposals - Unsuccessful	2	GC34090, CCP337. Successful bids filed in project file.
101.05	DEPT	Bonds - Supporting Documentation	C+5	Department Policy. Original bonds filed with City Clerk.
101.06	DEPT	Chronological Files	2	GC34090
101.07	DEPT	Citizen Complaints/Requests for Service	2	GC 34090
101.08	DEPT	Committee Records - Internal	2	GC34090
101.09	DEPT	Business and Community Organizations/HOAs/Non-Profits	2	GC34090
101.10	DEPT	Consultant/Contractor Files	C+5	Department Policy
101.11	DEPT	Correspondence - General	2	GC34090
101.12	DEPT	Employee Files - Permanent and Volunteer	T+10	Department Policy. HR maintains master file.
101.13	DEPT	General Information	2	GC34090
101.14	CLERK	Historical Materials/Memorabilia	P	Historical significance determined by City Clerk
101.15	CLERK	Photographs - Historic or Public Property	P	Historical significance determined by City Clerk
101.16	CLERK	Professional Associations	2	GC34090
101.17	DEPT	Public Records Requests	2	GC34090
101.18	DEPT	RFQS/RFPs	2	GC34090
101.19	DEPT	Rosters/Telephone Directories/Logs	S+2	GC34090
101.20	DEPT	Staff Meeting Files	2	GC34090
101.21	DEPT	Studies/Surveys	20	Department Policy. Not listed elsewhere on this schedule
101.22	DEPT	Subject Files - General	2	GC34090
101.23	DEPT	Vendor Files	2	GC34090
102		OUTSIDE AGENCIES - REGIONAL/STATE/FEDERAL		
102.01	DEPT	Agendas/Minutes	2	Not prepared by City.
102.02	DEPT	Correspondence	2	GC34090
102.03	DEPT	Subject Files	5	Department Policy

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FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
103		POLICIES AND PROCEDURES		
103.01	ADM	Administrative Policies and Procedures	S+2	GC34090
103.02	CM	City Manager Directives	S+2	GC34090
103.03	DEPT	Department Policies and Procedures	S+2	GC34090
103.04	DEPT	Goals and Objectives	S+2	GC34090
103.05	DEPT	Mission Statements	S+2	GC34090
104		PUBLIC INFORMATION/RELATIONS		
104.01	DEPT	Brochures/Publications	2	GC34090
104.02	DEPT	Ceremonies and Event Files	C+2	GC34090
104.03	DEPT	Newsletters	2	GC34090
104.04	DEPT	Press Releases	2	GC34090
104.05	DEPT	Questionnaires/Surveys	2	GC34090
200 ADMINISTRATIVE SERVICES				
201		AGREEMENTS/CONTRACTS		
201.01	ADM	Agreements - Capital Improvements/Infrastructure	P	Department Policy
201.02	ADM	Agreements - Construction	C+5	Department Policy
201.03	ADM	Agreements - Development	P	Adopted by Council Resolution
201.04	ADM	Agreements - Grants	EX+10	Department Policy
201.05	ADM	Agreements - Franchises	EX+10	Department Policy
201.06	ADM	Agreements - JPAs/Mutual Aid/Public		
201.07	ADM	Agencies/State/Federal	EX+5	Department Policy
201.08	ADM	Agreements - Leases	EX+5	Department Policy
201.09	ADM	Agreements - Loans/Promissory Notes	EX+5	Department Policy
201.10	ADM	Agreements - Maintenance	EX+5	Department Policy
201.11	ADM	Agreements - Retirement (PERS)	P	GC12946, 29CFR1627.3
201.12	ADM	Agreements - Services	EX+5	Department Policy
201.13	ADM	Agreements - Settlements	P	Department Policy
201.14	ADM	Agreements - Subdivision	P	Adopted by Council Resolution
201.15	ADM	Bonds - Performance/Payment/Warranty/Cell Towers	C+5	Department Policy

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FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
202		HUMAN RESOURCES- GENERAL		
202.01	ADM	Administrative Files	2	Department Policy
202.02	ADM	Administrative Policies	S+10	Department Policy
202.03	ADM	Personnel Rules and Regulations	S+10	Department Policy
203		HUMAN RESOURCES - BENEFITS		
203.01	ADM	COBRA Administrative Files	S+2	GC34090
203.02	ADM	Deferred Comp Provider Plans Files	S+2	29CFR1627.3
203.03	ADM	Disability Plans	EX+2	29CFR1627.3
203.04	ADM	Employee Assistance Program Materials/Reports	S+2	29CFR1627.3
203.05	ADM	Life Insurance Plans	EX+2	29CFR1627.3
203.06	ADM	Medical/Dental Plans	S+2	GC12946, 29CFR1627.3
203.07	ADM	PARS - General	S+5	Department Policy
203.08	ADM	PERS - General	S+5	Department Policy
203.09	ADM	Salary Schedule	S+2	GC34090
203.10	ADM	SOMAR	S+5	Department Policy
203.11	ADM	Unemployment Compensation Claims	D+2	Department Policy
203.12	ADM	Unemployment Compensation Program	S+2	GC34090
204		HUMAN RESOURCES - EMPLOYEE FILES		
204.01	ADM	Administrative Appeal Proceedings	T+10	Department Policy. 29CFR1627.3
204.02	ADM	Claims - DFEH/EEOC	D+2	GC12946
204.03	ADM	Employee Files - Application/Background/Correspondence/ PAF/Appeals/Ethics and Nepotism Forms/Oath/Training Certificates and Reimbursements/Awards/Leave Requests/Etc.	T+10	Department Policy. GC12946, 29CFR1627.3
204.04	ADM	Employee Files - Benefits/ Medical/Workers Comp/FMLA	T+30	Department Policy. GC12946, 29CFR1627.3
204.05	ADM	Employee Files - Disciplinary/Grievances	T+10	Department Policy. GC12946, 29CFR1627.3
204.06	ADM	Employee Files - Police Reservists	T+5	Department Policy. GC12946, 29CFR1627.3
204.07	ADM	Employee Files - Retirement Materials	R+20	Department Policy. GC12946, 29CFR1627.3
204.08	ADM	Employee Files - Volunteers	T+5	Department Policy

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FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
204.09	ADM	Training Class Materials	S+2	GC34090
205		HUMAN RESOURCES - LABOR RELATIONS		
205.01	ADM	Employee Associations/Unions - General	5	Department Policy
205.02	ADM	Employee Associations/Unions - Letters of Agreement	S+5	Department Policy
205.03	CLERK	Memorandas of Agreement/Understanding	P	Adopted by Resolution
205.04	ADM	Negotiations Files	C+10	Department Policy
206		HUMAN RESOURCES - RECRUITMENT		
206.01	ADM	Certified Personnel Lists	S+2	29CFR1627.3
206.02	ADM	Job Descriptions	S+2	29CFR1627.3
206.03	ADM	Recruitment Files - Brochures/Ads/Tests/Selection Materials/Unsuccessful Applications	3	GC12946, 29CFR1627.3
206.04	ADM	Temporary Employment Agencies	S+2	GC34090
207		HUMAN RESOURCES - RISK MANAGEMENT		
207.01	ADM	Accident/Injury Reports - Park Programs	C+2	Department Policy
207.02	ADM	IIPP Safety Plan	S+2	GC34090
207.03	ADM	MPA Programs	S+2	GC34090
207.04	ADM	MPA Reports	5	Department Policy
207.05	ADM	OSHA Logs/Inspections/Citations/Incident Reports	7	LC6410, CCR14300.44
207.06	ADM	OSHA Safety Regulations	S+2	LC6410, CCR14300.44
207.07	ADM	Wellness Program	S+2	Department Policy
207.08	ADM	Wellness/Safety Committee	S+2	Department Policy
207.09	ADM	Workers Comp Claims	C+30	Department Policy. Claims can be made for 30 yrs. for toxic exposure. CCR15400.2
207.10	ADM	Workers Comp Lifetime Medical Awards	75	Department Policy
207.11	ADM	Workers Comp - Policies/Regulations	EX+2	Department Policy
207.12	ADM	Workers Comp Reports	C+2	CCR15400.2

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FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
208		HUMAN RESOURCES - REPORTING		
208.01	ADM	ACA Reports	5	Department Policy
208.02	ADM	EEO-4 Reports	2	CA allows substitution of EEO reports for CEIR; GC12946, 29CFR1602.3
208.03	ADM	Payroll Reports	2	GC34090. Computer database.
208.04	ADM	PERS Reports	25	Department Policy
208.05	ADM	Teamsters Annual Report	5	Department Policy
209		HUMAN RESOURCES - STUDIES AND SURVEYS		
209.01	ADM	Classification Studies	10	Department Policy
209.02	ADM	Salary Surveys	10	Department Policy
210		INFORMATION TECHNOLOGY		
210.01	ADM	Backup of System Files - Daily	3 weeks	Department Policy. AS400 backed up to tape.
210.02	ADM	Configuration Maps and Plans of Systems	S+2	Department Policy
210.03	ADM	Software Licenses, Manuals and Programs	S+2	GC34090
210.04	ADM	Telephone System Programs and Manuals	S+2	GC34090
210.05	ADM	Social Media - Facebook/Tweeter	2	GC34090
210.06	ADM	Warranties on Equipment and Software	EX+2	GC34090
210.07	DEPT	Web Site Files		Content published to the City's website is duplicative of files maintained by each department.
211		RECORDS MANAGEMENT		
211.01	CLERK	Administrative Files	2	GC34090
211.02	CLERK	Destruction/Authorization Certificates	P	Department Policy
211.03	CLERK	Records Inventories	S+2	GC34090
211.04	CLERK	Retention Schedules	P	Adopted by Resolution
211.05	CLERK	Records Management Policies and Procedures Manuals	S+2	GC34090
212		RISK MANAGEMENT		
212.01	ADM	Claim Files - Not Litigated	C+5	Department Policy
212.02	ADM	Insurance Certificates	EX+2	Department Policy
212.03	ADM	Insurance Policies - General Liability	EX+2	Department Policy

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FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
212.04	ADM	Insurance Policies - Special Events	EX+2	Department Policy
212.05	ADM	Insurance Policies - Vehicles	EX+2	Department Policy
212.06	ADM	Insurance Policies - Vendors	EX+2	Department Policy
212.07	ADM	Insurance Policies - Workers Compensation	EX+2	Department Policy
212.08	ADM	MPA - General Records/Correspondence	2	GC34090
300 ECONOMIC DEVELOPMENT				
301		ECONOMIC DEVELOPMENT		
301.01	CM	Business Development Plans/Projects	C+10	Department Policy
301.02	CM	Economic Development Plans/Projects	C+10	Department Policy
301.03	CM	Studies/Research/Demographics	C+10	Department Policy
302		MARKETING		
302.01	CM	Marketing Plans	C+10	Department Policy
302.02	CM	Studies/Research	C+10	Department Policy
302.03	CM	Videos/Photos	C+10	Department Policy
400 FINANCIAL AND FISCAL				
401		ACCOUNTING - PAYABLES/RECEIVABLES		
401.01	FIN	Accounts Payable/Payroll	A+5	Department Policy
401.02	FIN	Accounts Payable/Vendors	A+5	Department Policy
401.03	FIN	Accounts Receivable	A+5	Department Policy
401.04	FIN	Chart of Accounts	S+5	Department Policy
401.05	FIN	FEMA Reimbursement Records	A+5	Department Policy
401.06	FIN	Journals/Ledgers/Registers	A+5	Department Policy
401.07	FIN	Refunds	A+5	Department Policy
401.08	FIN	SB90 Claims	A+5	Department Policy
401.09	FIN	1099 Statements	10	Department Policy

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FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
402		AUDITS		
402.01	FIN	Audited Financial Statements - CAFR	A+5	Department Policy
402.02	FIN	Audits	A+5	Department Policy
402.03	FIN	Audit Correspondence/Work Papers	A+5	Department Policy
402.04	FIN	State Controller Annual Reports	5	Department Policy
403		BANKING/INVESTMENTS/DEBT SERVICE		
403.01	FIN	Bank Records	A+5	Department Policy
403.02	FIN	Bond Binders/Records	EX+10	GC53921, CCP337.5
403.03	FIN	Check Registers/Checks - Cashed/Canceled/Stale/Void	A+5	Department Policy
403.04	FIN	Investment Policies Records	S+5	Department Policy
403.05	FIN	Signature Authorization Records	S+2	Department Policy
404		BUDGET		
404.01	FIN	Budget Adjustments/Amendments	A+5	Department Policy
404.02	CLERK	Budgets - Adopted	P	Adopted by Resolution
404.03	FIN	Budget Working Papers	2	GC34090
404.04	FIN	Financial Projections/Reports	5	Department Policy
405		FIXED ASSETS		
405.01	FIN	Depreciation Schedules	D+5	Department Policy
405.02	DEPT	Equipment/Vehicle Maintenance/Service Records	D+2	Department Policy
405.03	FIN	Equipment/Vehicle - Purchase/Lease/ Titles/Disposition	D+2	Department Policy
405.04	FIN	Fixed Asset Inventories	S+2	GC34090
405.05	DEPT	Surplus Equipment/Vehicles -Sales/Disposal/Auctions	D+5	GC34090
406		PAYROLL		
406.01	FIN	Payroll Checks/Registers/Stubs	A+5	Department Policy. Retained by ADP
406.02	FIN	Payroll Processing Records	A+5	Department Policy
406.03	FIN	Payroll Reports - ACA/Federal/State	A+5	Department Policy
406.04	FIN	Time Sheets/Detail Records	A+5	Department Policy

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FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
406.05	DEPT	Time Sheets/Projects	A+5	Department Policy
406.06	FIN	W2 Statements	10	Department Policy
407		PURCHASING		
407.01	FIN	Invoices	A+5	Department Policy
408		REVENUE/TAXATION		
408.01	FIN	Assessment Roll Records	S+5	Department Policy
408.02	FIN	Business License Files - Applications/Renewals	EX+5	Department Policy
408.03	CLERK	Fee Schedules	P	Adopted by Resolution
408.04	DEPT	Fee Schedules - Supporting Documentation	2	GC34090
408.05	DEPT	Grants - Successful	C+5	Department Policy
408.06	FIN	Property Tax Records	5	Department Policy
408.07	FIN	Revenue Measure Records	5	Department Policy
408.09	FIN	Revenue Records	5	Department Policy
500 HOUSING				
501		ADMINISTRATION		
501.01	FIN	Housing Files - General	LP+5	Department Policy
501.02	FIN	Housing Loans - Borrower Files	LP+5	Department Policy
600 LEGAL				
601		ADMINISTRATION		
601.01	CA	Administrative Records	C+5	Department Policy
601.02	CA	Amicus Briefs/Amicus Curiae	S+5	GC34090
601.03	CA	Attorney-Client Communications - Confidential	S+2	GC6254, GC34090
601.04	DEPT	Citations/Incident Reports/Notices of Violations	S+2	Department Policy
601.05	CA	Closed Session Statements	P	GC34090. City Clerk maintains copies.
601.06	CA	Correspondence - General	5	Department Policy
601.07	CA	Criminal Cases - going to Court	C+5	GC34090

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FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
601.08	CA	Criminal Citations	C+2	GC34090
601.09	CA	Dismissals and Judgments	P	GC34090
601.10	CA	Legal Investigations - Civil	C+2	GC34090
601.11	CA	Legal Opinions	S+2	GC34090. City Clerk maintains copies.
601.12	CA	Legislative Records	C+2	GC34090
601.13	CA	Litigation - Civil	C+10	Department Policy. GC6254
601.14	CA	Litigation - Civil regarding Property	P	Department Policy. GC6254
601.15	CA	Litigation - Eminent Domain - Final Order	P	Department Policy. GC6254
601.16	CA	Nuisance Abatement Records	P	Department Policy
601.17	CLERK	Small Claims Records	S+5	Department Policy
601.18	CLERK	Subpoenas - Appearance (City not a Party)	C+2	Department Policy
601.19	CLERK	Subpoenas - Records (City not a Party)	C+2	Department Policy
601.20	CA	Subject Files	C+5	
700 LEGISLATIVE				
701		BOARDS /COMMISSIONS/AD-HOC COMMITTEES		
701.01	DEPT	Affadavits/Meeting Notices/Proofs of Publication	2	GC34090
701.02	DEPT	Agenda Packets	10	Department Policy
701.03	CLERK	Applications/Correspondence - Not Appointed	2	GC34090
701.04	ADM	Audio/Video Files of Meetings	10	Department Policy. On Granicus server.
		Commissioner Files - Application/Correspondence/Ethics and Nepotism Forms/ Oath	T+2	Department Policy
701.05	CLERK	Commissioner Files - General	T+2	Department Policy
701.06	DEPT	Correspondence - General	2	GC34090
701.07	DEPT	Historical Records	P	Historical significance determined by City Clerk
701.08	DEPT	Minutes	P	GC34090
701.09	CLERK	Recruitment Files -Notices, Ads, Correspondence	2	GC34090
701.10	DEPT	Resolutions	P	GC34090
701.11	CLERK	Rosters - Contact/ Maddy Act/etc.	S+2	GC34090
701.12	DEPT	Speaker Request Forms	10	Department Policy. Filed with Agenda Packets.

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FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
701.14	DEPT	Subject Files	C+2	Department Policy
701.15	CLERK	Training Materials/Handbook	S+2	Department Policy
702		CITY COUNCIL		
702.01	CLERK	Affadavits/Meeting Notices/Proofs of Publication	2	GC34090
702.02	CLERK	Agenda Packets	10	Department Policy
702.03	CLERK	Audio/Video Files of Meetings	10	Department Policy. On Granicus server.
702.04	CLERK	Awards/Commendations/Proclamations to Citizens	2	Reference Copies. GC 34090
702.05	CLERK	Awards/Commendations/Proclamations to Council/City	10	Department Policy
702.06	CLERK	Correspondence - Legislative Advocacy	2	GC34090
702.07	CLERK	Correspondence - General	2	GC34090
702.08	CLERK	Correspondence - Other Agencies	2	GC34090
702.09	CLERK	Council Files -Correspondence/ Ethics and Nepotism		
702.10	CLERK	Forms/Oaths/Bios/Recognitions	T+5	Department Policy
702.11	CLERK	Council Policies/Strategic Plans/Goals	S+10	Department Policy
702.12	CLERK	Council Rules of Procedure	P	Adopted by Resolution
702.13	CLERK	Grand Jury Reports	5	Department Policy
702.14	CLERK	Historial Records	P	Historical significance determined by City Clerk.
702.15	CLERK	Minutes	P	GC34090, GC36814
702.16	CLERK	Municipal Code		City maintains 1 copy of each supplement. Code updated by
702.17	CLERK	Ordinances	P	Code Publishing and maintained on their server.
702.18	CLERK	Petitions Submitted to Council - non-election related	P	GC34090
702.19	CLERK	Resolutions	10	Department Policy. Filed with Agenda Packet.
702.20	CLERK	Rosters - Contacts/Liaison Appointments	P	GC34090
702.21	CLERK	Reorganization/etc.		
703		ELECTIONS		
703.01	CLERK	Speaker Request Forms	10	Department Policy. Filed with Agenda Packet.
		Training and Retreat Materials	S+2	Department Policy
		Administrative Records	6	Department Policy

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FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
703.02	CLERK	Candidate Files - Elected (Nomination Papers, SOQ, Certificates of Election, Correspondence)	T+4	EC17100
703.03	CLERK	Candidate Files - Unsuccessful (Nomination Papers, SOQ, Co	E+4	EC17100
703.04	CLERK	Candidate Orientation Materials/Handbooks	S+2	GC34090
703.05	CLERK	Correspondence - Elections	6	Department Policy
703.06	CLERK	Correspondence - FPPC/Secretary of State	6	Department Policy
		Historical Records - Resolutions/Canvasses	P	Adopted by Resolution * Retain for 8 mo. after election certification (if successful) or 8 mo. after final examination of petition if not submitted to voters.
703.07	CLERK	Petitions - Initiative/Referendum/Recall	P	EC17200
703.08	CLERK	Measures - Text/Sample Ballot Materials	P	Department Policy
703.09	CLERK	Measures - Arguments	P	Department Policy
704		FAIR POLITICAL PRACTICES COMMISSION		
704.01	CLERK	AB 1234 Ethics Certificates	5	GC53235.2
704.02	CLERK	AB 1234 Ethics Logs	5	GC53235.2
704.03	CLERK	AB 1234 Ethics Training Materials	S+2	GC53235.2
704.04	CLERK	Campaign Statement Logs	S+2	GC34090
704.05	CLERK	Campaign Statements - Elected	P	GC81009(b)(g)
704.06	CLERK	Campaign Statements - Unsuccessful Candidates	5	GC81009(b)(g)
704.07	CLERK	Campaign Statements/Measures and Others	7	GC81009(b)(g)
704.08	CLERK	Conflict of Interest Code	P	Adopted by Resolution
704.09	CLERK	Conflict of Interest Code - Administrative Files	2	GC34090
704.10	CLERK	Correspondence - AB1234	5	GC53235.2
704.11	CLERK	Correspondence - Campaign Filings	7	Department Policy
704.12	CLERK	Correspondence - FPPC	7	Department Policy
704.13	CLERK	Correspondence - Statements of Economic Interests	5	Department Policy
704.14	CLERK	FPPC Form 806 - Council Members	T+5	Department Policy
704.15	CLERK	Statements of Economic Interest - Code Filers	7	GC81009(e)(g)
				Originals are filed with FPPC. Copies are filed with City Clerk.
704.16	CLERK	Statements of Economic Interest - 87200 Filers	4	GC81009(f)(g)
704.17	CLERK	Statements of Economic Interest Logs	S+2	GC34090

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FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
705		INCORPORATION		
705.01	CLERK	Historical Records	P	Historical significance determined by City Clerk
705.02	CLERK	Incorporation Records	P	GC34090
705.03	CLERK	Logos	P	Department Policy
706		REAL PROPERTY		
706.01	CLERK	Acquisition Records	P	Department Policy
706.02	CLERK	Appraisals - Property Not Purchased	2	GC34090
706.03	CLERK	City-owned Property Files	P	GC34090
706.04	CLERK	Eminent Domain Records	P	GC34090
		Land Records -		
706.05	CLERK	Deeds/Easements/Encroachments/Maps/Vacations	P	GC34090
706.06	CLERK	Liens	C+2	GC34090
800 PARKS AND RECREATION				
801		FACILITIES - BUILDINGS/FIELDS/PARKS/TRAILS		
801.01	PR	Administrative Files	2	GC34090
801.02	PR	Insurance Certificates - Facility Rentals	EX+2	Department Policy
802.03	PR	Rental and Use Records	2	GC34090
802.04	PR	Special Event Files	5	Department Policy
802.05	PR	Studies	10	Department Policy
802.06	PR	Use Policies and Regulations	S+2	Department Policy
802		PROGRAMS		
802.01	PR	Activity Guides	10	Department Policy
802.02	PR	Brochures/Publications	2	GC34090
802.03	PR	Class Proposals and Instructor Files	C+5	Department Policy
802.04	PR	Class Registration - Applications/Receipts	A+5	Department Policy
802.05	PR	Community Organizations/Non-Profit Records	2	GC34090
802.06	PR	Credit Card Authorization Forms	1	Department Policy
802.07	PR	Evaluations/Surveys	2	GC34090

CITY OF HERCULES RECORDS RETENTION SCHEDULE - RESOLUTION NO. 18-027 EXHIBIT A, ADOPTED APRIL 24, 2018

FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
802.09	PR	Liability Waivers	EX+2	GC34090
802.10	PR	Program Files - Aquatics	2	GC34090
802.11	PR	Program Files - Child Care	2	GC34090
802.12	PR	Program Files - Recreation Classes	2	GC34090
802.13	PR	Program Files - Seniors	2	GC34090
802.14	PR	Program Files - Sports	2	GC34090
802.15	PR	Sign In/Sign Out Logs	2	GC34090
802.16	PR	Special Event Files	5	Department Policy
900 PLANNING				
901		BUILDING		
901.01	PL	Building/Energy/Fire Codes and Policies	P	Adopted by Council Resolution/Ordinance
901.02	PL	Building Plans - Permit Issued, No Final	P	* See note
901.03	PL	Commercial Plans - Final	P	* See note
901.04	PL	Inspection Records	P	* See note
901.05	PL	Permit Application Packets	P	* See note
901.06	PL	Permits - Building	P	* See note
901.07	PL	Permits - Site Development and Plot Plans	P	* See note
901.08	PL	Permits - Demolition	P	* See note
901.09	PL	Permits - Temporary Structure/Trailers	P	* See note
901.10	PL	Residential Plans - Final	P	* See note
901.11	PL	Residential Plans - Final - Multit-Family	P	* See note
901.12	PL	Street Addresses - General	P	GC34090
* Since 2014 all permit information is entered into the County's database. County keeps all original plan files. Prior to 2014, permit information was either entered into the City's computer system or maintained by the City in hardcopy.				
902		CODE ENFORCEMENT		
902.01	PL	Abateements - Weeds, Vehicles, etc.	C+5	Department Policy
902.02	PL	Case Files	C+5	Department Policy
902.03	PL	Violations	C+5	Department Policy

CITY OF HERCULES RECORDS RETENTION SCHEDULE - RESOLUTION NO. 18-027 EXHIBIT A, ADOPTED APRIL 24, 2018

FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
903		PLANNING - ADVANCED		
903.01	PL	Air Quality - Studies and Tests	2	GC34090
903.02	PL	Bicycle Lanes/Paths	S+2	Department Policy
903.03	PL	Census/Demographics	10	Department Policy
903.04	PL	CEQA - California Environmental Quality Act	S+5	Department Policy
903.05	PL	City Boundaries/Modifications	P	GC34090
903.06	PL	Environmental Protection - General	2	GC34090
903.07	PL	Franklin Canyon	P	Department Policy
903.08	PL	General Plan Elements and Amendments	P	Adopted by Resolution
903.09	PL	Habitat Conservation Plans	P	Adopted by Resolution
903.10	PL	Hazardous Waste	C+10	Department Policy
903.11	PL	LAFCO - General	2	GC34090
903.12	PL	LAFCO - Annexations/City Boundaries	P	Adopted by Resolution
903.13	PL	LAFCO - Sphere of Influence/Urban Limit Line	P	Adopted by Resolution
903.14	PL	Master Plans	S+5	Department Policy
903.15	PL	Noise Control	S+2	Department Policy
903.16	PL	Open Space Areas/Wetlands	P	Department Policy
903.17	PL	Open Space Fire Hazard Mitigation	S+5	Department Policy
903.18	PL	Parking District Policies/Studies	S+10	Department Policy
903.19	PL	Parking Districts - Formation	P	Adopted by Resolution
903.20	PL	Parking Districts - Projects	C+10	Department Policy
903.21	PL	Planning Policies/Regulations	P	Adopted by Resolution
903.22	PL	Regional Planning Plans/Policies	S+5	Department Policy
903.23	PL	Resource Conservation Areas	P	Department Policy
903.24	PL	Specific Plans	P	Adopted by Resolution
903.25	PL	Studies - City Initiated	10	Department Policy
903.26	PL	Zoning Ordinances and Maps	P	Codified in the Municipal Code
904		PLANNING - CURRENT		
904.01	PL	Appeals - Case Files	C+5	Department Policy
904.02	PL	Design Review Files (DRP)	P	Department Policy
904.03	PL	Development Agreements - Supporting Documentation	P	Department Policy. Signed Agreement filed with City Clerk.

CITY OF HERCULES RECORDS RETENTION SCHEDULE - RESOLUTION NO. 18-027 EXHIBIT A, ADOPTED APRIL 24, 2018

FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
904.04	PL	Development Files - City Initiated	20	Department Policy
904.05	PL	Environmental Impact Reports (EIR)	P	Adopted by Resolution
904.06	PL	Final Subdivision Tract Maps	P	Adopted by Resolution
904.07	PL	Lot Line Adjustments/Parcel Mergers (LLA)	P	Adopted by Resolution
904.08	PL	Minor Modifications (MM)	P	Adopted by Resolution
904.09	PL	Moratoriums	P	Adopted by Resolution
904.10	PL	Permits - Accessory Dwelling Units (ADU)	P	Adopted by Resolution
904.11	PL	Permits - Administrative Use Permits (A) (Adm. Design Review, Business Use, Home Occupation, Temporary)	P	Department Policy
904.12	PL	Permits - Condition Use (CUP)	P	Adopted by Resolution
904.13	PL	Permits - Master Sign Program	P	Adopted by Resolution
904.14	PL	Permits - Special Use - Telecom (SUP)	P	Adopted by Resolution
904.15	PL	Project Files - Approved/Implemented	P	Department Policy
904.16	PL	Project Files - Approved/Not Implemented	EX+5	Department Policy
904.17	PL	Project Files - Denied	C+5	Department Policy
904.18	PL	Subdivision Agreements - Supporting Documentation	P	Department Policy. Signed Agreement filed with City Clerk.
904.19	PL	Telecommunications	P	Department Policy
904.20	PL	Tentative Subdivision Tracts and Parcel Maps	P	Adopted by Resolution
904.21	PL	Traffic Reports	10	Department Policy
904.22	PL	Variances and Exemptions	P	Adopted by Resolution
905		HISTORIC PRESERVATION		
905.01	PL	Archeological Collections/Surveys	P	Department Policy
905.02	PL	Historic Site Inventories	P	Department Policy
905.03	PL	Preservation Case Files	P	Department Policy
1000 POLICE				
1001		ADMINISTRATION - GENERAL		
1001.01	PD	Administrative Files	2	GC34090
1001.02	PD	Animal Control	2	GC34090

CITY OF HERCULES RECORDS RETENTION SCHEDULE - RESOLUTION NO. 18-027 EXHIBIT A, ADOPTED APRIL 24, 2018

FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
1001.03	PD	Assets and Forfeitures	C+5	Department Policy
1001.04	PD	Citizen Complaints	C+5	Department Policy
1001.05	PD	Code Enforcement Cases	C+5	Department Policy
1001.06	PD	Confidential Informants	2	GC34090
1001.07	PD	Operations Directive Manuals	P	Department Policy
1001.08	PD	Special Orders Manuals	P	Department Policy
1001.09	PD	Subpoena Logs	2	GC34090
1001.10	PD	Traffic Complaints	2	GC34090
1001.11	PD	Surveys	2	GC34090
1002		ADMINISTRATION - EMERGENCY SERVICES		
1002.01	PD	Community Resources	S+2	Department Policy
1002.02	PD	Disaster Plans/Standard Operating Procedures	S+5	Department Policy
1002.03	PD	Disaster Planning Records/Exercises	S+2	Department Policy
1002.04	PD	Disaster Service Workers/CERT Training Materials	S+2	Department Policy
1002.05	PD	Disaster Volunteers - CERT Applications	S+2	Department Policy
1002.06	PD	Emergency Communications - FCC Radio License	EX+5	Department Policy
1002.07	PD	Emergency Disaster Reporting	S+2	Department Policy
1002.08	PD	Emergency Operations Center (EOC)	S+5	Department Policy
1002.09	PD	Emergency Shelters	S+2	Department Policy
1002.10	PD	Emergency Training Program Materials	S+2	Department Policy
1002.11	PD	FEMA Federal Emergency Management Agency	S+2	Department Policy
1002.12	PD	Hazard Materials Contingency Plans	S+2	Department Policy
1002.13	PD	Mutual Aid	S+2	Department Policy
1002.14	PD	Warning System (Code Red)	S+2	Department Policy
1003		ADMINISTRATION - HUMAN RESOURCES		
1003.01	PD	Administrative Accident Review	C+5	Department Policy
1003.02	PD	Administrative Internal Investigations	C+5	Department Policy
1003.03	PD	Background Investigations - Hires	T+10	Department Policy. HR maintains master file.
1003.04	PD	Background Investigations - Not Hired	3	Department Policy. HR maintains master file.
1003.05	PD	Background - Reservists/Volunteers	T+5	Department Policy. HR maintains master file.
1003.06	PD	Employee Work Assignments	3	Department Policy.
1003..07	PD	Employee Polygraph Reports	P	Department Policy. HR maintains master file.

CITY OF HERCULES RECORDS RETENTION SCHEDULE - RESOLUTION NO. 18-027 EXHIBIT A, ADOPTED APRIL 24, 2018

FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
1003.08	PD	Employee Post Training Printouts	T	Transfer to HR upon separation
1003.09	PD	Employee Training Records	T	Transfer to HR upon separation
1003.10	PD	Grievances	D+2	GC12946. HR maintains master file.
1003.11	PD	Investigations - Internal	D+6	Department Policy. GC12946
1003.12	PD	Officer Involved Shooting	C+25	Department Policy. GC12946
1003.13	PD	Use of Force	5	Department Policy. GC12946
1004		ADMINISTRATION - PERMITS AND LICENSES		
1004.01	PD	Background Investigations - Massage Establishment	EX+2	Department Policy
1004.02	PD	Licenses - Bicycle	2	GC34090
1004.03	PD	Permits - Concealed Weapons	EX+2	Department Policy
1004.04	PD	Permits - Consignment/Massage/Solicitors/Taxicabs/ etc.	EX+5	Department Policy
1004.05	PD	Permits - Parking	2	GC34090
1005		RECORDS - AUDIO/VIDEO		
1005.01	PD	Audio Recordings - Radio/Telephone	180 days	San Pablo PD Policy
1005.02	PD	Mobile Messages - Police	180 days	San Pablo PD Policy
1005.03	PD	Recordings - Telephone/Radio Communications/Dispatch Tapes	180 days	San Pablo PD Policy
1005.04	PD	Video Investigation Interviews	5	Department Policy
1005.05	PD	Video Recordings - Cameras (Body Cams)	180 days	Department Policy
1006		RECORDS - CLETS		
1006.01	PD	Fire Arms - Lost/Stolen - Serialized	UF	CLETS PPP
1006.02	PD	Missing Persons - Active	UF	CLETS PPP
1006.03	PD	Property - Lost/Stolen	UF	CLETS PPP
1006.04	PD	Vehicles - Stolen	UF	CLETS PPP
1006.05	PD	Weapons seized by Police	10	CLETS PPP
1007		RECORDS - COURT ORDER SEALINGS		
1007.01	PD	Juvenile Record Sealings - Reports	S+5	Department Policy. CCP340.1, W&I 781(d)
1007.02	PD	Adult Record Sealings - Reports	S+5	Department Policy. PC851.8

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FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
1008		RECORDS - OTHER		
1008.01	PD	False Alarm Billings	2	Department Policy
1008.02	PD	Field Interview Cards with Pictures	2	GC34090
1008.03	PD	Pawn Slips	2	GC34090
1008.04	PD	Police Clearances	1	Department Policy
1008.05	PD	Reposessed - Private Property Towsays	1	Department Policy
1008.06	PD	Unclaimed Monies/Property	2	CCP340
1009		RECORDS - PARKING		
1009.01	PD	Parking Citations	2	GC34090
1009.02	PD	Parking - General	2	GC34090
1009.03	PD	Parking Policies and Regulations	S+5	Department Policy
1010		RECORDS - POLICE REPORTS		
1010.01	PD	Arrest Reports	5	Department Policy
1010.02	PD	Child Abuse - Neglect/Molest	P	Department Policy
1010.03	PD	CLETS	P or UF	All reports that have active CLETS entries including warrants.
1010.04	PD	Deaths - Unexplained/Natural Causes	5	Department Policy
1010.05	PD	DUIs/Public Intoxications	5	Department Policy
1010.06	PD	Felonies	P	Department Policy
1010.07	PD	Homicides	P	Department Policy
1010.08	PD	Kidnapping - Active	P	Department Policy
1010.09	PD	Marijuana less than 28.5 grams	2	GC34090, H&S11361.5 (New law 1/2018)
1010.10	PD	Miscellaneous (Suspicious circumstances, runaway reports, outside assits, lost & found, property-nonserialized)	5	Department Policy
1010.11	PD	Misdemeanors - Aggravated assault, domestic violence, burglary, larceny with ararests, outstanding warrants	P	Department Policy
1011		RECORDS - REGISTRANTS		
1011.01	PD	Arson Registrants - Adult	P	Department Policy
1011.02	PD	Arson Registrants - Juvenile	P	Department Policy

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FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
1011.03	PD	Narcotics Registrants	P	Department Policy
1011.04	PD	Sex Registrants - Adult	P	Department Policy
1011.05	PD	Sex Registrants - Juvenile	P	Department Policy
1012		RECORDS - TRAFFIC		
1012.01	PD	Traffic Citations - Infractions	2	GC34090
1012.02	PD	Traffic Citations - Misdemeanors	2	GC34090
1012.03	PD	Traffic Collisions - Non-Fatalities	5	Department Policy
1012.04	PD	Traffic Collisions - Fatalities	P	Department Policy
1013		RECORDS - STATISTICS		
1013.01	PD	Crime Statistics - Annual UCR	P	Department Policy
1013.02	PD	Crime Statistics - Monthly	2	GC34090
1100 PUBLIC WORKS				
1101		CAPITAL IMPROVEMENTS		
1101.01	PW	Capital Improvement Plans	P	Department Policy
1101.02	PW	General Information	2	GC34090
1101.03	PW	Project Files - certified payroll/pay estimates/original bid documents/legal ads/preliminary notices/liens/engineer and inspector logs/diaries, etc.	C+2	Department Policy
1101.04	PW	Project Files - drawings/photos/videos/change orders/environmental docs/notice of completion/haz waste manifests/transport docs/specs/plans/warranty/etc.	P	Department Policy
1102		ENGINEERING		
1102.01	PW	Engineering Plan Check	P	
1102.02	PW	Engineering Standards	P	GC34090(a)
1102.03	PW	Erosion Control	5	Department Policy
1102.04	PW	Surveying Records	P	Department Policy

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FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
1103		EROSION CONTROL		
1103.01	PW	Grading	10	Department Policy
1103.02	PW	Landslide Investigations/Studies	P	Department Policy
1103.03	PW	Landslide Repairs	P	Department Policy
1104		FACILITIES - BUILDINGS/FIELDS/PARKS/TRAILS		
1104.01	PW	Administrative Files	2	GC34090
1104.02	PW	Maintenance & Operations	5	Department Policy
1104.03	PW	Master Plans	P	Adopted by Resolution
1104.04	DEPT	Studies	P	Department Policy
1105		SOLID AND HAZARDOUS WASTE MANAGEMENT		
1105.01	CLERK	JPA - Agreements/Amendments	P	Adopted by Resolution
1105.02	PW	JPA - Correspondence/Meetings	5	Department Policy
1105.03	CLERK	Garbage - Delinquent Account Reports/Liens	10	Included with Council Agenda Packet
1105.04	CLERK	Garbage & Recycling Collection - Correspondence	5	Department Policy
1105.05	PW	Garbage & Recycling Rates/ Regulations	S+2	GC34090
1105.06	PW	Hazardous Waste Monitoring	C+10	Department Policy
1105.07	PW	Programs - Recycling, Hazardous Waste, Cleanups, etc.	S+2	Department Policy
1105.08	PW	Underground Storage Tanks	P	Department Policy
1106		SPECIAL DISTRICTS		
1106.01	CLERK	Assessment Districts - Formation and Taxation Records	P	GC34090
1106.02	PW	Assessment Districts - Projects	P	Department Policy
1106.03	CLERK	Community Facilities Districts - Formation and Taxation Records	P	GC34090
1106.04	PW	Community Facilities Districts - Projects	P	Department Policy
1106.05	CLERK	Lighting and Landscaping Districts - Formation and Taxation Records	P	GC34090
1106.06	PW	Lighting and Landscaping Districts - Maintenance	P	Department Policy

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FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
1107		STREET/SIDEWALKS/HIGHWAYS/BRIDGES		
1107.01	PW	Abandonments	P	Adopted by Resolution
1107.02	PW	Bicycle Lanes/Paths	C+5	Department Policy
1107.03	PW	Bridges and Overpasses - Maintenance and Operations	P	Department Policy
1107.04	PW	CALTRANS - Correspondence	2	Department Policy
1107.05	PW	CALTRANS - State Road Improvements	P	Department Policy
1107.06	PW	Curbs and Gutters - Maintenance and Operations	2	GC34090
1107.07	PW	Driveway Approaches - Maintenance and Operations	2	GC34090
1107.08	PW	Medians - Maintenance and Operations	2	GC34090
1107.09	PW	Pavement Management Systems	S+2	Department Policy
1107.10	PW	Permits - Driveway	P	Department Policy
1107.11	PW	Permits - Encroachment/Irrevocable	P	Adopted by Resolution
1107.12	PW	Permits - Encroachment/Revocable	P	Adopted by Resolution
1107.13	PW	Permits - Haul/Oversize Vehicles	EX+2	GC34090
1107.14	PW	Sidewalk Maintenance and Operations	2	GC34090
1107.15	PW	Street Closures - Property Ownership Retained	P	GC34090(a)
1107.16	PW	Street Closures, Temporary	EX+2	Department Policy
1107.17	PW	Street Improvement Plans	S+2	GC34090
1107.18	PW	Street Improvement Projects	P	Department Policy
1107.19	PW	Street Lighting - Maintenance and Operations	5	Department Policy
1107.20	PW	Street Maintenance and Repairs	2	GC34090
1107.21	PW	Street Names and Signs	P	Department Policy
1107.22	PW	Street Parking - Limited and Restricted Zones	S+2	Department Policy
1107.23	PW	Street Regulations	S+2	Department Policy
1107.24	PW	Street Signs/Pavement Markings	2	Department Policy
1107.25	PW	Street Sweeping	2	GC34090
1107.26	PW	Striping - Bike Lanes/Crosswalks	2	GC34090
1108		STORM DRAINAGE/FLOOD CONTROL		
1108.01	PW	City Collection System	P	Department Policy
1108.02	PW	Complaints	C+2	Department Policy

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FILE NO.	RECORDS CUSTODIAN	RECORDS DESCRIPTION	RETENTION	CITATION
1108.03	PW	Federal/State Regulations	S+2	Department Policy
1108.04	PW	Flood Control Projects	P	Department Policy
1108.05	PW	Floodway Maps by FEMA	P	GC34090
1108.06	PW	National Flood Insurance Program	P	Department Policy
1108.07	PW	NPDES Files/Permits/Reports	P	Department Policy
1108.08	PW	Plans - Flood Management	P	Department Policy
1108.09	PW	Plans - Storm Water Management	P	Department Policy
1108.10	PW	Policies	P	Department Policy
1108.11	PW	Storm Drain Master Plans	P	Department Policy
1108.12	PW	Studies	P	Department Policy
1109		TRAFFIC CONTROL		
1109.01	PW	Projects - Traffic Signals/Stop Signs	C+5	Department Policy
1109.02	PW	Regulations - Traffic	S+5	Department Policy
1109.03	PW	Stop Signs	P	Department Policy
1109.04	PW	Studies - Certified Speed Studies	P	Department Policy
1109.05	PW	Studies/Surveys - Traffic	P	Department Policy
1109.06	PW	Traffic Control - General	2	GC34090
1109.07	PW	Traffic Improvement Requests	5	Department Policy
1110		TRANSPORTATION SERVICES		
1110.01	PW	BART - Correspondence/Records	5	Department Policy
1110.02	PW	General Information	2	GC34090
1110.03	PW	Project Files	C+10	Department Policy
1110.04	PW	Rail and Train - Correspondence/Records	5	Department Policy
1110.05	PW	Regional/State/Federal Transportation - Correspondence/Records	5	Department Policy
1110.06	PW	WestCat - Correspondence/Records	5	Department Policy
1111		WASTEWATER MANGEMENT (SEWERS)		
1111.01	PW	Groundwater Contamination	P	Department Policy
1111.02	PW	Groundwater Levels/Data/Trends	P	Department Policy

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RECORDS		RECORDS DESCRIPTION	RETENTION	CITATION
FILE NO.	CUSTODIAN			
1111.03	PW	Groundwater Monitoring Well Route Book	P	Department Policy
1111.04	PW	Hercules Collection System Master Plan	P	Department Policy
1111.05	PW	Pinole/Hercules Sewage Treatment Plant	S+5	Department Policy
1111.06	PW	Rates, Rules, Regulations	S+2	Department Policy
1111.07	PW	Sewer and Septic Systems	2	GC34090
1111.08	PW	Studies	P	Department Policy
1112		WATER		
1112.01	PW	Backflow Approvals/Inspections	2	GC34090
1112.02	PW	General Files	10	Department Policy
1112.03	PW	Permits - Road Work (issued by others)	C+2	Department Policy
1112.04	PW	Plans/Program Files	P	Department Policy
1112.05	PW	Rates, Rules, Regulations	S+2	Department Policy
1112.06	PW	Studies	10	Department Policy
1112.07	PW	Wells and Groundwater Records	P	Department Policy
1200 UTILITIES AND COMMUNICATIONS				
1201		ADMINISTRATION		
1201.01	CLERK	Cable TV Records	S+2	Department Policy
1201.02	PL	Cell Towers - Leases and Modifications	EX+5	Department Policy. Signed Agreement filed with City Clerk.
1201.03	CLERK	Easement from Property Owners to Utilities	P	Adopted by Resolution
1201.04	PW	Gas and Electric - Correspondence	5	Department Policy
1201.05	PW	Gas and Electric Programs/ Records	S+5	Department Policy
1201.06	PW	Fiber Optics Records	P	Department Policy
1201.07	CLERK	Franchise Agreements - All	EX+10	Adopted by Council Resolution
1201.08	CA	Franchises - General	EX+5	Department Policy
1201.09	CA	Hercules Municipal Utilities	EX+5	Department Policy
1201.10	CLERK	Internet Service Providers	S+2	Department Policy
1201.11	PW	Rates, Rules, Regulations	S+2	Department Policy
1201.12	PW	Solar Energy	2	GC34090
1201.13	PW	Underground Utility Records	P	Department Policy

