

**Departments/Divisions**

**City Administrator**

**City Attorney**

**City Clerk**

**City Council**

**Community Development:**

**Building**

**Planning/Code Enforcement**

**Fire Marshal/Chemical Control**

**Facilities**

**Finance/Treasurer**

**Fire**

**Fleet**

**Human Resources**

**Information Technology**

**Police**

**Public Information**

**Public Works:**

**Engineering**

**Operations**

**Recreation**

**Risk Management**

This index of City record categories available for public review is provided to assist members of the community in accessing City records more easily as required by Gilroy City Code Section Sec. 17A.30, by identifying the category of record available, length of retention of the record and purpose of retention. Though not every record within an identified category may be disclosed, this index is intended to assist members of the public in finding a public record. See the associated "**Department Head Designee List**" naming the person within each department who can assist with your records search. Contact the City Clerk's Office (408) 846-0204 with questions.

**City of Gilroy Public Records Index**

**City Administrator**

	<u>media type</u>	<u>length of retention</u>	<u>purpose of retention</u>
Administrative Memoranda	paper	permanent	historical reference
Correspondence	electronic	current year +2	reference
Customer Service Forms	paper	closed +5 years	reference
Policies & Procedures	paper	superceded +5 years	reference
Staff Reports-non agenda	paper	current year +2	reference
Travel Records	paper	current year +2	work product
Solid Waste Disposal Reports	paper	current year +2	reference
Suggestion Program Submittals	paper		reference
2003 Measure B Financial Plan	paper	permanent	historical reference
Quarterly Financial Reports	paper	current year +5	historical reference
South County Regional Waste Water Authority (SCRWA)			
Coorespondence: 1984-92	paper	permanent	historic reference
CA. Regional Water Quality Control Board Reports 1983-92	paper	permanent	historic reference
Department Goals & Objectives	electronic	current year +2	reference/work product

**City Attorney**

	<u>media type</u>	<u>length of retention</u>	<u>purpose of retention</u>
Case Log Listing	paper	closed +7 years	work product
Service Request Logs	paper	current year +2	reference
Significant Court Rulings	paper	permanent	historic reference
Correspondence	paper	current year +2	reference

**City of Gilroy Public Records Index**

**City Clerk**

	<u>media type</u>	<u>length of retention</u>	<u>purpose of retention</u>
Applications - Boards/Commissions	paper	2 years - non appointees end of term +5 - appointees	reference reference
Articles of Incorporation	paper	permanent	historical/legal
Assessment District Formation Files	paper	permanent	reference/legal
City Council Meeting Agendas	electronic	permanent on website	historic reference
City Council Meeting Minutes	electronic & paper	permanent	historic reference
City Council Agenda Reports	paper & electronic	current year +2	historic reference
City Council Minutes	paper & electronic	permanent	historic reference
Contracts and Agreements	paper & electronic	end of agreement +5 years	reference/legal
Capital Improvement Contracts	paper & electronic	permanent	reference/legal
Inventory of Records	paper & electronic	until superceded	reference
Municipal Code	paper & electronic	until superceded	reference/legal
City Charter	paper & electronic	permanent	reference/legal
Public Records Request Logs	paper & electronic	current year +2	reference
Records Management Disposal/Disposition Logs	paper	permanent	reference
Records Retention Schedule	paper & electronic	until superceded	reference
Election Canvass Certification	paper	permanent	historic/legal
Election Nomination Papers	paper	successful candidates 4 years unsuccessful candidates 2 years	legal
Referendum/Initiative/Recall Petitions (if insufficient)	paper	election + 2 years	legal
Election Notification/Publication	paper	election + 2 years	legal
Ballot Measure Filings/arguments/analysis	paper	election + 2 years	legal
Oaths of Office -elected/appointed officials	paper	end of term + 6 years	legal
Campaign Committee Filings	paper	elected candidates permanent non-elected election +5 years all other committees 5 years	reference/legal
Statements of Economic Interests	paper & electronic	87200 filer end of term+7 years Code filer end of term +5 years unsuccessful candidate 5 years	reference/legal
Franchise Agreements	paper & electronic	permanent	reference/legal
Legal Advertising - public hearings/ordinances Agreements, Restrictions, Covenants	paper	current year +4	legal

**City of Gilroy Public Records Index**

**City Clerk**

	<u>media type</u>	<u>length of retention</u>	<u>purpose of retention</u>
Ordinances	paper & electronic	permanent	legal
City Council Resolutions	paper & electronic	permanent	legal
Public Facilities Financing Authority Resolutions	paper	permanent	legal
Community Development Agency Resolutions	paper	permanent	legal
Petitions to Council	paper	current year +1	reference/legal
Meeting Notices	paper	current year +2	legal
Speaker Cards	paper	current year + 90 days	reference/legal
Audio Record of Open Govt. Commission Meetings	electronic	20 years	reference
Video Record of City Council Meetings	electronic	20 years /10 years on web	reference
Council Policies	paper	superseded +2	reference/legal
Correspondence	paper	current year +2	reference
Log of Subpoenas	paper	current year +2	reference
City Council Committees/Delegate Appointments	paper	superseded	reference
Board/Commission/Committee Listings (Maddy Act)	paper	superseded	reference/legal
AB1234 & Open Govt. Training Certificates	paper	permanent	legal
Roster of Officials (portions)	paper	superseded	reference
Public Facilities District Formation Files	paper	permanent	legal
Council Chambers Facility Use & Reservation Policy	paper	superseded	reference
Propety Related Fee Increase (Prop. 218) Ballots	paper	permanent	legal
Recorded: Deeds, Easements, Property Improvement Development Agreements, Leins, Fee Deferrals	paper	permanent	legal

**City Council**

	<u>media type</u>	<u>length of retention</u>	<u>purpose of retention</u>
Council Agreements (rules of conduct)	paper	superseded	reference
Correspondence	paper	current year +2	reference

**City of Gilroy Public Records Index**

**Community Development**

	<u>media type</u>	<u>length of retention</u>	<u>purpose of retention</u>
<b>Building Division</b>			
Agendas, Minutes, Bylaws of Building Appeals Board	paper	permanent	legal/reference
Construction Permits	paper	permanent	work product
Building Blueprints & Plans	paper	permanent	reference
Project Material - not approved or not completed	paper	current year +2	reference
Certificates of Compliance/Elevation/Occupancy	paper	permanent	reference
Bonds - Temporary Occupancy/Gas Meter	paper	close of project	legal
Microfilm of Commercial Building Structure Plans	microfilm	until superceded	reference
Inspection Tracking Logbook-residential/commercial	paper	current year + 3 months	work product
Street Address Files	paper	permanent	reference
<b>Fire Marshal/Chemical Control</b>			
Hazardous Materials Storage Permits	paper	permanent	legal/reference
Unreinforced Masonry Building Reports	paper	permanent	reference
CA. Codes-Building/Electrical/Fire/Plubming/Mech.	books	until superceded	reference
Utility Relases - Residential/Commercial PG & E	paper	current year +6 months	work product
Microfilm of Fire Sprinkler Systems & Fire Alarms	microfilm	permanent	reference
Fire Sprinkler and Fire System Permits	paper	permanent	reference
Uniform Fire Code Certifications and Invoices	electronic	end of project +2 years	legal/reference
Fire Prevention Inspection Reports & Licenses	electronic	end of project + 3 years	legal/reference
Weed Abatement Notices & Citations	electronic	end of abatement + 2 years	legal/reference
Fire Investigation Reports	paper	permanent	work product
Corresondence	paper & electronic	current year +2	reference
<b>Code Enforcement</b>			
Case Files-building, public nuisance, rubbish,vehicle	paper	end of case +2 years	work product
Logs of Complaints and Citations	paper & electronic	current year +2	work product
Abatement Liens and Releases	paper & electronic	current year +2	reference
Federal and State Reports Affecting Property Title	paper & electronic	permanent	legal
Support Material for Violations	paper & electronic	close of case + 2 years	reference
Corresondence	paper & electronic	current year +2	reference

**City of Gilroy Public Records Index**

	<u>media type</u>	<u>length of retention</u>	<u>purpose of retention</u>
<b>Housing &amp; Community Development</b>			
Housing Advisory Board Agendas, Minutes, Reports	paper	permanent	historical reference
Deeds of Trust	paper	permanent	legal
CDBG Budget, Program and Grant Documents	paper	close of program +3 years	reference
Housing Advisory Board Meeting Audio Files	electronic	20 years	reference
Correspondence	paper & electronic	current year +2	reference
<b>Planning</b>			
Project Files: zoning/plans/studies/reports/drawings	paper & electronic	permanent	work product
General Plan Amendments-approved or denied	paper & electronic	permanent	reference
Maps/Plans/Drawings/Exhibits/Photos	paper & electronic	permanent	reference
General Plan Document & Elements	paper & electronic	permanent	reference
CEQA Impact Reports/Notices	paper & electronic	permanent	legal/reference
Planning Commission Minutes/Agenda/Resolutions	paper & electronic	permanent	legal/reference
Planning Commission Packet Material	paper & electronic	current year + 2	reference
Video Record of Planning Commission Meetings	electronic	20 years /10 years on web	reference
Legal Advertising and Public Notices	paper & electronic	current year +4	legal/reference
Project Files - not completed or denied	paper	current year +2	reference
Agendas - Santa Clara Joint Powers Agency Committee	paper	permanent	reference
Case Files - Redevelopment Agency	paper	permanent	legal/reference
Case Files - Specific Plans	paper & electronic	permanent	legal/reference
Correspondence	paper & electronic	current year +2	reference
Audio Record of Historic Heritage Committee Meetings	electronic	20 years	reference
Historic Heritage Committee Agendas, Minutes, Reports	paper	permanent	historical reference
Historic Heritage Committee Packet Material	paper & electronic	current year + 2	reference
<b>Facilities</b>			
General Facility Information - Systems & Improvements	paper	permanent	reference
Facility Work Repair Orders	electronic	current year +2	reference
Permits for Elevators, Generators, Pressure Vessels	paper	permanent	legal
Staff Training Records	paper	permanent	reference
Correspondence	paper & electronic	current year +2	reference

## **City of Gilroy Public Records Index**

### **Finance/Treasurer**

	<u>media type</u>	<u>length of retention</u>	<u>purpose of retention</u>
Correspondence	paper & electronic	current year +2	reference
Reimbursement Requests	paper & electronic	audit + 4 years	work product
Federal and State Tax Forms	paper & electronic	audit + 4 years	legal/reference
Investment Reports	paper & electronic	permanent	work product
Report to the State Controller	paper & electronic	permanent	legal
Accounts Payable Invoices, Checks, Support Documents	paper & electronic	audit + 4 years	work product
Accounts Receivable Invoices	paper & electronic	audit + 4 years	reference
Deposit Receipts	paper & electronic	audit + 4 years	work product
Budget Adjustments	paper & electronic	audit +2 years	work product
Bank Reconciliations	paper	audit + 5 years	work product
General Ledger Financial Activity	electronic	permanent	work product
Bank Investment Statements	paper & electronic	audit +2 years	reference
Bonds & CD Investment Transactions	paper & electronic	close + 10 years	reference
Physical Asset Inventory	paper	permanent	reference
Surplus Property Sold at Auction	paper	audit +2 years	work product
Surplus Property Disposal	paper	audit + 4 years	work product
Vendor Registration	paper & electronic	permanent	reference
Annual Financial Report - Auditor Analysis	paper	close of year +4	legal
Debt Issue Bonds	paper	close of bond + 10 years	legal/reference
Operating and Capital Budget	paper	permanent	legal/reference
Bid Documents, RFQ's, RFP's - successful	paper & electronic	audit + 4 years	work product
Bid Documents, RFQ's, RFP's - unsuccessful	paper & electronic	audit +2 years	work product
Purchase Card Documentation - credit card processing	paper & electronic	audit + 2 years	work product
Purchase Order Requisitions	paper & electronic	audit + 3 years	work product
Business License & Application	paper & electronic	termination + 4 years	work product
Leases of City Owned Properties	paper & electronic	termination + 5 years	legal/reference
Mandated Cost Recovery (SB 90) Filings	paper	close + 5 years	work product
FEMA Reimbursement Filings	paper	permanent	work product
Library Ad Hoc Committee Agenda/Reports	paper & electronic	current year + 2	reference
Library Oversight Committee Agenda and Audio	paper & electronic	permanent/ audio 20 years	reference

**City of Gilroy Public Records Index**

**Information Technology**

	<u>media type</u>	<u>length of retention</u>	<u>purpose of retention</u>
Program Files/Directories-Daily - Monthly Backup	electronic	current year +2	reference
Information Systems Manuals	paper	end of use +2 years	reference
Email Backup	electronic	30 days	work product
Network Information Systems	paper	current year + 4	work product
Internet/Website Policies & Structure	paper & electronic	superceded + 2 years	work product/refere
Correspondence	paper & electronic	current year +2	reference

**Fire**

Emergency Operations Manual	book	current year + 5	reference
Correspondence	paper & electronic	current year + 2	work product
Incident Reports and Requests	paper & electronic	current year + 2	work product
Strike Team Assit for Hire	paper	current year + 2	work product
Fire Investigator Reports	paper	permanent	work product
Training Certifications & Tests	paper	permanent	legal/reference
Daily Activity Logs	paper	permanent	work product
Hurst Tool Inspection Reports	paper	current year + 5	reference
Hose Inspection Report	paper	current year + 5	reference
CPR Cards	paper	current year + 5	legal/reference
Paramedic Certifications & Licenses	paper	permanent	legal/reference
Equipment Supplies & Purchasing Records	paper	current year + 5	reference
Department Programs and Projects Documents	paper	current year + 10	work product
EMS Training Records	paper	permanent	work product
Fire Department Training Documents	paper	until superceded	work product
County EMS/DPH Correspondence & Information	paper	current year +2/superceded	reference
County EMS Chief's Association meeting materials	paper	current year + 5	reference



## City of Gilroy Public Records Index

### Fleet

	<u>media type</u>	<u>length of retention</u>	<u>purpose of retention</u>
Vehicle Equipment Service and Repair Orders	paper & electronic	while active	reference
Automated Fuel Inventory & Vehicle Usage Records	electronic	current year +2	reference
Parts & Outsourced Repair Invoices	paper & electronic	current year +3	reference
Vehicle Inspection Reports	paper & electronic	current year +3	reference
Vehicle Emission Tests - gasoline	paper	current year + 10	reference
Vehicle Emission Tests - diesel	paper	current year + 7	reference
Correspondence	paper & electronic	current year +2	reference

### Human Resources

Accident Review Board Reports/Meeting Material	paper & electronic	close of incident +6	work product/refer
Employee Benefit Plan Contracts, Forms, Material	paper	current year +10	work product/refer
CalPERS Retirement Plan Contract, Valuations, Forms	paper	current year +12	work product/refer
Employee Policies: Gift Policy, Alcohol and Controlled Substance Policy, Equal Employment Opportunity Policy, Facility & Equipment Use Policy, Internet & e-mail Use Policy, Marital Status Policy, Smoking Pollution Policy, Telephone Use Policy, City Vehicle Use Policy, Workplace Violence Policy, Wireless Device & Distracted Driver Policy	paper & electronic	superseded	reference
Labor Unit MOU's and Support Materials	paper & electronic	permanent	work product/legal
PARS Retirement Plan Documents and Forms	paper	permanent/superseded	work product/legal
Personnel Commission Minutes, Agenda/Reports	paper/electronic	permanent/current year +2	reference/legal
Personnel Commission Meeting Audio	electronic	20 years	reference/legal
Job Recruitment Materials, Flyers	paper & electronic	close of recruitment + 1	work product
Safety Program Materials & Committee Agenda	paper & electronic	current year +10	work product/refer
Training Programs - Informational Handouts	paper & electronic	current year + 2	work product
New Hire Forms and Orientation Materials	paper & electronic	superseded	work product
Job Descriptions, Duties, Skill/Qualification Needs	electronic	superseded/historic data	work product
Employee Salary Schedules	paper & electronic	superseded/historic data	work product
Human Resource Rules and Regulations	paper & electronic	superseded	reference
Employment Contracts	paper & electronic	end of agreement + 5 years	legal/reference
Correspondence	paper & electronic	current year +2	reference

## **City of Gilroy Public Records Index**

### **Police**

	<u>media type</u>	<u>length of retention</u>	<u>purpose of retention</u>
Arrest Log	paper & electronic	7 days	work product/legal
Uniform Crime Statistics	paper & electronic	2 years	work product/ legal
Arrest and Citation Register	paper & electronic	2 years	reference/legal
Subpoena Duces Tecum of Police Dept. Records	paper	close of case	reference/legal
Subpoena for Employee Testimony	paper	2 years	reference/legal
Court Order Warrant Authorizing Arrest	paper	close of case	legal
Bicycle Registration	paper	permanent	legal/reference
Log of Police Reports	paper & electronic	2 years	reference
CA. Law Enforcement Telecommunications Agreement	paper	3 years	legal/reference
Property Auction Lists of 3rd Party Auction Companies	paper	2 years	reference
Property Distruction Log	paper	permanent	reference
Town Truck Driver Permits	paper	permanent	legal/reference
Taxi Cab Driver Permits	paper	permanent	legal/reference
Vehicle Abatement Reports	paper	permanent	reference
Street Speed Survey	paper	superceded	reference
Radar Calibration Certificates	paper	2 years	legal
Police Vehicle Speedometer Calibration Certificates	paper	2 years	legal
Massage Permits (portions of permit data)	paper	active + 2 years	legal/reference
Bar Permits and Applications	paper	active + 2 years	legal
Dance Hall Permis and Applications	paper	active + 2 years	legal
Card Room Business Permits and Applications	paper	active + 2 years	legal/reference
Card Dealer Applications & Permits (portions of data)	paper	active + 2 years	legal reference
Alcohol, Beverage Control License Copies	paper	active + 2 years	reference
Adult Business Applications and Permits	paper	active + 2 years	legal/reference
Police Department Press Releases	paper & electronic	current year + 5	work product
Corresondence	paper & electronic	current year +2	reference

## **City of Gilroy Public Records Index**

### **Public Information**

	<u>media type</u>	<u>length of retention</u>	<u>purpose of retention</u>
VHS Tapes/Video of City Council Meetings	video/VHS	20 years	reference
Video Record of City Council Meetings	electronic	20 years /10 years on web	reference
Video Record of Planning Commission Meetings	electronic	20 years /10 years on web	reference
VHS Video - Local Channel 17 City Programming	video/VHS	10 years	reference
City Newsletters	paper & electronic	current year +5	reference
City Press Releases	paper & electronic	current year + 5	work product
Correspondence	paper & electronic	current year +2	reference

### **Public Works**

#### **Engineering**

	<u>media type</u>	<u>length of retention</u>	<u>purpose of retention</u>
Development Bonds	paper	close of project	legal
Cooresondence	paper & electronic	current year +2	reference
Maps: Roads, Streets, Bridges, Grading, Sewer, Alley	paper	permanent	reference
Traffic Master Plans - Special & Strategic	paper & electronic	superceded + 2	reference
Aerial Photography of Streets and Mapping Areas	paper & electronic	permanent	reference
Street Numbering & Naming Reports	paper	permanent	work product/refere
Special Transportation Project Studies	paper	close + 2 years	work product/refere
Reports/Studies for Capital Improvement Projects	paper	close + 10 years	work product/refere
Traffic Flow Maps and Volume Data	paper	superceded	work product/refere
Soils Reports for Tract Development	paper	permanent	work product/refere
Encroachment/Improvement/Oversize Permits	paper	close + 2 years	work product/refere
Engineering Project Files for Developments	paper & electronic	close + 5 years	work product/refere
Engineering Project Files for Capital Improvements	paper & electronic	permanent	work product/refere
Specifications: streets, water, sewer, drains, irrigation	paper	permanent	work product/refere
Correspondence	paper & electronic	current year +2	reference

#### **Operations**

Backflow Test Results	paper & electronic	4 years	work product
Landscaping Work Orders & Park Incident Reports	electronic	permanent	work product
Parks Inspections & Complaint Reports	paper & electronic	current year + 2	work product
Pesticide Applications and Inspection Reports	paper & electronic	current year + 2	work product

## **City of Gilroy Public Records Index**

	<u>media type</u>	<u>length of retention</u>	<u>purpose of retention</u>
<b>Operations</b>			
Streets Work Orders	paper & electronic	close + 2 years	work product
Tree Permits and Maintenance Records	paper & electronic	current year + 2	work product/refer
Tree Service Calls	electronic	permanent	work product/refer
Sewer Service Call Reports	electronic	permanent	work product/refer
Water Perchlorate Test Results	paper & electronic	current year + 5	legal/reference
Water Division Service, Work and Inspection Reports	paper & electronic	current year + 9	work product
Water Quality Data, CA. Dept. of Health Reports	paper & electronic	current year + 2	legal/reference
Correspondence	paper & electronic	current year +2	reference
<b>Recreation</b>			
Activity Guide of Classes and Events	paper	current year + 2	work product
Contract Class Instructor Agreements	paper	termination + 4 years	legal/reference
Parks and Recreation, Arts and Culture, Public Art	paper & electronic	permanent	reference
Youth and Library Commission Agenda & Minutes			
Parks and Recreation, Arts and Culture, Public Art	electronic	20 years	reference
Youth and Library Commission Meeting Audio			
Correspondence	paper & electronic	current year +2	reference
Recreation Policies and Procedures	paper	superceded + 2	reference
Sporting Event Scorebooks	paper	current year + 2	reference
Event Flyers and Programs	paper	current year + 2	work product
<b>Risk Management</b>			
Insurance Liability Plan Association of Bay Area	paper & electronic	permanent & current year +2	legal/reference
Governments MOU, Coverage, Meeting Materials			
Property Damage Reports	paper & electronic	current year + 1	reference
Insurance Certificates for Special Events	paper & electronic	close of event	legal
Liability Claims Against the City	paper & electronic	current year + 5	legal
Workers Compensation Documents & Forms	paper & electronic	close of event + 5	work product/legal
Workers Compensation Excess Insurance Meeting Materl	paper & electronic	current year + 2	reference
Annual Self Insurance Reports Filed with State	paper & electronic	permanent	legal/reference
OSHA Log	paper & electronic	current year + 5	legal