

RETENTION SCHEDULE FOR THE COUNTY OF SONOMA TRANSPORTATION AND PUBLIC WORKS DEPARTMENT												
DEPARTMENT	DIVISION	ITEM #			TITLE	DESCRIPTION	RECORD TYPE	CONF	VITAL	ARCH	RETENTION	REMARKS
TRANSPORTATION & PUBLIC WORKS	ACCOUNTING	PW	AC	260	INVENTORY/ STOCK - NON TRANSIT	ROAD STOCK TAGS (ITEMS ISSUED AND RETURNED TO STOCK), ROCK TAGS (DELIVERY OF PAVING MATERIALS)	OFF				FY + 8Y	
TRANSPORTATION & PUBLIC WORKS	ACCOUNTING	PW	AC	270	LABOR TRACKING	FOREMAN'S DAILY REPORTS AND LABOR DISTRIBUTION REPORTS, DAILY TAGS AND LOGS. <b>TYPICAL DOCUMENTS INCLUDE:</b> WORKER HOURS TRACKING (LOGS/TAGS, ETC.), COSTS, LOCATIONS, WORK MATERIALS	OFF		V		FY + 10Y	FOREMAN'S DAILY REPORTS ARE VITAL.
TRANSPORTATION & PUBLIC WORKS	ADMINISTRATION	PW	AD	020	DISTRICT RECORDS	DISTRICT FORMATIONS AND BOUNDARIES, SPECIAL DISTRICT FORMATION/MANAGEMENT DOCUMENTS, ASSESSMENT DISTRICTS WHERE PROPERTY OWNERS ASSESS THEMSELVES TO PAY FOR IMPROVEMENTS. INCLUDES: LIGHTING, WATER, CANON MANOR. <b>TYPICAL DOCUMENTS INCLUDE:</b> LISTS, ENGINEERING ESTIMATES, BONDING ARRANGEMENT, PETITIONS, LAFCO CORRESPONDENCE/APPROVAL, ETC.	OFF		V	A	PERMANENT	MANAGEMENT DOCUMENTS ARE NOT VITAL.  IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
TRANSPORTATION & PUBLIC WORKS	ADMINISTRATION	PW	AD	100	RIGHT-OF-WAY	RECORDS DOCUMENTING ACQUISITION OF PROPERTY FOR ROADS, RAILROADS, BRIDGES, SIDEWALK RESTORATION, TRANSIT FACILITIES , THE AIRPORT, LANDFILL/REFUSE SITES, AND WATER SYSTEMS. <b>TYPICAL DOCUMENTS INCLUDE:</b> APPRAISAL REPORTS AND APPRAISAL SUMMARY STATEMENTS, PERMITS TO ENTER, POSSESSION AND USE AGREEMENTS, LICENSES, PLATS AND LEGAL DESCRIPTIONS, MAPS/BLEUPRINTS, PURCHASE AGREEMENTS, EASEMENTS, RESOLUTIONS, CONTRACTS, TITLE REPORTS, RECORDS OF PAYMENTS, DEEDS, ACQUISITION DIARIES, ETC.	OFF		V	A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION. RAILROAD BLUEPRINTS ARE NOT VITAL.
TRANSPORTATION & PUBLIC WORKS	ADMINISTRATION	PW	AD	110	RELOCATION ASSISTANCE	RECORDS DOCUMENTING RELOCATION ASSISTANCE THROUGHOUT THE ACQUISITION PROCESS. <b>TYPICAL DOCUMENTS INCLUDE:</b> ASSISTANCE CLAIM FORMS, NOTICES, APPEALS, REPLACEMENT HOUSING VALUATION REPORTS, RECORDS OF PAYMENT, PLANS, DIARY NOTES, CORRESPONDENCE, ETC.	OFF		V	A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
TRANSPORTATION & PUBLIC WORKS	AIRPORT	PW	AP	060	AIRCRAFT STORAGE WAITING LIST	WAITING LIST FOR THE LEASE OF SPACE OR HANGARS AT THE AIRPORT. <b>TYPICAL DOCUMENTS INCLUDE:</b> APPLICATIONS FOR LEASE, INFORMATION ON NON-REFUNDABLE DEPOSITS.	OFF				AC + 5Y	DESTROY 5 YEARS AFTER LAST CONTACT WITH THE APPLICANT. ENSURE NON-REFUNDABLE DEPOSIT TRANSFERRED TO AIRPORT OPERATIONS FUND. FOR ACCEPTED APPLICATIONS SEE LEASES - REAL ESTATE ON THE COMMON ACCOUNTING AND ADMINISTRATIVE RECORDS (CAAR) RETENTION SCHEDULE
TRANSPORTATION & PUBLIC WORKS	AIRPORT	PW	AP	120	AIRPORT HISTORICAL RECORDS	RECORDS THAT DOCUMENT THE HISTORY, ENVIRONMENT & DEVELOPMENT OF THE CHARLES M. SCHULZ - SONOMA COUNTY AIRPORT. <b>TYPICAL DOCUMENTS INCLUDE:</b> AIR TRAFFIC CONTROL OPERATIONS STATEMENT, ENVIRONMENTAL REVIEWS, VARIOUS AIRPORT NON-CONSTRUCTION PROJECTS, MASTER PLAN & SIGNIFICANT BACKUP.	OFF			A	PERMANENT	IF DEPT NO LONGER WANTS TO KEEP THE RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERM RETENTION. OFF COPY OF AIRPORT MASTER PLAN KEPT BY THE CLERK OF THE BOS, REPORTS AND PLANS - OFFICIAL (BDSU-510). FOR VARIOUS CONSTRUCTION PROJECTS SEE CONSTRUCTION FILES (CAAR-260).

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TRANSPORTATION & PUBLIC WORKS	AIRPORT	PW	AP	180	GRANTS	RECORDS DOCUMENTING GRANTS GOVERNED BY FAA REGULATION. <b>TYPICAL DOCUMENTS INCLUDE:</b> CLAIMS, FINANCIAL REPORTS, ACCOUNTING WORK PAPERS AND BACKUP, AGREEMENTS, AMENDMENTS, ETC.	OFF			A	AE + 20Y	RETAIN 20Y FOLLOWING CLOSURE OF GRANT PER FAA AIRPORT SPONSOR GRANT ASSURANCES, SECTIONS B, 1 AND C, 1. SEND GRANTS WHICH ESTABLISH OR CONTINUE POLICY/PROGRAMS TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION 20 YEARS AFTER EXPIRATION/TERMINATION OF GRANT.
TRANSPORTATION & PUBLIC WORKS	AIRPORT	PW	AP	150	NEWSLETTER	QUARTERLY NEWSLETTER CREATED BY AIRPORT EMPLOYEES. INCLUDES: NEWSLETTERS. FILED CHRONOLOGICALLY.	OFF				PERMANENT	KEEP ONE COPY PERMANENTLY. DESTROY OTHER COPIES WHEN SUPERSEDED OR OBSOLETE.
TRANSPORTATION & PUBLIC WORKS	AIRPORT	PW	AP	160	NOISE COMPLAINT RECORDS	DETAILED RECORDS OF AIRPORT NOISE COMPLAINTS. <b>TYPICAL DOCUMENTS INCLUDE:</b> NOISE COMPLAINT FORMS WITH COMPLAINT AND RESPONSE, DUPLICATE COPIES OF THE ANNUAL REPORT SENT TO THE BOARD OF SUPERVISORS. FILED BY YEAR.	OFF				CAL + 5Y	OFFICIAL COPY OF THE ANNUAL REPORT KEPT BY THE CLERK OF THE BOARD OF SUPERVISORS
TRANSPORTATION & PUBLIC WORKS	AIRPORT	PW	AP	170	ROUTINE VIDEO MONITORING	CLOSED-CIRCUIT TELEVISION RECORDINGS USED FOR SECURITY AND SURVEILLANCE. INCLUDES VIDEO OR ELECTRONIC IMAGING SYSTEMS.	OFF				CR + 1Y	GOVERNED BY GC 26202.6. RECORDINGS THAT ARE EVIDENCE IN ANY CLAIM FILED OR ANY PENDING LITIGATION SHALL BE PRESERVED UNTIL PENDING LITIGATION IS RESOLVED. RECORDINGS DESIGNED FOR USE OTHER THAN ROUTINE MONITORING SHALL BE RETAINED ACCORDING TO THE RELATED APPROPRIATE RECORD SERIES.
TRANSPORTATION & PUBLIC WORKS	ALL	PW	AL	010	ADVISORY COMMISSIONS/ COMMITTEES	RECORDS OF THE AVIATION COMMISSION, VARIOUS TRANSIT OR PUBLIC WORKS COMMITTEES/COMMISSIONS THAT ESTABLISH POLICY OR ADVISE THE BOARD OF SUPERVISORS FOR THE DEPARTMENT. <b>TYPICAL DOCUMENTS INCLUDE:</b> MEMBERSHIP LISTS, MINUTES, ACTION ITEMS, ROSTERS, AGENDAS, CORRESPONDENCE.	OFF			A	PERMANENT NOTE	IF THE DEPARTMENT NO LONGER WANTS TO KEEP THE RECORDS SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
TRANSPORTATION & PUBLIC WORKS	ALL	PW	AL	020	COMPLAINTS, REQUESTS, RESPONSES - NON AIRPORT NOISE	RECORD OF COMPLAINTS AND REQUESTS/SUGGESTIONS BY CITIZENS. <b>TYPICAL DOCUMENTS INCLUDE:</b> CORRESPONDENCE, COMPLAINTS, NOTES FROM TELEPHONE CALLS, DEPARTMENT AND CONTRACTOR RESPONSES, PHOTOS, ETC.	OFF				2Y	
TRANSPORTATION & PUBLIC WORKS	CLERICAL	PW	CL	030	CABLE TV FRANCHISES	RECORDS PERTAINING TO CABLE COMPANIES OPERATING IN SONOMA COUNTY. <b>TYPICAL DOCUMENTS INCLUDE:</b> AGREEMENTS, RATE SCHEDULES, DESCRIPTIONS OF SERVICES, BOUNDARY DESCRIPTIONS, ETC.	OFF			A	PERMANENT	OFFICIAL COPY OF LICENSE KEPT BY THE CLERK OF THE BOARD OF SUPERVISORS.  IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.

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TRANSPORTATION & PUBLIC WORKS	CLERICAL	PW	CL	230	UNDERGROUND TANKS	RECORDS THAT DOCUMENT DEPARTMENT MANAGEMENT OF PREVIOUSLY MAINTAINED UNDERGROUND TANKS AND HISTORY AT KORBEL DISPOSAL SITE. <b>TYPICAL DOCUMENTS INCLUDE:</b> PERMITS, L.U.S.T. CORR, REPORTS.	OFF		V	A	PERMANENT	ALL KNOWN UNDERGROUND TANKS HAVE BEEN REMOVED AND MONITORING ALSO COMPLETED AT ALL SITES. DEPARTMENT IS NO LONGER RENEWING PERMITS WITH KORBEL. IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
TRANSPORTATION & PUBLIC WORKS	COMPUTER	PW	CM	070	PROJECT FILES - HARDWARE AND SOFTWARE	PROJECT MATERIALS RELATED TO HARDWARE AND SOFTWARE INSTALLATION AND MAINTENANCE.	OFF				LIFE + 5Y	DESTROY RECORDS 5 YEARS AFTER THE LIFE OF THE HARDWARE OR SOFTWARE PROJECT ENDS. FOR OTHER PROJECTS SEE GENERAL SUBJECT FILES (CAAB-300)
TRANSPORTATION & PUBLIC WORKS	INTEGRATED WASTE	PW	RE	420	AB 939 LOCAL TASK FORCE	RECORDS OF THE ADVISORY COMMITTEE THAT SUPPORTS THE IMPLEMENTATION OF WASTE DIVERSION PROGRAMS. <b>TYPICAL DOCUMENTS INCLUDE:</b> AGENDAS, MINUTES, RESOLUTIONS, CORRESPONDENCE, AND RELATED BACKUP. ALSO KNOWN AS LTF	OFF				CAL + 5Y NOTE	HOLD AUDIO RECORDINGS OF MEETING FOR CAL + 1Y
TRANSPORTATION & PUBLIC WORKS	INTEGRATED WASTE	PW	RE	370	ENVIRONMENTAL QUALITY DATA	DATA ON ENVIRONMENTAL IMPACT OF INTEGRATED WASTE PROJECTS, PLANS & STUDIES, OVERSIGHT AND MONITORING. <b>TYPICAL DOCUMENTS INCLUDE:</b> ENVIRONMENTAL EXEMPTIONS, DECLARATIONS, TONNAGE REPORTS, FINANCIAL SUMMARIES, BILLS OF LADING, PERMITS, LAB REPORTS, SAMPLING ANALYSES, NOTICES OF DETERMINATION, IMPACT REPORTS, PHOTOS, VIDEOS, ETC.	OFF		V	A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
TRANSPORTATION & PUBLIC WORKS	INTEGRATED WASTE	PW	RE	400	REPORTS	DESIGN, ENGINEERING AND MONITORING REPORTS FOR THE INTEGRATED WASTE PROGRAM AND FACILITIES.	OFF			A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
TRANSPORTATION & PUBLIC WORKS	ROADS	PW	RD	080	DESIGN	RECORDS THAT DOCUMENT OWNERSHIP, DESIGN, DESIGN CHANGES, AND STRUCTURE OF COUNTY ROADS, BRIDGES, DAMS OR OTHER PUBLIC IMPROVEMENTS, ETC. <b>TYPICAL DOCUMENTS INCLUDE:</b> ENGINEERING RECORDS, PLOT PLANS, MAPS, PAVEMENT BIDS, ATLAS PAGES, PHOTOS, VIDEOS, STATE SURVEYS, SUBDIVISION IMPROVEMENT PLANS, PUBLIC IMPROVEMENT PLANS, SOILS REPORTS AND CALCULATIONS, RELINQUISHMENTS, DEEDS, CORRESPONDENCE, CHANGE MEMOS, INVENTORIES	OFF		V	A	PERMANENT	IF DEPARTMENT NO LONGER WANT TO RETAIN THE RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION. ANY RELATED INDEXES FOR MAPS MUST BE TRANSFERRED TO THE ARCHIVES WITH THE MAPS.
TRANSPORTATION & PUBLIC WORKS	ROADS	PW	RD	090	LAND DEVELOPMENT	TPW REVIEW OF PRIVATE DEVELOPMENT PROPOSALS THAT AFFECT COUNTY PUBLIC ROADWAYS TO DETERMINE IMPACT AND NECESSARY PUBLIC IMPROVEMENTS. <b>TYPICAL DOCUMENTS INCLUDE:</b> SUBDIVISION IMPROVEMENT PLANS, DRAWINGS, MAPS, SITE NOTES, OTHER PLANS, CORRESPONDENCE	OFF		V	A	PERMANENT	IF DEPARTMENT NO LONGER WANT TO RETAIN THE RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION. ANY RELATED INDEXES FOR MAPS MUST BE TRANSFERRED TO THE ARCHIVES WITH THE MAPS.

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TRANSPORTATION & PUBLIC WORKS	ROADS	PW	RM	030	MAINTENANCE	RECORDS THAT DOCUMENT MAINTENANCE OF COUNTY ROADS SUCH AS ROUTINE PAVEMENT, STRIPE, MARKING AND SIGN UPKEEP/REPAIRS. <b>TYPICAL DOCUMENTS INCLUDE:</b> FORMS, PHOTOS, PAVEMENT LEGENDS	OFF				FY + 10Y	
TRANSPORTATION & PUBLIC WORKS	ROADS	PW	RT	250	TRAFFIC - ASSET INVENTORY/ MANAGEMENT	RECORDS THAT DOCUMENT TPW ASSETS AND INVENTORY SUCH AS COUNTY MAINTAINED ROADS, ANNEXATIONS, AND CULVERTS. <b>TYPICAL DOCUMENTS INCLUDE:</b> ANNEXATION/STICK MAPS, INVENTORIES, BRIDGE AND OTHER INSPECTIONS, REPORTS, DRAINAGE STUDIES, COMPUTATION SHEETS, POSTMILE BOOKS, ROAD LOGS, SIGNAL PLANS, CLASSIFICATIONS, MAPS, CHANGE MEMOS	OFF		V	A	PERMANENT	ANNEXATION MAPS ARE NOT VITAL. IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
TRANSPORTATION & PUBLIC WORKS	ROADS	PW	RT	260	TRAFFIC - MONITORING AND COLLISIONS	RECORDS THAT DOCUMENT TRAFFIC ACTIVITY, SAFETY/REMEDIES, AND COSTS ON COUNTY ROADS SUCH A TRAFFIC VOLUMES, COLLISIONS, ACCIDENT ACTIVITY DATA . <b>TYPICAL DOCUMENTS INCLUDE:</b> COLLISION REPORTS, DESCENDING COST AND ACCIDENT ACTIVITY CALCULATIONS, SPEED STUDIES, INVESTIGATIONS, TRAFFIC COUNTS, VOLUME REPORTS AND STATISTICS	OFF		V		CAL+10	
TRANSPORTATION & PUBLIC WORKS	TRANSIT	PW	TR	030	BUS SCHEDULES	SCHEDULES OF BUS ROUTES AND TIMES.	OFF		V		PERMANENT	
TRANSPORTATION & PUBLIC WORKS	TRANSIT	PW	TR	080	CONTRACTOR MONTHLY MANAGEMENT REPORTS	REPORTS DOCUMENTING THE MONTHLY STATUS OF THE TRANSIT SYSTEM AND DESCRIBING WORK COMPLETED BY CONTRACTORS FOR THAT MONTH. <b>TYPICAL DOCUMENTS INCLUDE:</b> SUMMARIES OF RIDERSHIP, VEHICLE HOURS, DAILY AVERAGES, TRAINING & COMMUNITY SERVICES	OFF		V		FY+5	
TRANSPORTATION & PUBLIC WORKS	TRANSIT	PW	TR	190	PARTS INVENTORY	INVENTORY OF BUS PARTS IN THE BUS FACILITY WAREHOUSE. INCLUDES INPUT DATA, COMPUTER SHEETS, AND LISTS OF PARTS.	OFF				FY+3	
TRANSPORTATION & PUBLIC WORKS	TRANSIT	PW	TR	200	PLANNING RECORDS - TRANSIT	PLANNING RECORDS FOR BOTH SHORT RANGE PLANS & 5YR PLANS RELATED TO EXPANSION, DEVEL, PROJECTIONS, & GOALS. <b>TYPICAL DOCUMENTS INCLUDE:</b> POPULATION DATA, RIDERSHIP HISTORY, STUDIES, SURVEYS, PLANS, TRANSIT OPERATIONS ALTERNATIVES STUDY, CORRES.	OFF			A	PERMANENT	REQUIRED BY MTC RESOLUTION #689, MTC POLICY, 23 CFR PT. 613. SEND TO COUNTY ARCHIVES FOR PERMANENT RETENTION 10 YEARS AFTER THE CLOSE OF THE FISCAL YEAR.
TRANSPORTATION & PUBLIC WORKS	WATER SYSTEMS	PW	WS	100	PERMITS, OPERATIONS AND MAINTENANCE	RECORDS THAT PERMIT WATER RIGHTS AND SUPPLY ACCESS, DOCUMENT OPERATIONS OR MAINTENANCE OF SERVICE AREAS. <b>TYPICAL DOCUMENTS INCLUDE:</b> PERMITS, REPORTS, CORRESPONDENCE, NOTICES, PLANS.	OFF		V		LIFE + 5Y	KEEP RECORDS FOR LIFE OF OWNERSHIP OF WATER SYSTEM PLUSE 5 YEARS. PERMITS ARE VITAL.
TRANSPORTATION & PUBLIC WORKS	WATER SYSTEMS	PW	WS	090	TESTING ANALYSIS RECORDS	RECORDS OF TESTING AND ANALYSIS OF EACH WATER SERVICE AREA FOR BACTERIOLOGICAL SAMPLING. <b>TYPICAL DOCUMENTS INCLUDE:</b> LAB REPORTS, SAMPLING ANALYSES.	OFF		V	A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.