

City of Richmond Administrative Manual

RECORDS RETENTION GUIDE

GROUP NO.	DESCRIPTION OF RECORDS	RECORD COPY	NON RECORD COPY	MAXIMUM RETENTION	YEARS STORED		REMARKS
					OFFICE	CENTER	
I	Records affecting title to real property or liens thereon, City boundary and population records, court records, records with archival, historical, research value; minutes of the City Council, its Boards & Commissions; police reports; public facility construction, elements of the General Plan	X	X	Permanent 2 - 5 years	Permanent	
II	Records affecting City policy: organizational structure, employee classification & salary plan, inventory	X	X	5 - 20 years 2 - 5 years	15 - 18 years	
III	Long term projects: a. Public Works projects; employee files, payroll, annexations, subdivisions, assessment districts b. Bodily injury insurance * policies, claims and accident reports c. Bond issues **	X X X X	X	5 - 35 years 15 years 20 years 35 years	Until completed Until completed Until expires ... 2 - 5 years ... 2 - 5 years	to 35 years Completed + 5 years to 20 years to 35 years	* To protect against claims by minors ** For life of bond
IV	Fiscal records	X	X	10 years 2 - 5 years	to 10 years	
V	All other originals or record copies required by the department for administrative planning, including tapes of Council meetings; call for service	X		5 years	2 - 5 years	to 5 years	
VI	Non record documents (see Section IV.D for description)		X 2 years	3 months - 2 years		Not sent to storage