



City of Berkeley
Records Management Program
2180 Milvia Street
Berkeley, CA 94704

RECORDS RETENTION SCHEDULE – RENT STABILIZATION BOARD

DEPARTMENT DIRECTOR	RENT BOARD ATTORNEY	CITY CLERK
DéSeana Williams	Matt Brown	Mark Numainville

R/S ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION (IF APPLICABLE)	RETAIN IN OFFICE	STORAGE	DESTROY	STATUTORY REFERENCE
RENT100	BOARD AND COMMITTEES				
RENT101	BOARD AGENDA PACKETS				
RENT101a	(HARD COPY)	N/A	PERM	PERM	Dept. Policy
RENT101b	March 2, 1998 to Present (ELECTRONIC)	PERM	None	PERM	Dept. Policy
RENT102	COMMITTEE AGENDA PACKETS Retention Note: with Brown Act posting declaration				
RENT102a	Prior to Jan. 2000 (HARD COPY)	N/A	PERM	PERM	Dept. Policy
RENT102b	Jan. 2000 to Present (ELECTRONIC)	PERM	None	PERM	Dept. Policy
RENT103	RENT STABILIZATION HISTORY FILES				
RENT103a	July 17, 1980 to November 20, 2000 (HARD COPY)	N/A	PERM	PERM	Dept. Policy
RENT103b	December 7, 2000 to Present (ELECTRONIC)	PERM	None	PERM	Dept. Policy
RENT104	BOARD-APPROVED MEETING MINUTES Retention Note: Approved Committee Minutes are included in subsequent Board Agenda packets	PERM	None	PERM	GC34090, 34090.5
RENT105	BOARD RESOLUTIONS (ELECTRONIC)	PERM	None	PERM	GC34090, 34090.5
RENT106	BOARD MEETING RECORDINGS (ELECTRONIC)				
	January 16, 2006 to Present	PERM	None	PERM	Dept. Policy
RENT107	PUBLIC NOTICES (ELECTRONIC) Required notices published regarding certain Board actions.	PERM	None	PERM	Dept. Policy
RENT108	ADMINISTRATIVE DOCUMENTS (ELECTRONIC) Membership Rosters, Historical Data relating to Board and Committee Appointments and Termination information	CYE	PERM	PERM	Dept. Policy

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RENT200	ADMINISTRATION				
RENT201	GOALS AND OBJECTIVES (ELECTRONIC) Department strategic planning, unit workplans, performance measures, agency goals and objectives.	CYE+2	None	CYE+2	GC 34090
RENT202	POLICIES AND PROCEDURES (ELECTRONIC) Documents pertaining to or arising from routine administration or operation of agency policies, programs, services, and projects.	US+3	None	US+3	Dept. Policy
RENT203	CORRESPONDENCE AND INTERNAL MEMORANDUM – ADMINISTRATIVE (ELECTRONIC) Documents pertaining to or arising from routine administration or operation of agency policies, programs, services, and projects.	CYE+2	None	CYE+2	Dept. Policy
RENT204	PROJECT FILES – ARCHIVE (HARD COPY OR ELECTRONIC) Summary files and documents from inactive projects that have been deemed useful for future agency work.	US+3	None	US+3	Dept. Policy
RENT205	MINUTES – STAFF MEETINGS (ELECTRONIC) Minutes of internal staff meetings.	AV	None	Max=2	Dept. Policy
RENT206	ORGANIZATIONAL CHARTS (ELECTRONIC)	US+5	None	US+5	Dept. Policy
RENT207	DEEDS OF GIFT (ELECTRONIC) Certificates of gifts to outside agencies of City of Berkeley records	PERM	None	PERM	Dept. Policy
RENT208	RECORDS RETENTION SCHEDULE (ELECTRONIC) The retention schedule is adopted by resolution; the record copy of the retention schedule and all amendments are maintained in the City Clerk resolution files; departments and divisions maintain current edition only	PERM	None	PERM	Dept. Policy
RENT209	RECORDS DESTRUCTION DOCUMENTATION (ELECTRONIC) Destruction certificates and logs of all records destroyed by the records center	PERM	None	PERM	Dept. Policy
RENT300	PERSONNEL				
RENT301	EMPLOYMENT APPLICATIONS AND NOTES (HARD COPY) Files related to candidates that are interviewed for positions.	CL+4	None	CL+4	GC 12946, 29 CFR 1602.31
RENT302	PERSONNEL NOTES AND RECOLLECTIONS (ELECTRONIC OR HARD COPY)	AT+4	None	AT+4	

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RENT303	<p>PERSONNEL FILES (HARD COPY) Personnel records of individual employees regarding hiring, termination, transfer, performance evaluations, pay grade, position/job title, leaves of absence, name changes, and similar actions except those noted elsewhere in this schedule. Access is restricted to the individual employee, Executive Director, and Staff Attorneys. Retention Note: Records will be stored for AT+5 by Human Resources.</p>	AT+10	None	AT+10	GC 7927.700
RENT304	<p>DISCIPLINARY AND ADVERSE ACTION RECORDS (HARD COPY) Records created by the Personnel Board or by HR or supervisory officers in considering or reconsidering an appeal, an adverse action against an employee. Due process prior to disciplinary action. Agency access is restricted to Executive Director and Staff Attorneys. Retention Note: Records will be stored permanently by Human Resources.</p>	CL+2	None	CL+2	29 CFR 1602.31 Dept. Policy
RENT305	<p>GRIEVANCE RECORDS (HARD COPY) Records relating to the review of employee grievances against personnel policies, working conditions, etc. Agency access is restricted to Executive Director and Staff Attorneys. Retention Note: Records will be stored permanently by Human Resources.</p>	AS+2	None	AS+2	Dept. Policy
RENT400	HEARINGS/MEDIATIONS				
RENT401	HEARING RECORDINGS	3	None	3	Dept. Policy
RENT402	<p>PETITION FILES (ELECTRONIC) Contains petition, documents, investigation reports, electronic images of physical evidence presented at hearing, decisions, and appeals. RETENTION NOTE: IF DECISION IS APPEALED, LITIGATION CASE RETENTION POLICY SUPERSEDES.</p>	1	None	PERM	RSB Ordinance; BMC 13.76
RENT403a	<p>MEDIATION FILES (ELECTRONIC) Contains mediation request form, case notes, correspondence, signed settlement agreement.</p>	2	None	PERM	Dept. Policy
RENT 403b	<p>MEDIATION FILES (HARD COPY) Contains mediation request form, case notes, correspondence, signed settlement agreement.</p>	1	None	PERM	Dept. Policy
RENT500	POLICY/LEGAL				

RENT501	REPORTS AND STUDIES (NON-FISCAL) Reports or studies submitted to the Board related to goals of the Rent Stabilization and Eviction for Good Cause Ordinance. Retention Note: Significant reports/studies, which have importance, should be kept permanently for historical reference. Electronic storage acceptable.	20	None	20	Dept. Policy
RENT502	VACANCY REGISTRATION FORM (HARD COPY PRIOR TO 1/2019)	1	PERM	PERM	Dept. Policy
RENT503	EVICIONS RELATED TO ELLIS ACT AND OWNER MOVE-IN (ELECTRONIC) Documents on file pursuant to City Ordinance.	PERM	None	PERM	BMC 13.77, BMC 13.76.130 A.9.
RENT504	COMPLIANCE REVIEW/INVESTIGATIONS (ELECTRONIC) Investigation of non-compliance with ordinance and administrative regulations	10	PERM	PERM	Dept. Policy
RENT505	LITIGATION CASES				
RENT505a	CASE FILES (HARD COPY) Retention note: Significant cases, which Legal Staff have determined have importance or set legal precedence, should be kept permanently for historical reference. Electronic storage acceptable.	AE+3	PERM	PERM	42 USC 1983
RENT505b	Memorandums of points & Authorities (Electronic)	PERM	None	PERM	Dept. Policy
RENT506	SUPERIOR COURT, MUNICIPAL COURT, SMALL CLAIMS LAWSUITS (HARD COPY) Lawsuits filed to collect money owed program				
RENT506a	Satisfied judgment	AS+3	PERM	PERM	Dept. Policy
RENT506b	Unsatisfied judgment, liens, lien renewals, related correspondence	PERM	None	PERM	Dept. Policy
RENT507	PUBLIC RECORDS REQUESTS (ELECTRONIC) Department and public requests for records. Includes original request, correspondence and other documentation relating to the request, complex research compilations prepared for administrative requests, audits and litigation support, and Public Record Act (PRA) requests Retention Note: As of December 2020, RSB uses the City's NextRequest system to track PRA requests electronically.	CL+2	None	CL+2	GC 34090
RENT508	ORDINANCES AND REGULATIONS (ELECTRONIC) Any changes to the Rent Stabilization and Eviction for Good Cause Ordinance and related regulations.	PERM	None	PERM	Dept. Policy
RENT600	FISCAL				

RENT601a	BUDGET DOCUMENTATION – WORKING DOCUMENTS (ELECTRONIC) Records used exclusively for the preparation of budgets, including budget requests, justification statements, and similar documents	PERM	-	PERM	GC 34090
RENT601b	BUDGET DOCUMENTATION – ADOPTED (ELECTRONIC) Fund encumbrance and expenditure reports. Status report showing expenditures and encumbrances against a budget, i.e., budget performance report.	PERM	-	PERM	GC 34090
RENT602	TREASURY AND DEPOSIT RECEIPTS (HARD COPY) Receipts of payments for registration fees and penalties.	FYE+2	PERM	PERM	Dept. Policy
RENT603	PAYROLL REPORTS AND RELATED RECORDS	FYE+2	5	FYE+7	GC 34090
RENT604	EMPLOYEE TIME SHEETS/CARDS (HARD COPY) Includes applications for leave of absence requests. Retain for audit and FEMA reports.	AA+2	A4	AA+6	GC 34090, 29 CFR 516.2, 26 CFR 31.6001(e)(2)
RENT 605	TRAVEL RECORDS (HARD COPY)	CYE+2	None	CYE+2	GC 34090
RENT606	DEPARTMENT COPY OF CONTRACTS, LEASES, MOUS, AGREEMENTS (HARD COPY) Includes contracts for services, equipment, supplies, etc.	AE+2	PERM	PERM	Dept. Policy
RENT 607	ESCROW PAYMENTS Records related to payments made into Escrow Account	3	PERM	PERM	Dept. Policy
RENT 700	REGISTRATION				
RENT701	PASS-THROUGH FILES				
RENT701a	Notice of pass-through, request for reimbursement (HARD COPY OR ELECTRONIC)	FYE+2	None	CYE+2	Dept. Policy
RENT701b	Pass-through summary spreadsheet (ELECTRONIC)	PERM	None	PERM	Dept. Policy
RENT702	REGISTRATION STATEMENTS AND RELATED DOCUMENTS (ELECTRONIC) Vacancy forms , initial and amended registration statements, unit status forms, and penalty waiver requests and decisions	PERM	None	PERM	Dept. Policy
RENT800	PUBLIC INFORMATION				
RENT 801	PROPERTY FILES				
RENT801a	PROPERTY FILES PRIOR TO 1/1/2024 (HARD COPY) Including registration statements, certificates of lawful rent, eviction notices and related documentation, penalty waiver requests and	1	PERM	PERM	Dept. Policy

	decisions, RSB correspondence, Housing Code Enforcement reports Retention note: As of 12/31/2023, hard copy property files will be digitally converted. After (1/1/2024), items historically kept in hard copy property files will follow their own retention schedule.				
RENT801b	PROPERTY FILES (ELECTRONIC) Including registration statements, certificates of lawful rent, eviction notices and related documentation, penalty waiver requests and decisions, RSB correspondence Retention Note: As of (1/1/2024), digital property file contents noted above are stored and accessed via our internal database. Prior to 1/1/2024, items historically kept in hard copy property files had their own retention parameters.	PERM	None	PERM	Dept. Policy
RENT802	WORKSHOPS, SEMINARS/WEBINARS (ELECTRONIC)	US	None	US	Dept. Policy
RENT803	INFORMATIONAL MATERIALS/MAILINGS Mailings (hard copy and electronic) Retention Note: Retain one hard copy permanently for historical reference.	CYE+2	None	CYE+2	Dept. Policy
RENT804	FORMS AND INFORMATIONAL MATERIALS (ELECTRONIC) Retention note: Forms, handouts, checklists, informational packets.	US	None	US	Dept. Policy
RENT805	APPARENT LAWFUL RENT CEILING (ELECTRONIC) Summary of unit status most recently reported to RSB and mailed to tenants and property owners	PERM	None	PERM	Dept. Policy
RENT806	CERTIFICATE OF LAWFUL PERMISSIBLE RENT LEVEL (ELECTRONIC) Copies of all requests for and determinations of certificates of lawful permissible rent levels	PERM	None	PERM	Dept. Policy

Retention Codes	
AA	After Audit
ACT	Active
AE	After Expiration
APO	After Payoff
AS	After Settlement
AT	After Termination
AV	Administrative Value
CL	Close/Completion
CYE	Current Year End
EL	Election
FYE	Fiscal Year End
MAX	Maximum
PERM	Permanent
US	Until Superseded

RESOLUTION 24-04

ADOPTING AN AMENDED RENT STABILIZATION BOARD RECORDS RETENTION SCHEDULE TO INCLUDE REVISED RETENTION PERIODS AND CATEGORIES FOR ENHANCED RECORDS MANAGEMENT

BE IT RESOLVED BY the Rent Stabilization Board of the City of Berkeley as follows:

WHEREAS, a system for managing the Rent Stabilization Board's information assets, including records retention schedules for the final disposition and scheduled destruction of records and working papers that are no longer needed for administrative, legal, fiscal, historical, or research purposes, was adopted on September 4, 2003, by Board Resolution Number 03-21 and subsequently modified by Board Resolution Number 10-03, Board Resolution Number 12-17, and Board Resolution 23-32; and

WHEREAS, the Rent Stabilization Board has identified the need to update and amend the Records Retention Schedule to correct inconsistencies, clarify retention periods, and ensure that records management practices are in line with current operational, legal, and regulatory requirements; and

WHEREAS, the amendments to the Rent Board Record Retention Schedule have been meticulously reviewed and incorporate corrective suggestions and resolutions to deficiencies identified in previous versions of the policy; and

WHEREAS, these amendments aim to streamline records management processes, improve access to digital records for staff and the public, and ensure the efficient use of storage space, both on-site and off-site, maintained by the City Clerk for the Rent Board and other city departments; and

WHEREAS, the Board recognizes the importance of maintaining a robust and adaptable records management system that supports the Rent Stabilization Board's mission, enhances transparency, and safeguards historical records;

NOW, THEREFORE, BE IT RESOLVED that the Rent Stabilization Board hereby adopts the amended Rent Board Record Retention Schedule, reflecting the integrated suggestions for improvements, adjustments in retention codes, and the establishment of clear guidelines for the retention, storage, and destruction of records.

RESOLUTION 24-04

ADOPTING AN AMENDED RENT STABILIZATION BOARD RECORDS RETENTION SCHEDULE TO INCLUDE REVISED RETENTION PERIODS AND CATEGORIES FOR ENHANCED RECORDS MANAGEMENT (page 2)

BE IT FURTHER RESOLVED that the Board authorizes the Executive Director to implement the amended Records Retention Schedule and make necessary arrangements for the secure and efficient management of records as outlined in the amended policy.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption, ensuring the Rent Stabilization Board's compliance with best practices in records management and governance.

Dated: February 15, 2024

Adopted by the Rent Stabilization Board of the City of Berkeley by the following vote:

YES:

NO:

ABSTAIN:

ABSENT:

Leah Simon-Weisberg
Chair, Rent Stabilization Board

Attest: _____
DéSeana Williams, Executive Director