



RESOLUTION No. 24-641

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION ADOPTING A NEW COUNTY-WIDE, DEPARTMENT AND DIVISION RECORDS RETENTION SCHEDULE AND SUPERSEDING PREVIOUSLY ADOPTED RESOLUTIONS (4/5 AFFIRMATIVE VOTE REQUIRED)

WHEREAS, a Records Retention schedule identifies the legal and policy requirements for the retention of various county records and thereby indicates when a record may be destroyed; and

WHEREAS, section 26202 et seq. of the Government Code of the State of California provides a procedure whereby any County record that has served its purpose and is no longer required may be destroyed; and

WHEREAS, the following Resolutions were previously adopted by the Board of Supervisors: 85-516, 95-426, 96-187, 96-188, 97-522, 98-033, 98-050, 98-057, 98-183, 98-328, 98-329, 98-301, 98-365, 98-530, 99-184, 04-563, and 15-066.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada as follows:

1. Upon adoption, this Resolution shall supersede Resolutions 85-516, 95-426, 96-187, 96-188, 97-522, 98-033, 98-050, 98-057, 98-183, 98-328, 98-329, 98-301, 98-365, 98-530, 99-184, 04-563, and 15-066; and all previous Board approvals pertaining to the adoption of records retention schedule and authorizing destruction of County records.
2. The records of the County of Nevada, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by section 26202 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head without further action by the Board of Supervisors of the County of Nevada.
3. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers as defined by the California Public Records Act.
4. This Resolution shall become effective January 1, 2025.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 10th day of December 2024, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward C. Scofield, Lisa Swarthout, Susan Hoek, and Hardy Bullock.

Noes: None.

Absent: None.

Abstain: None.

Recuse: None.

ATTEST:

TINE MATHIASSEN
Chief Deputy Clerk of the Board of Supervisors

By: _____



Hardy Bullock, Chair

Exhibit A

HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

Copies or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term **records** shall include all records as defined by the California Public Records Act.

STRUCTURE: COUNTY-WIDE, DEPARTMENTS & DIVISIONS

The County-wide retention schedule includes those records all departments have in common (e-mails, letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. The department retention schedules may be organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the County-wide retention schedule, or look in the index to the schedules (provided after approval.)

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the County with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free office space and computer storage space
- Reduce the cost of records storage – paper and electronic
- Eliminate duplication of effort within the County
- Find records faster
- Determine what media should be used to store records

AUTHORIZATION TO DESTROY RECORDS (Paper or Electronic Records):

Destruction or deletion of an **official (original) record** that has exceeded its retention period must be **authorized prior to destruction or deletion.**

- If there is a **minimum** retention (**Minimum 2 years**"), the destruction / deletion must be authorized before it is destroyed, as it is an official (original) record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed When No Longer Required.

- If there is **NOT** a minimum retention ("When No Longer Required"), it does **NOT** need to be authorized prior to destruction, as it is a preliminary draft, copy, or the Content is NOT Substantive.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. **Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or resolution).**

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or record copy) record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the Destroy Paper after Imaged & QC'd below for the Legal Requirements for the electronic record to be the official (original) record.

Records Description: The record series (a group of like records).

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:
Active (guideline): How long the file remains in the immediate office area
Inactive (guideline): How long the file is in off-site storage, stored electronically in accordance with law (see below)
Total Retention: The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

P = Permanent

Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (guideline) terms used in State law:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk or other **Unalterable Media** which does not allow changes

Scan / Import (guideline):
S indicates the record should be scanned into the document imaging system;
I indicates the record should be electronically imported into the document imaging system;
M indicates the record was microfilmed

Destroy Paper after Imaged & QC'd (quality checked) / Trustworthy Electronic Record: Yes means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format) **IF (these are the legal requirements for the electronic record to serve as the official (original) record)** the electronic record is also **placed on Unalterable Media, Imutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed** which is **stored in a safe & separate location**. Employees are required to Quality Check (QC'd) both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes**; other legal mandates may apply.

Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

PRC Public Resources Code

USC: United States Code (US)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

Retention Schedule: COUNTYWIDE / COMMON RECORDS

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|--|-----------------------|-----------------------|-------------------|---|-----------------------------------|---|
| <i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| COUNTYWIDE / COMMON (Used by All Departments) | | | | | | | | |
| Lead Dept. (Managing the Contract) | CW-001 | AGREEMENTS & CONTRACTS: GOODS & SERVICES (NON-INFRASTRUCTURE) Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work, Insurance Certificates, etc.) Examples of NON-Infrastructure: Consulting, grants, disposal, franchises, housing, leases, legal services, loans, paving, painting, professional services, services, slurry seals, tree trimming, etc. | Completion + 10 years | Yes: Until Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et seq., GC §§26202, 60201 |
| Lead Dept. (Managing the Contract) | CW-002 | AGREEMENTS & CONTRACTS: PUBLIC PROJECTS / INFRASTRUCTURE / CIP (Capital Improvement Projects) Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work, Insurance Certificates, etc.) Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc. | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et seq., GC §§26202, 60201, Contractor has retention in 48 CFR 4.703 |

Retention Schedule: COUNTYWIDE / COMMON RECORDS

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|---|----------------------------------|-----------------|-------------------|---|-----------------------------------|---|
| <i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Staffing Dept. | CW-003 | BOARD OF SUPERVISORS AD-HOC SUBCOMMITTEES composed solely of less than a quorum of the BOS: (All records, including minutes and agendas) | 2 years | | Mag, Ppr | | | All recommendations are given to full Board for action; Brown Act challenges must be filed within 30 or 90 days of action; GC §§26202 54960.1(c)(1) |
| Lead Dept. (Collecting the Revenue) | CW-004 | CASH COLLECTIONS / CASH DETAIL / COUNTS / RECONCILIATIONS / RECEIPTS / ACCOUNTS RECEIVABLE / DEPOSITS: Revenue collected by Departments | 5 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Fee receipts & forms are required for 5 years; GC §§24356, 26907, 27001; 2 CFR 200.334 |
| | CW-005 | COMMISSIONS, COMMITTEES & BOARDS: External Organizations | When No Longer Required | | Mag, Ppr | | | Non-records |
| Staffing Dept. | CW-006 | COMMISSIONS, COMMITTEES & BOARDS: AGENDAS, AGENDA PACKETS | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Audio & Video are required for 30 days; GC §54953.5(b) |
| Staffing Dept. | CW-007 | COMMISSIONS, COMMITTEES & BOARDS: AUDIO & VIDEO RECORDINGS | Minimum 2 years | | Mag | | | Video is required for 90 days; Audio Required for 30 days (or adoption of the minutes); GC §§54953.5(b); |
| Staffing Dept. | CW-008 | COMMISSIONS, COMMITTEES & BOARDS: MINUTES | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §§26202, 60201 |
| Lead Dept. | CW-009 | COMMISSIONS, COMMITTEES: Employees / Internal Committees | 2 years | | Mag, Ppr | | | These are for employee / departmental meetings only; GC §§26202, 60201 |
| Lead Dept. | CW-010 | COPIES or duplicates of any record | Copies - When No Longer Required | | Mag, Ppr | | | GC §26201 |

Retention Schedule: COUNTYWIDE / COMMON RECORDS

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|--|-------------------------|--------|-------------------|---|-----------------------------------|--|
| <i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Dept. that Authors Document or Receives the County's Original Document | CW-011 | CORRESPONDENCE - ROUTINE / GENERAL (IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business) (e .g. Administrative, Chronological, e-mail, General Files, Letters, Memoranda, Miscellaneous Reports, Press Releases, etc.) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Retained 2 years ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San José v. Superior Court (2017) 2 Cal.5th 608; GC §§26202, 60201 |
| Dept. that Authors Document or Receives the County's Original Document | CW-012 | Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda NOT retained in the ordinary course of business Content NOT Substantive , or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, PowerPoint presentations, speaker cards, speech notes, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.) | When No Longer Required | | Mag, Ppr | | | Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business , or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult the County Counsel to determine if a record is considered transitory / preliminary draft. GC §§26202, 7927.500, 7928.705.; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose vs. Superior Court, 5 Cal. 5th 608 (2017). |

Retention Schedule: COUNTYWIDE / COMMON RECORDS

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|--|--|--------|-------------------|---|-----------------------------------|---|
| <i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| | CW-013 | DRAFTS & NOTES: Drafts that are revised (retain the final version), notes, etc. | Copies - When No Longer Required | | Mag, Ppr | | | As long as the drafts and notes are not retained in the "Regular Course of Business." Refer to County Counsel to determine if a record is considered a draft. GC §§ 26201 |
| Lead Dept. | CW-014 | GIS DATA LAYERS - Geographic Information Systems Data Layers | Indefinite - Permanent | | Mag | | | Department preference; If software is changed, all data should be converted into new system; GC §§26202, 60201 |
| Lead Dept. (Applying for the Grant) | CW-015 | GRANTS - UNSUCCESSFUL : All records | 2 years | | Mag, Ppr | | | GC §§26202, 60201 |
| Lead Dept. (Managing for the Grant) | CW-016 | GRANTS / ALLOCATIONS & GRANTS - SUCCESSFUL : Applications, Reports, and Financial Information Includes CDBG | After Funding Agency Audit, if required - Minimum 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; Grants covered by a Consolidated Action Plan are required for 5 years; 2 CFR 200.334 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §§8546.7, 26202 |
| Lead Dept. | CW-020 | NOTICES & PUBLICATIONS: Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; CCP §§337 et seq, 349.4; GC §§26202, 54960.1(c)(1) |

Retention Schedule: COUNTYWIDE / COMMON RECORDS

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|---|-------------------------------------|--------------------------------------|-------------------|---|-----------------------------------|---|
| <i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Human Resources | CW-021 | PERSONNEL FILES - DEPARTMENT-LEVEL COPIES / WORKING FILES Includes Contract Employees, excludes Sheriff Employees | Separation or Transfer + 3 years | Before Separation | Mag, Ppr | | | Ensure records kept in Department files comply with County policy (all originals are sent to Personnel, only the Supervisor's file is maintained in departments); GC §§26202, 60201.7 |
| Human Resources | CW-022 | PERSONNEL FILES - SUPERVISORS FILE OF NOTES - Incorporated into Annual Performance Evaluations | 1 year | Before Annual Performance Evaluation | Mag, Ppr | | | Confidential preliminary drafts and notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline, if required; GC §§26202, 60201 et seq. |
| Lead Dept. | CW-023 | PHOTOGRAPHS | When No Longer Required | | Mag, Ppr | | | Preliminary Drafts (retention is placed on the record the photograph is used in - Brochure, Report, etc.); destroy unnecessary photographs. GC §§26202, 60201 |
| Lead Dept. | CW-024 | REAL PROPERTY OWNED BY THE COUNTY: Deeds, Easements, Rights of Way, etc. | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §§26202, 60201 et. seq. |
| Lead Dept. | CW-025 | RECORDS DESTRUCTION AUTHORIZATION FORMS | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §§26202, 60201 |
| Lead Dept. | CW-026 | REGULATIONS / REFERENCE MATERIALS: Policies, Procedures, Brochures, Flyers, Manuals / Handbooks, Newsletters, Plans, etc.: Produced by OTHER Departments | When Superseded | | Mag, Ppr | | | Copies; GC §26201 |
| Lead Dept. | CW-027 | RECORDS DESTRUCTION AUTHORIZATION FORMS | 10 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | County preference; GC §26201 |
| | CW-028 | REGULATIONS / REFERENCE MATERIALS: Policies, Procedures, Brochures, Flyers, Manuals / Handbooks, Newsletters, Plans, etc.: produced by OUTSIDE ORGANIZATIONS (Chamber of Commerce, etc.) | Non-Records When No Longer Required | | Mag, Ppr | | | Non-Records |

Retention Schedule: COUNTYWIDE / COMMON RECORDS

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|---|--------------------|-----------------------|-------------------|---|-----------------------------------|---|
| <i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Lead Dept. | CW-029 | REGULATIONS / REFERENCE MATERIALS: Policies, Procedures, Brochures, Flyers, Manuals / Handbooks, Newsletters, Plans, etc.: produced by YOUR Department | Minimum of 2 years | Yes: Until Superseded | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §§26202, 60201 |
| Lead Dept. | CW-030 | REPORTS & STUDIES (Historical) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §§26202, 60201 |
| Lead Dept. | CW-031 | REPORTS & STUDIES (other than Historical) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Information is outdated after 10 years; GC §§26202, 60201 |
| Lead Dept. | PW-049 | SAFETY DATA SHEET (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used) | 30 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §§26202, 60201 |
| Lead Dept. | CW-032 | SPECIAL EVENTS (Parade permits, etc.) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §§26202, 60201 |
| Lead Dept. | CW-033 | SURVEYS / QUESTIONNAIRES: Summaries If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Source documents are considered Transitory records and can be destroyed when no longer required; GC §§26202, 60201 |
| Lead Dept. | CW-034 | TRAINING RECORDS / Training Database: COURSE RECORDS / Vector Solutions Database (Attendance Rosters or Sign-in Sheets, Outlines and Materials) Includes Ethics, Harassment, & Safety Meetings / Training / Tailgates | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 26202, 53235.2(b); 53237.2(b) |

Retention Schedule: AGRICULTURE COMMISSIONER

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|--|------------------------------|--------|-------------------|--------------------------------------|-----------------------------------|--|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| AGRICULTURE COMMISSIONER | | | | | | | | |
| Agriculture Comm. | AG-001 | CalCATS DATABASE (California County Activity Tracking System) -Tracks Activities, Time and Expenses for Agricultural and Weights & Measures | Indefinite, Minimum 3 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Agriculture Comm. | AG-002 | CalPEATS DATABASE (California Pesticide Inspection Activity Tracking System) -Tracks Activities, Time and Expenses for Pesticide Inspections | Indefinite, Minimum 3 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Lead Dept. | AG-003 | ADMINISTRATION - AGREEMENTS & CONTRACTS: ADMINISTRATIVE RECORDS (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.) | Completion + 5 years | | Mag, Mfr, OD, Ppr | S / M / I | Yes: After QC & OD | Department preference; meets municipal government auditing standards; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §26202 |
| Agriculture Comm. | AG-004 | COMPLAINTS - ALL PROGRAMS | 5 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Agriculture Comm. | AG-005 | CROP STATISTICS - CROP REPORT | P | | Mag, Mfr, OD, Ppr | S / M / I | Yes: After QC & OD | Department Preference; GC §26202 |
| Agriculture Comm. | AG-006 | HEARINGS - ALL PROGRAMS | 5 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Agriculture Comm. | AG-007 | INSPECTIONS - ALL PROGRAMS | 5 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Agriculture Comm. | AG-008 | INVESTIGATIONS: ALL PROGRAMS (unlicensed applicators, pesticide illnesses, etc.) | 5 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Agriculture Comm. | AG-009 | MOSQUITO ABATEMENT TRAPPING | Indefinite - Minimum 2 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Agriculture Comm. | AG-010 | NOPAs (Notice of Proposed Actions) - ALL PROGRAMS | 5 years | | Mag, Ppr | | | Department Preference; GC §26202 |

Retention Schedule: AGRICULTURE COMMISSIONER

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
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| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Agriculture Comm. | AG-011 | NURSERY INSPECTIONS - SOD, GWSS (Glassy-winged Sharpshooter), LBAM (Light Brown Apple Moth), Other Pests | 5 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Agriculture Comm. | AG-012 | PEST DETECTION / TRAPPING | 5 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Agriculture Comm. | AG-013 | PEST EXCLUSION | 5 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Agriculture Comm. | AG-014 | PEST EXCLUSION - BRANCHED BROOMRAPE, CQC, PHYTOSANITARY CERTIFICATES, SOD | 5 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Agriculture Comm. | AG-015 | PESTICIDES - INSPECTIONS | Close of Business + 3 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Agriculture Comm. | AG-016 | PESTICIDES - PERMITS, REGISTRATIONS, BAIT SALES | 3 years | | Mag, Ppr | | | 3 CCR 6623, GC §26202 |
| Agriculture Comm. | AG-017 | SEED INSPECTION - 3RD PARTY SAMPLING | 5 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Agriculture Comm. | AG-018 | SEED INSPECTION - LABELING INSPECTION | 5 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Agriculture Comm. | AG-019 | STANDARDIZATION - FRUIT & VEGETABLE INSPECTION, ORGANIC REGISTRATIONS, CPC, CFM | 5 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Agriculture Comm. | AG-020 | STANDARDIZATION - PESTICIDE RECORD SEARCH (For Organic Certifications) | 3 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Agriculture Comm. | AG-021 | WEED MANAGEMENT CONTRACTS | 5 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Agriculture Comm. | AG-022 | WEED MANAGEMENT RECORDS / MAPS (Invasive Species) | P | | Mag, Mfr, OD, Ppr | S / M | Yes: After QC & OD | Department Preference; GC §26202 |

Retention Schedule: AGRICULTURE COMMISSIONER

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| Agriculture Comm. | AG-023 | WEIGHTS & MEASURES - STORE SCALES, LIVESTOCK & VEHICLE SCALES, FUEL METERS, QC, SCANNERS, WEIGHMASTER, PETROLEUM INSPECTIONS, WATER DISPENSERS | 5 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Agriculture Comm. | AG-024 | WEIGHTS & MEASURES - SUB METERED DEVICES | 10 years | | Mag, Ppr | | | Department Preference (inspected every 10 years); GC §26202 |

RECORDS RETENTION SCHEDULE: AIRPORT

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
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| <i>If the record is not listed here, refer to the Retention for County-Wide Standards .</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years)</i> | | | | | | | | |
| HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| AIRPORT | | | | | | | | |
| Airport | AIR-001 | ABOVE GROUND STORAGE TANK (Airport-Owned Diesel) Tank Monitoring, Inspections and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records, CUPA Inspections, including letters of correction and citations | 20 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); EPA recommends that formal test records or reports be retained for the life of the container; GC §26202 |
| Airport | AIR-002 | AIRCRAFT ACCIDENT / INCIDENT REPORTS: AIRCRAFT / SAFETY RISK MANAGEMENT ANALYSIS / MITIGATIONS | Minimum 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 3 years is required for risk analysis and Safety Risk Management Process; 14 CFR 139.402; GC §26202 |
| Airport | AIR-003 | AIRPORT SECURITY ACCESS APPLICATIONS / BADGING / AOA Access Personnel Records / Gate Card User Acknowledgements / Proximity Cards (Employees and Tenants) | End of Tenancy + 180 days | Yes: While Current | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Required for 180 days; FAA Security Directive SD1542-04-08E |
| Airport | AIR-004 | AIRPORT STATE LICENSE (Safety Inspections) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Airport | AIR-005 | CALTRANS AERONAUTICS INSPECTIONS (Annual - Includes letters of corrections and citations) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §26202 et seq. |
| Airport | AIR-006 | CITATIONS / LEASE ENFORCEMENT ACTIONS / Rules & Regulations Enforcement / Notices of Violations (includes written noise and safety complaints) | Resolution + 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (consistent with other Code Enforcement and Operational Complaints); GC §26202 et seq. |

RECORDS RETENTION SCHEDULE: AIRPORT

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| HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Airport | AIR-007 | DAILY AND QUARTERLY INSPECTIONS / Section 139 Inspections / App 139 Database | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 14 CFR 139.402; GC §26202 et seq. |
| Airport | AIR-008 | EMERGENCY OPERATIONS PLAN / DISASTER RECOVERY PLAN / Earthquake Information, Airport Certification Manual, Airport Emergency Plan | Until Superseded | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Most are non-records; GC §26202 |
| Airport | AIR-009 | FAA INSPECTIONS / REPORTS / FAA FORMS: Inspection Logs & Maintenance Work Orders; Meter Reading & Adjustments, Facility Maintenance Logs, Radio Equipment Operation Records, NavAid & AWOS Error Data, Certification & Inspections; Technical Performance Records | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Regulations imply these are kept permanently, "...one copy to be kept in the permanent records of the facility ": GC §26202, 14 CFR 171.13 - 171.327 |
| Airport | AIR-010 | GRANTS - AIRPORT - FAA ONLY | Final Expenditure Report + 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 14 CFR 152.213, 152.307; GC §26202 |
| Airport | AIR-011 | NOTAM (Notice to Airmen) | 2 years | Yes: Until Disposition | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §26202 et seq. |

Retention Schedule: ASSESSOR

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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| ASSESSOR | | | | | | | | |
| Assessor | ASR-001 | MEGABYTE PROPERTY TAX SYSTEM DATABASE (Includes Applications for Exemptions (Initials and Renewals), Assessment Rolls for Secured and Unsecured Property, etc.) | Indefinite (Permanent) | Yes | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Department Preference; Property Tax Rule 135(e)(5) allows for destruction for exemptions 6 years after the lien date for the last year for which the exemption claim was active; GC §26202; R&T §465, 2928, 4377, |
| Assessor | ASR-002 | APPLICATIONS FOR EXEMPTION CLAIMS - INITIAL APPLICATION: Homeowners, Religious, Veterans, Welfare | P | Yes | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Department Preference; Property Tax Rule 135(e)(5) allows for destruction for exemptions 6 years after the lien date for the last year for which the exemption claim was active; GC §26202; R&T §465 |
| Assessor | ASR-003 | APPLICATIONS FOR EXEMPTION CLAIMS - RENEWAL APPLICATIONS: Homeowners, Religious, Veterans, Welfare | Minimum 7 years | Yes | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Department Preference; Property Tax Rule 135(e)(5) allows for destruction for exemptions 6 years after the lien date for the last year for which the exemption claim was active; GC §26202; R&T §465 |
| Assessor | ASR-004 | APPRAISAL RECORDS ("live" and "dead" parcels): Building Dimensions, Calculations, Reports of Investigation, Permit Questionnaires, Possessory Interests, etc. | P | Yes | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Department Preference for ease in document imaging management; USPAP (Uniform Standards of Professional Appraisal Practice) ethical standards require appraisers to retain records for at least 5 years, or final disposition + 2 years, if used in a judicial proceeding; GC §26202 |
| Assessor | ASR-005 | ASSESSMENT ROLLS: SECURED | Minimum 12 years | Yes | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Department Preference (12 years is required); GC §§26202, 26908, R&T §4377 |
| Assessor | ASR-006 | ASSESSMENT ROLLS: STATISTICS | Minimum 5 years | | Mag, Ppr | S / I | Yes: After QC & OD | Department Preference (5 years is required); GC §§26202, 26908, R&T §2928 |

Retention Schedule: ASSESSOR

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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Assessor | ASR-007 | ASSESSMENT ROLLS: UNSECURED | Minimum 5 years | Yes | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Department Preference (5 years is required); GC §§26202, 26908, R&T §2928 |
| Assessor | ASR-008 | ASSESSMENT ROLLS: UTILITIES | Minimum 5 years | Yes | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Department Preference (5 years is required); GC §§26202, 26908, R&T §2928 |
| Assessor | ASR-009 | ASSESSOR PARCEL MAPS | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Current maps maintained permanently for administrative purposes; GC §26202 |
| Assessor | ASR-010 | BUSINESS PROPERTY STATEMENTS | Minimum 7 years | Yes | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Assessor or Board may destroy any taxpayer's document lien date + 6 years; Those documents may be destroyed when three years have elapsed since the lien date if the documents have been microfilmed, microfiche'd, imaged, or otherwise preserved on a medium that provides access to the documents; GC §26202, R&T §465 |
| Assessor | ASR-011 | CHANGE OF OWNERSHIP (COR) / PRELIMINARY CHANGE OF OWNERSHIP (PCOR) - Includes attached deed references and notes | Minimum 7 years | Yes | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Department Preference; Assessor or Board may destroy any taxpayer's document lien date + 6 years; statewide guidelines propose 4 years; GC §26202; R&T §465 |
| Assessor | ASR-012 | MAILING ADDRESS CHANGES | Minimum 7 years | Yes | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Assessor or Board may destroy any taxpayer's document lien date + 6 years; GC §26202, R&T §465 |
| Assessor | ASR-013 | MINE PRODUCTION REPORTS | P | Yes | Mag, Ppr | | Yes: After QC & OD | Department Preference; GC §26202 |
| Assessor | ASR-014 | PERMIT QUESTIONNAIRES | P | Yes | Mag, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 |

Retention Schedule: ASSESSOR

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| Assessor | ASR-015 | PERSONAL / BUSINESS PROPERTY RECORDS - CANCELED ACCOUNTS | Minimum 7 years | | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Assessor or Board may destroy any taxpayer's document lien date + 6 years; GC §26202, R&T §465 |
| Assessor | ASR-016 | POSSESSORY INTERESTS | Minimum 7 years | Yes | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Consistent with auditing standards; GC §26202 |
| Assessor | ASR-017 | PRELIMINARY CHANGE OF OWNERSHIP (PCOR): Notifications from Title Companies | Minimum 7 years | Yes | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Department Preference; Assessor or Board may destroy any taxpayer's document lien date + 6 years; GC §26202, R&T §465 |
| Assessor | ASR-018 | SUBVENTION APPLICATIONS (Agriculture / Williamson Act) | Minimum 7 years | Yes | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Department Preference; Assessor or Board may destroy any taxpayer's document lien date + 6 years; GC §26202, , R&T §465 |
| Assessor | ASR-019 | VALUATIONS: Annexations, etc. | P | Yes | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | R&T §4377 |
| Assessor | ASR-020 | VESSEL AND AIRCRAFT RECORDS | 7 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Assessor or Board may destroy any taxpayer's document lien date + 6 years; GC §26202, , R&T §465 |

Retention Schedule: AUDITOR - CONTROLLER

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| GENERAL ACCOUNTING | | | | | | | | |
| Auditor - Controller / Accounting | ACC-001 | FINANCIAL SERVICES Database / ERP Database | Indefinite - Minimum 5 years | Yes | Mag, Ppr | | | Data is interrelated; Meets municipal government auditing standards; GC §§24350 - 24356; 26907, 26202, 60201 |
| Clerk of the Board | ACC-002 | ACFR (ANNUAL COMPREHENSIVE FINANCIAL REPORT) / Annual Financial Reports, Comprehensive Annual Financial Report (CAFR) | Copies - When No Longer Required | | Mag, Ppr | | | Copies; GC §26201, 60202 |
| Auditor - Controller / Accounting | ACC-003 | ANNUAL REPORTS / STATE CONTROLLER'S REPORT, etc. Local Government Compensation Report, Property Management Plan, Obligation Payment Schedules, Due Diligence Reviews, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), etc. | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; meets municipal government auditing standards; GC §§26202, 60201 |
| Auditor - Controller / Accounting | ACC-004 | APPROPRIATION ADJUSTMENTS / BUDGET TRANSFERS | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Consistent with other standards; GC §§24356, 26907; 2 CFR 200.334 |
| Clerk of the Board | ACC-005 | AUDITS - County, Single Act or Special Audits | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; meets municipal government auditing standards; ; GC §26201, 60202 |
| Auditor - Controller / Accounting | ACC-006 | BANK STATEMENTS, FISCAL AGENT STATEMENTS, TRUSTEE STATEMENTS, INVESTMENT ACCOUNT STATEMENTS, PARS STATEMENTS, BANK RECONCILIATIONS, etc. | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference to meet municipal government auditing standards; GC §§26202, 60201, 26 CFR 31.6001-1 |

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| Auditor - Controller / Accounting | ACC-007 | BONDS & COUPONS (General Obligation / Revenue) / CERTIFICATE OF PARTICIPATION (COP) | Fully Defeased + 10 years | Yes: Until Mature | Mag, Mfr, OD, Ppr | S / I | No | Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; 26 CFR 1.6001-1(e); CCP §§336 et seq.; 337.5(a); GC §43900 et seq. |
| Auditor - Controller / Accounting | ACC-008 | CHECKS / WARRANTS CANCELLED (maintained at the Bank) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Statute of Limitations is 4 years; GC §§26202, 26907, CCP § 337; 2 CFR 200.334 |
| Auditor - Controller / Accounting | ACC-009 | COST PLAN - Charges, Equipment and Building use, worksheets and working papers | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Required for 3 years after submission; cost plan procedures for Counties, section 2160; GC §§26202, 60201 |
| Auditor - Controller / Accounting | ACC-010 | DEPOSIT PERMITS / TRUST ACCOUNTS | Close + 5 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §§24356, 26907, 27001 |
| Auditor - Controller / Accounting | ACC-011 | DEPRECIATION SCHEDULES | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference to accommodate GASB 34; GC §§26202, 60201 |
| Auditor - Controller / Accounting | ACC-012 | FINANCIAL REPORTS GENERATED FROM DATABASE: Check Registers, Journals, Ledgers, Reconciliations, Expenditure and Revenue Reports, Fees Collected - All Year-End Reports | When No Longer Needed | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Reports can re-generated accurately from the database (the database is the original / official record); Warrant registers & Indices are required for 5 years; GC §§24356, 26907, 26202 |
| Auditor - Controller / Accounting | ACC-013 | JOURNAL ENTRIES / JOURNAL VOUCHERS | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §§26202, 60201 |
| Auditor - Controller / Accounting | ACC-014 | MANDATED COST REIMBURSEMENT CLAIMS (SB 90): Made to the State to reimburse for mandated costs | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference to meet auditing standards; GC §§26202, 60201 |

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| Auditor - Controller / Accounting | ACC-015 | POSTING JOURNAL & PROOF LISTS | Drafts - Destroy at any time | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Drafts; GC §§26202, 60201 et seq. |
| ACCOUNTS PAYABLE | | | | | | | | |
| Auditor - Controller / Accounting | ACC-016 | 1099s (1099-M and 1099-R), 1096s | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Wastewater is a Special District, and law requires all records that contain independent contractor's compensation, expense reimbursement, or District credit card records be retained 7 years; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §26202, 29 USC 436; GC §60201(d)(12) |
| Auditor - Controller / Accounting | ACC-017 | ACCOUNTS PAYABLE CLAIMS FOR PAYMENT / INVOICES / ACCOUNTS PAYABLE (includes claims for self-insured health benefits) | 7 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Wastewater is a Special District, and law requires all records that contain independent contractor's compensation, expense reimbursement, or District credit card records be retained 7 years; Warrants are required for 5 years; Consistent with County Accounting Committee recommendations; purchase requisitions are required for 3 years; Calif. Dept of Fairs requires 2 years GC §§26202, 25501.5, 26907; 2 CFR 200.334; GC §60201(d)(12) |
| Auditor - Controller / Accounting | ACC-018 | W-9s | Vendor Inactive + 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §§26202, 60201 et seq. |

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| PAYROLL | | | | | | | | |
| Auditor - Controller / Payroll | ACC-019 | EMPLOYEE WITHHOLDING RECORDS (FICA, Medicare, etc.) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | IRS: 4 yrs after tax is due or paid (longer for auditing & employee delinquency); Ca. FTB: 3 years;; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §§26202, 60201 |
| Auditor - Controller / Payroll | ACC-020 | LABOR DISTRIBUTION REPORTS | When No Longer Needed | | Mag, Ppr | | | Drafts (Can be re-created from Database); GC §§26202, 60201 |
| Auditor - Controller / Accounting | ACC-021 | PAYROLL ADMINISTRATION REPORTS: Adjustments, Deduction Registers, Year-to-Date Reports, Master Changes, Status Reports | When No Longer Needed | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Reports can re-generated accurately from the database (the database is the original / official record); Warrant registers & Indices are required for 5 years; GC §§26202, 60201 |
| Auditor - Controller / Payroll | ACC-022 | PAYROLL FILE (by employee - includes direct deposit, voluntary deductions, deferred compensation, etc.) | Employee Termination + 7 years | Yes: Until Terminated | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Wastewater is a Special District, and law requires all records that contain independent contractor's compensation, expense reimbursement, or District credit card records be retained 7 years; IRS requires 4 years; Ca. requires 2 yr min.; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); GC §§26202, 60201(d)(12) |
| Auditor - Controller / Payroll | ACC-023 | PAYROLL REGISTER - ANNUAL CUMULATIVE DETAIL REPORT | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference for PERS Buy-backs; GC §§26202, 60201 |
| Auditor - Controller / Payroll | ACC-024 | PAYROLL TAX RECORDS: DE-6, DE-9, DE-43, W-3, DE-166 & 941 Forms, IRS 5500 Forms (Employee Benefit Plans) - Quarterly Payroll Tax Returns | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years;; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §§26202, 60201 |

Retention Schedule: AUDITOR - CONTROLLER

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|---|---------------|--|-------------------------------|-----------------|-------------------|--------------------------------------|-----------------------------------|--|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement) | | | | | | | | |
| Lead Dept. | ACC-025 | TIME SHEETS / TIME CARDS (after they are scanned and submitted to Auditor) | 7 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Health & Human Services and Sheriff retain the time sheet with the employee signature; Wastewater is a Special District, and law requires all records that contain independent contractor's compensation, expense reimbursement, or District credit card records be retained 7 years; Auditor is OFR for all others (If the signed time sheet is forwarded to the Auditor, the Auditor is OFR "Lead Dept."); Meets auditing standards (audit + 4 years); IRS requires 4 years; other State and Federal regulations require 2 years; FTB keeps 3 years; 8 CCR §11040.7(c); 29 CFR 516.5; 29 CFR 516.6(a)(1); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); GC §§26202, 60201(d)(12) |
| Auditor - Controller / Payroll | ACC-026 | W-2s | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Wastewater is a Special District, and law requires all records that contain independent contractor's compensation, expense reimbursement, or District credit card records be retained 7 years; IRS: 4 yrs after tax is due or paid (longer for auditing & employee delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §§26202,60201(d)(12) |
| Auditor - Controller / Payroll | ACC-027 | W-4s | No Longer in Effect + 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §§26202, 60201; 26 CFR 31.6001-1 |

Retention Schedule: AUDITOR - CONTROLLER

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|---|---------------|---|-----------------|--------|-------------------|--------------------------------------|-----------------------------------|---|
| <i>If the record is not listed here, refer to the Retention for County-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement)</i> | | | | | | | | |
| PROPERTY TAX APPORTIONMENT | | | | | | | | |
| Auditor - Controller / Tax Apportionment | ACC-028 | PROPERTY TAX APPORTIONMENT / AB 8 Formula Calculations / ERAF (Educational Revenue Augmentation Funds / Distribution, Adjustments, Reporting of Property Values, What is Due to Jurisdictions, etc. | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; meets municipal government auditing standards; GC §§26202, 60201 |

Retention Schedule: BEHAVIORAL HEALTH

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|---|---|--------|-------------------|--------------------------------------|-----------------------------------|---|
| <i>If the record is not listed here, refer to the Retention for County-Wide Standards .</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years)</i> | | | | | | | | |
| HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i> | | | | | | | | |
| BEHAVIORAL HEALTH | | | | | | | | |
| Behavioral Health | BH-001 | ADULT & FAMILY SERVICES COMMISSION: AGENDAS, AGENDA PACKETS | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Audio & Video are required for 30 days; GC §54953.5(b) |
| Behavioral Health | BH-002 | ADULT & FAMILY SERVICES COMMISSION: AUDIO & VIDEO RECORDINGS | Minimum 2 years | | Mag | | | Video is required for 90 days; Audio Required for 30 days (or adoption of the minutes); GC §§54953.5(b); 26202.7 |
| Behavioral Health | BH-003 | ADULT & FAMILY SERVICES COMMISSION: MINUTES | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Behavioral Health | BH-004 | FISCAL / FUNDING ALLOCATIONS / COST REPORTS | Minimum Completion of State Audit + 10 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After 1 year | Department Preference; GC §26202; 42 CFR §§ 438.3(h) and 438.230(c)(3)(i-iii) |
| Behavioral Health | BH-005 | HIPAA POLICIES AND PROCEDURES (Health Insurance Portability and Accountability Act) | Minimum Superseded + 6 years | | Mag, Mfr, OD, Ppr | S/M | Yes: After 1 year | 45 CFR 164.530(j) |
| Behavioral Health | BH-006 | HOMELESS OUTREACH PROGRAMS | Minimum After Funding Agency Audit, if required - Minimum 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; Grants covered by a Consolidated Action Plan are required for 5 years; 2 CFR 200.334 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §§8546.7, 26202 |
| Behavioral Health | BH-007 | MASTER CLIENT DATABASE RECORDS | Indefinite - Minimum Last Visit + 10 years | Yes | Mag | | | Department preference; GC §26202; 42 CFR §§ 438.3(h) and 438.230(c)(3)(i-iii) |

Retention Schedule: BEHAVIORAL HEALTH

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|--|-------------------------------|-----------------------|-------------------|--------------------------------------|-----------------------------------|--|
| <i>If the record is not listed here, refer to the Retention for County-Wide Standards .</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years)</i> | | | | | | | | |
| HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i> | | | | | | | | |
| Behavioral Health | BH-008 | PATIENT OR CLIENT FILES - ADULTS AND EMANCIPATED MINORS - Drug & Alcohol, Health, Medical, Mental Health programs - includes discontinued programs (e.g. AID) - Confidential | Minimum Last Visit + 10 years | Yes: Until Last Visit | Mag, Mfr, OD, Ppr | S/M | Yes: After 1 year | Department Preference; Clinical records must be preserved for a minimum of seven (7) years following discharge/termination of the client from services, with the following exceptions: 2.2.1 The records of un-emancipated minors must be kept for at least one (1) year after such minor has reached age 18, and in any case, not less than seven (7) years. 2.2.2 For psychologists: 2.2.2.1 Clinical records must be kept for seven (7) years from the client's discharge/termination date. 2.4 Records shall be retained beyond the seven (7) year period if an audit involving those records is pending, until audit findings are resolved. H&S §123145, 9 CCR 784.28(a), 9 CCR 9444, 22 CCR 70751(c) & 71551(c); CMS Pub. 100-4, Chapter 1, Section 110.3; 42 CFR §§ 438.3(h) and 438.230(c)(3)(i-iii) |

Retention Schedule: BEHAVIORAL HEALTH

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|--|--|-----------------------|-------------------|--------------------------------------|-----------------------------------|--|
| <i>If the record is not listed here, refer to the Retention for County-Wide Standards .</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years)</i> | | | | | | | | |
| HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i> | | | | | | | | |
| Behavioral Health | BH-009 | PATIENT OR CLIENT FILES - UNEMANCIPATED MINORS - Drug & Alcohol, Health, Medical, Mental Health programs - includes discontinued programs (e.g. AID) - Confidential | Minimum Last Visit + 10 years OR 25 years old, whichever is longer | Yes: Until Last Visit | Mag, Mfr, OD, Ppr | S/M | Yes: After 1 year | Department Preference; Clinical records must be preserved for a minimum of seven (7) years following discharge/termination of the client from services, with the following exceptions: 2.2.1 The records of un-emancipated minors must be kept for at least one (1) year after such minor has reached age 18, and in any case, not less than seven (7) years. 2.2.2 For psychologists: 2.2.2.1 Clinical records must be kept for seven (7) years from the client's discharge/termination date. 2.2.2.2 In the case of a minor, (7) years after the minor reaches age 18. 2.4 Records shall be retained beyond the seven (7) year period if an audit involving those records is pending, until audit findings are resolved. H&S §123145, 9 CCR 784.28(a), 9 CCR 9444, 22 CCR 70751(c) & 71551(c); CMS Pub. 100-4, Chapter 1, Section 110.3; 42 CFR §§ 438.3(h) and 438.230(c)(3)(i-iii) |
| Behavioral Health | BH-010 | STATISTICS - PROGRAM PARTICIPANTS | Minimum 10 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After 1 year | Department Preference; GC §26202 |

Retention Schedule: **BUILDING**

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|---|----------------------------|-----------|-------------------|---|-----------------------------------|--|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| BUILDING | | | | | | | | |
| Lead Dept. | BLD-001 | PERMIT DATABASE (Accela) | Indefinite - Permanent | Yes: All | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference - Data is interrelated; Permits are Required for the Life of the Structure; GC §26202; H&S §19850 |
| Building | BLD-002 | BUILDING PERMITS | P | Yes: All | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Law requires for the life of the building; GC §26202, H&S §19850 |
| Building | BLD-003 | BUILDING PLANS & CONSTRUCTION DOCUMENTS - Commercial, Places of Public Accommodation, Multi-Unit Dwellings , Residential with 3 or more stories (Includes Energy Calculations, Structural Calculations, Environmental Health, etc.) | P | Yes: All | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Law requires for the life of the building for commercial and common interest dwellings; CBC 104.7 & 107.5, H&S§19850; H&S§19850, GC §26202 |
| Building | BLD-004 | BUILDING PLANS & CONSTRUCTION DOCUMENTS - Residential, Accessory Buildings - After Covid (2020) (Includes Energy Calculations, Structural Calculations, Environmental Health, etc.) | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §26202 |
| Building | BLD-005 | BUILDING PLANS & CONSTRUCTION DOCUMENTS - Residential, Accessory Buildings - Prior to Covid (2020) (Includes Energy Calculations, Structural Calculations, Environmental Health, etc.) | Permit Finalled + 180 days | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §26202 |
| Building | BLD-006 | CALIFORNIA BUILDING CODES | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §50022.6 |
| Building | BLD-007 | CERTIFICATES OF OCCUPANCY | P | Yes: All | Mag, Mfr, OD, Ppr | S / I | Yes | Department preference; GC §26202 |

Retention Schedule: **BUILDING**

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|---|---------------|--|-----------------|--------|-------------------|---|-----------------------------------|---|
| <i>If the record is not listed here, refer to the Retention for County-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Community Develop. / Building | BLD-008 | COPYRIGHT RELEASE FORMS / Requests & Permissions to Receive Copies of Plans (to and from Architects) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §26202 |
| Building | BLD-009 | SOLID WASTE MANAGEMENT PLANS / WASTE MANAGEMENT PLANS / Dump Receipts, Proof of Compliance, etc. | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §26202 |
| Building | BLD-010 | STOP WORK NOTICES, CORRECTION NOTICES / INSPECTION NOTICES | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts not retained in the ordinary course of business; GC §26202 |

Retention Schedule: CHILD SUPPORT SERVICES

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|--|---|--------|-------------------|---|-----------------------------------|--|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| CHILD SUPPORT SERVICES | | | | | | | | |
| Child Support Services | CSS-001 | MASTER CLIENT DATABASE RECORDS / Child Support Enforcement (CSE) Database | Indefinite - Minimum Case Closure + 5 years | Yes | Mag | | | Department preference; Data is inter-related; Title IV-D programs are required for 4 years and 4 months from case closure; CA DCSS Manual of Policies & Procedures requires 3 years from the date CA submits the Federal expenditure report, which is fiscal closure; GC §26202, 22 CCR 111450 |
| Child Support Services | CSS-002 | CHILD SUPPORT ENFORCEMENT CASES / TITLE IV-D FILES / FOLDERS / RECORDS (Child Support Orders, Collections, Location of Parents, Paternity, etc.) | Case Closure + 5 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Title IV-D programs are required for 4 years and 4 months from case closure; CA DCSS Manual of Policies & Procedures requires 3 years from the date CA submits the Federal expenditure report, which is fiscal closure; GC §26202, 22 CCR 111450 |

Retention Schedule: CLERK OF THE BOARD

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro - fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|---|------------------------|-----------------------|-------------------|--|-----------------------------------|---|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| BOARD OF SUPERVISOR SUPPORT, CONSTITUENT SERVICES, POLICY (Also See County-wide Schedule) | | | | | | | | |
| Board of Supervisor Support | COB-001 | PROJECTS AND ISSUES Records of Substantive Content that relate to projects and issues within each District | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 et seq. |
| CLERK OF THE BOARD | | | | | | | | |
| Clerk of the Board | COB-002 | _AGENDA MANAGEMENT DATABASE / LEGISLATIVE HISTORY DATABASE (Granicus / Legistar) | Indefinite - Permanent | Yes | Mag, OD | | | Department preference; Data is interrelated; GC §26202 et seq. |
| Clerk of the Board | COB-003 | ADMINISTRATIVE POLICIES & PROCEDURES Directives, Policies, Procedures that affect all Departments | Superseded + 4 years | Yes: Until Superseded | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | May relate to employee actions; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c); 8 CCR §11040.7(c), GC §§12946, 12960, 26202 |
| Clerk of the Board | COB-004 | AGENDA PACKETS / AGENDA STAFF REPORTS - AFTER 2015 (Prior to 2015, the Lead Department was the Office of Record) Board of Supervisors, Nevada County Sanitation District #1 (NCSD1), Assessment Appeals Board (AAB), and Housing Authority (HA) Includes Appeals, Annual Financial Reports (ACFR), all records that are included in the Agenda Packet) | P | | Mag, OD, Mfr, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 et seq. |
| Clerk of the Board | COB-005 | APPLICATIONS - SPECIAL DISTRICTS, BOARDS, COMMISSIONS AND COMMITTEES (ALL, whether Appointed by the Board of Supervisors or not) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §26202 |
| Clerk of the Board | COB-006 | ASSESSMENT DISTRICT FORMATION (County Service Areas, Road Divisions, etc.) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |

Retention Schedule: CLERK OF THE BOARD

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|--|---------------|--|------------------------------------|------------------------|-------------------|--|-----------------------------------|---|
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| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement). | | | | | | | | |
| Clerk of the Board | COB-007 | AUDIO & VIDEO RECORDINGS / TAPES Board of Supervisors, Nevada County Sanitation District #1 (NCSD1), Assessment Appeals Board (AAB), and Housing Authority (HA) | Minimum 10 years | | Mag | | | Video is required for 90 days; Audio Required for 30 days (or adoption of the minutes); GC §§54953.5(b); 26202.7 |
| Lead Dept. | COB-008 | BALLOTS & PROTEST LETTERS, TABULATION: Prop. 218 (Property-based fees) | 2 years | | Mag, Ppr | | | GC §53753(e)(2) |
| Clerk of the Board | COB-009 | BOARD ORDERS / MINUTE ORDERS (Minutes include the action, and are retained permanently) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §26202 |
| Clerk of the Board | COB-010 | BONDS: Labor & Materials, Performance Bonds, Letters of Credit, Project Security | Release of Bond / Letter of Credit | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Security |
| Clerk of the Board | COB-011 | BYLAWS (Boards, Commissions or Committees) | Superseded + 2 years | Yes: Until Superseded | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 et seq. |
| Clerk of the Board | COB-012 | CLAIM FOR DAMAGES (filed against the County) | Final Disposition + 5 years | Yes: Until Disposition | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Claim must be filed within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 26202; PC §832.5(b) |
| County Counsel | COB-013 | CLOSED SESSION MEMOS | Do Not Retain | Yes: Until Superseded | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | County Counsel is Office of Record, 26202 |
| Clerk of the Board | COB-014 | COUNTY CODE ADMINISTRATION (Correspondence to the Codifier, etc.) | When No Longer Required | | Mag, Ppr | | | Preliminary Drafts not retained in the ordinary course of business; GC §26202 |
| Clerk of the Board | COB-015 | FPPC 700 Series Forms / STATEMENT OF ECONOMIC INTERESTS - County Code Filers | 7 years | | Mag, Mfr, OD, Ppr | S / M | Yes: After 2 years | County Clerk maintains original statements GC §81009(e) & (g) |

Retention Schedule: CLERK OF THE BOARD

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|--|---------------|---|-----------------|--------|-------------------|--|-----------------------------------|---|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement). | | | | | | | | |
| Clerk of the Board | COB-016 | FPPC 700 Series Forms / STATEMENT OF ECONOMIC INTERESTS - Government Code Filers | 4 years | | Mag, Mfr, OD, Ppr | S / M | Yes: After 2 years | County Clerk maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g) |
| Clerk of the Board | COB-017 | FPPC 700 Series Forms / STATEMENT OF ECONOMIC INTERESTS - ELECTRONICALLY FILED | 10 years | | Mag, Mfr, OD, Ppr | S / M | Yes: After QC & OD | Statements filed electronically are required for 10 years; GC §81009(f)(g); GC §84615 |
| Clerk of the Board | COB-018 | FPPC Form 801 (Gift to Agency Report) | 7 years | | Mag, Ppr | | | Post on County website for 4 years; GC §81009(e) |
| Clerk of the Board | COB-019 | FPPC Form 802 (Tickets Provided by Agency Report) | 7 years | | Mag, Ppr | | | Must post on website for 4 years; GC §81009(e) |
| Clerk of the Board | COB-020 | FPPC Form 803 (Behested Payment Report) | 7 years | | Mag, Ppr | | | GC §81009(e) |
| Clerk of the Board | COB-021 | FPPC Form 804 (Agenda Report of New Positions) | P | | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Must be retained same period of time as the Conflict of Interest Code, which is adopted by Resolution; 2 CCR 18734(c) |
| Clerk of the Board | COB-022 | FPPC Form 805 (Agency Report of Consultants) | P | | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Must be retained same period of time as the Conflict of Interest Code, which is adopted by Resolution; 2 CCR 18734(c) |
| Clerk of the Board | COB-023 | FPPC Form 806 (Agency Report of Public Official Appointments) | 7 years | | Mag, Ppr | | | Must post on website; 2 CCR 18702.5; 2 CCR 18702.5(b)(3); GC §81009(e) |
| Clerk of the Board | COB-024 | GRAND JURY REPORTS regarding County Operations and Responses | 5 years | | | | | Department preference; matches the retention of the Grand Jury; GC §26202 |
| Clerk of the Board | COB-025 | HISTORICAL RECORDS: Records deemed to have significant historical value to the County - Articles of Incorporation, etc. | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Historical Records Commission determines historical significance; GC §26202 et seq. |
| Clerk of the Board | COB-026 | LIST OF ELECTED OFFICIALS, APPOINTED OFFICERS, COMMISSION & COMMITTEE MEMBERS (ROSTERS) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §26202 |
| Clerk of the Board | COB-027 | LOCAL APPOINTMENTS LIST / ROSTER OF BOARDS AND COMMISSIONS (Maddy Act Lists) | 2 years | | Mag, Ppr | | | GC §26202 |

Retention Schedule: CLERK OF THE BOARD

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro - fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|---|----------------------|--------|-------------------|--|-----------------------------------|---|
| <i>If the record is not listed here, refer to the Retention for County-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Clerk of the Board | COB-028 | MINUTES Board of Supervisors, Nevada County Sanitation District #1 (NCSD1), Assessment Appeals Board (AAB), and Housing Authority (HA) | P | Yes | Mag, Mfr, OD, Ppr | S / I | No | GC §§25102, 26202, 54960.1(c)(1) |
| Clerk of the Board | COB-029 | OATHS OF OFFICE / CERTIFICATES OF APPOINTMENT | Separation + 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §§36507, 26202; PC §§801.5, 803(c); 29 USC 1113 |
| Clerk of the Board | COB-030 | ORDINANCES Board of Supervisors | P | Yes | Mag, Mfr, OD, Ppr | S / I | No | GC §26202 et. seq. |
| Clerk of the Board | COB-031 | PETITIONS (submitted to BOS on any subject, not part of the Agenda Packet. See Elections for Initiative, Recall or Referendum Petitions) | 2 years | | Ppr | S / I | Yes: After QC & OD | Department Preference; Law requires 1 year for petitions; GC §50115 |
| Clerk of the Board | COB-032 | PROCLAMATIONS & COMMENDATIONS | 2 years | | Mag, Ppr | | | Department Preference to match the terms of office; GC §26202 et seq. |
| Clerk of the Board | COB-033 | PROOF OF POSTING (Declaration of the Clerk of the Board of Supervisors) | 2 years | | Mag, Ppr | | | Brown Act challenges must be filed within 30 or 90 days of action; GC §§26202, 54960.1(c)(1) |
| Clerk of the Board | COB-034 | PUBLIC RECORDS ACT REQUESTS, SUBPOENAS / DATABASE / SOFTWARE (Except District Attorney, Public Defender, Sheriff) | 2 years | | Mag, Ppr | | | GC §26202 et. seq. |
| Clerk of the Board | COB-035 | RECORDS RETENTION SCHEDULES, AMENDMENTS TO RECORDS RETENTION SCHEDULE | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §26201 |
| Clerk of the Board | COB-036 | REDISTRICTING WEB PAGE/ District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.) | 10 years | | Mag, OD, Ppr | S / I | Yes: After QC & OD | EC §21508(g); GC §26202 |

Retention Schedule: CLERK OF THE BOARD

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|--|---------------|--|-----------------|--------|-------------------|--|-----------------------------------|--|
| <i>If the record is not listed here, refer to the Retention for County-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Clerk of the Board | COB-037 | RESOLUTIONS Board of Supervisors, Nevada County Sanitation District #1 (NCSD1), Assessment Appeals Board (AAB), and Housing Authority (HA) | P | Yes | Mag, Mfr, OD, Ppr | S / I | No | GC §26201 |
| Clerk of the Board | COB-038 | SUBJECT FILES | Minimum 2 years | | Mag, Ppr | | | Department Preference; GC §26202 et seq. |

Retention Schedule: CODE & CANNABIS COMPLIANCE

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| CODE & CANNABIS COMPLIANCE | | | | | | | | |
| Code & Cannabis Compliance | CODE-001 | PERMIT DATABASE (Accela) - CODE & CANNABIS COMPLIANCE DATA ONLY. (May include Citations / Penalties, Inspections, Hearings, Annual Cannabis Cultivation Permits, Substantive Photos, etc.) | Minimum Resolution + 2 years | Yes: All | Mag, Mfr, OD, Ppr | S / I | Yes | Department Preference - retention does not apply to other portions of the Accela database (just Code and Cannabis Compliance); GC §26202 |
| Code & Cannabis Compliance | CODE-002 | ABANDONED VEHICLE ABATEMENT (AVA) FILES (May include Citations / Penalties, Inspections, Hearings, Substantive Photos, etc.) | Minimum Resolution + 2 years | Yes: Until Resolved | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Case is open until satisfactorily resolved; GC §26202 |
| Code & Cannabis Compliance | CODE-003 | CANNABIS COMPLAINTS / ENFORCEMENT CASES / PENALTIES (May include Citations / Penalties, Inspections, Hearings, Substantive Photos, etc.) | Minimum Resolution + 2 years | Yes: Until Resolved | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Case is open until satisfactorily resolved; GC §26202 |
| Code & Cannabis Compliance | CODE-004 | CANNABIS CULTIVATION PERMITS (ANNUAL) / LICENSES (May include Citations / Penalties, Inspections, Hearings, Substantive Photos, etc.) | Minimum Expiration + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 |
| Code & Cannabis Compliance | CODE-005 | CANNABIS INSPECTIONS - ILLICIT AND PERMITTED (May include Citations / Penalties, Inspections, Hearings, Substantive Photos, etc.) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 |
| Code & Cannabis Compliance | CODE-006 | CODE ENFORCEMENT / ABATEMENT CASE FILES (May include Citations / Penalties, Inspections, Hearings, Substantive Photos, etc.) | Minimum Resolution + 2 years | Yes: Until Resolved | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Case is open until satisfactorily resolved; GC §26202 |

Retention Schedule: COUNTY CLERK / RECORDER / ELECTIONS

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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| COUNTY CLERK / RECORDER | | | | | | | | |
| County Clerk / Recorder | CCR-001 | DEPUTY APPOINTMENTS / OATHS | Revocation + 5 years | | Mag, Mfr, OD, Ppr | S / M | Yes: After QC & OD | GC §24102 |
| County Clerk / Recorder | CCR-002 | ENVIRONMENTAL FILINGS - Negative Declarations, Notice of Exemptions, Notice of Determinations. (Certification and Fish & Game environmental filing fee cash receipts) | 2 years | | Mag, Ppr | | | Department Preference - Originals are sent back to filer after posting has been completed (these are actually copies) GC §26201 |
| County Clerk / Recorder | CCR-003 | FICTITIOUS BUSINESS NAME STATEMENTS: All records - Includes original filings, Withdrawal Statements & Abandonment of Use filings, proof of publications, etc. | Expiration + 4 years | | Mag, Mfr, OD, Ppr | S / M | Yes: After QC & OD | B&P §§17925, 17927, 26202 |
| County Clerk / Recorder | CCR-004 | FINANCING / CONTINUATION STATEMENT | Lapse + 2 years | | Mag, Mfr, OD, Ppr | S / M | Yes: After QC & OD | B&P §17927, 26202 |
| County Clerk / Recorder | CCR-005 | LEGAL DOCUMENT ASSISTANT / UNLAWFUL DETAINER ASSISTANT REGISTRATIONS: Applications, cash deposits, bonds, renewal cards, etc. | 10 years | | Mag, Mfr, OD, Ppr | S / M | Yes: After Expiration + 3 years | Registrations are effective for 2 years; Cash Deposits are required for Registration Expiration + 3 years; B&P §§6400, 6403(e), 6405(g); GC §26202 |
| County Clerk / Recorder | CCR-006 | MARRIAGE CONSENT FORMS: Judge's permission or Parent's consent for a minor to marry | 2 years | | Mag, Mfr, OD, Ppr | S / M | Yes: After QC & OD | The Court Order is a record of the Clerk to the Court, and is retained 30 years, but since the documents are required to be filed with the County Clerk, the County must retain for a minimum of 2 years; GC §26202 |
| County Clerk / Recorder | CCR-007 | MARRIAGE RECORDS: CONFIDENTIAL (All records - Includes "Domestic Partnerships") | P | Yes | Mag, Mfr, OD, Ppr | S / M | Yes: After QC & OD | Becomes part of Vital Records in Records Office; FC §511 |
| County Clerk / Recorder | CCR-008 | NOTARY JOURNALS: Delivered to County Clerk upon expiration of term, death, or resignation | 10 years + Court Order | | Mag, Mfr, OD, Ppr | S / M | No | After 10 years from the date of deposit with the county clerk, if no request for, or reference to such records has been made, they may be destroyed upon order of court GC §8209(c) |

Retention Schedule: COUNTY CLERK / RECORDER / ELECTIONS

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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| County Clerk / Recorder | CCR-009 | NOTARY PUBLIC BONDS | Expiration of Term + 10 years | | Mag, Mfr, OD, Ppr | S / M | Yes: After QC & OD | Department Preference to cover statute of limitations for E&O; CCP §337 et seq., GC §26201; GC§ 8213 |
| County Clerk / Recorder | CCR-010 | OATHS OF OFFICE: Employees, elected and appointed officials | P | | Mag, Mfr, OD, Ppr | S / M | Yes: Termination + 6 years | Department preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; GC §26202; PC §§801.5, 803(c); 29 USC 1113 |
| County Clerk / Recorder | CCR-011 | OATHS OF OFFICE: Notary Publics | Expiration of Term + 1 year | | Mag, Mfr, OD, Ppr | | | GC §8213 |
| County Clerk / Recorder | CCR-012 | OFFICIAL RECORDS: REAL PROPERTY RECORDS / Title to Real Property / Deeds, Easements, Liens, Lien Releases, Maps, Map Guarantees, Notice of Completion, Power of Attorney, Rights of Way | P | | Mag, Mfr, OD, Ppr | S / M | Yes: After QC & OD | GC §26202 |
| County Clerk / Recorder | CCR-013 | POWER OF ATTORNEY FILINGS AND REVOCATIONS INDEX (all records) | P | | Mag, Mfr, OD, Ppr | S / M | Yes: When Inactive | GC §26202 |
| County Clerk / Recorder | CCR-014 | PROCESS SERVER INDEX | P | | Mag, Mfr, OD, Ppr | S / M | Yes: After QC & OD | GC §26202 |
| County Clerk / Recorder | CCR-015 | PROCESS SERVER REGISTRATIONS: Applications, bonds, renewal cards, etc. | Expiration + 13 years | Yes: Until Expired | Mag, Mfr, OD, Ppr | S / M | Yes: After Expiration + 3 years | 3 years after expiration date of the certificate, the paper may be destroyed if it is scanned, retain scanned image 10 years B&P 22351(c); GC §26202 |
| County Clerk / Recorder | CCR-016 | PROFESSIONAL PHOTOCOPIERS | 10 years | | Mag, Mfr, OD, Ppr | S / M | Yes: After QC & OD | B&P §22452(c); GC §26202 |
| County Clerk / Recorder | CCR-017 | PUBLIC NOTICE POSTING (Environmental Notices, Fish & Game, etc.) | Return to Lead Agency (no retention required) | | Mag, Mfr, OD, Ppr | S / M | Yes: After Expiration + 3 years | 14 CCR 753-5, PRC 21152(c) GC §26202 |

Retention Schedule: COUNTY CLERK / RECORDER / ELECTIONS

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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| County Clerk / Recorder | CCR-018 | REGISTRATIONS: Legal Document Assistant, Process Server, Professional Photocopier, Unlawful Detainer Assistant | Expiration + 10 years | | Mag, Mfr, OD, Ppr | S / M | Yes: After QC & OD | Image is required to be retained for 10 years after scanning;; B&P §6403, , GC §26202 |
| County Clerk / Recorder | CCR-019 | TAX-DEFAULTED PROPERTY DELINQUENT LIST - ASSESSOR PROOF OF PUBLICATION | 7 years | | Mag, Mfr, OD, Ppr | S / M | Yes: After Expiration + 3 years | R&T §3374; GC §26202 |
| County Clerk / Recorder | CCR-020 | VITAL RECORDS: BIRTH, DEATH, MARRIAGE CERTIFICATES, AND RELATED DOCUMENTS | P | | Mag, Mfr, OD, Ppr | S / M | Yes: After QC & OD | GC §26202; |

Retention Schedule: COUNTY CLERK / RECORDER / ELECTIONS

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| REGISTRAR / ELECTIONS | | | | | | | | |
| County Clerk / Registrar | ROV-001 | AFFIDAVITS OF VOTER REGISTRATION | Cancellation + 5 years | Yes | Mag, Mfr, OD, Ppr | S / M | After Next General Election | Paper may be destroyed (if imaged) following the first general election after the date of cancellation; EC §17000 |
| County Clerk / Registrar | ROV-002 | APPLICATION FOR VOTER REGISTRATION INFORMATION | 5 years | | Ppr | | | EC 2188(f) |
| County Clerk / Registrar | ROV-003 | BALLOT RECEIPTS - FEDERAL ELECTIONS / FEDERAL & STATE & LOCAL COMBINED WITH FEDERAL ELECTIONS | 22 months | | Ppr | | | EC §17301 |
| County Clerk / Registrar | ROV-004 | BALLOT RECEIPTS - STATE & LOCAL ELECTIONS (No Federal contests) | 6 months | | Ppr | | | EC §17302 |
| County Clerk / Registrar | ROV-005 | BALLOTS - FEDERAL ELECTIONS / FEDERAL & STATE & LOCAL COMBINED WITH FEDERAL ELECTIONS (voted, unvoted and spoiled) | 22 months | | Ppr | | | Department preference; EC §17301 & 17302 |
| County Clerk / Registrar | ROV-006 | BALLOTS - STATE & LOCAL ELECTIONS (No Federal contests) (voted, unvoted and spoiled) | 6 months | | Ppr | | | Department preference; EC §17301 & 17302 |
| County Clerk / Registrar | ROV-007 | CANDIDATE STATEMENT FORMS (from the candidate to be printed in the Voter Information Guide) | When No Longer Required | | Ppr | | | Drafts (printed in sample ballot); GC §26202 |
| County Clerk / Registrar | ROV-008 | CERTIFICATES OF ELECTION (Oaths of Office are Recorded) | 5 years | | Mag, Mfr, OD, Ppr | S / M | No | Department preference; Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; GC§1363(2) PC§§801.5, 803(c); 29 USC 1113 |
| County Clerk / Registrar | ROV-009 | CODE OF FAIR CAMPAIGN PRACTICES | 30 days After Election | | Ppr | | | EC §20442 |

Retention Schedule: COUNTY CLERK / RECORDER / ELECTIONS

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| County Clerk / Registrar | ROV-010 | DECLARATION OF CANDIDACY | Term of Office + 4 years | | Ppr | | | Department preference; "Nomination documents and signatures in lieu of filing fee petitions" are required four years after the expiration of the term; EC §17100(a) GC §26202 |
| County Clerk / Registrar | ROV-011 | DISTRICT FILE (Statement of Facts, Resolutions, Maps, etc.) | P | | Mag, Ppr | | | Department preference (maintaining in GIS); GC §26202 |
| County Clerk / Registrar | ROV-012 | FEDERAL ELECTION MATERIALS - Generally (ballots, etc.) | 22 months | | Ppr | | | EC §17301 |
| County Clerk / Registrar | ROV-013 | FPPC 400 Series Forms & Form 501 / CAMPAIGN STATEMENTS ELECTRONICALLY FILED | 10 years | | Mag, Mfr, OD, Ppr | S / M | Yes: After QC & OD | Department preference; Campaign Statements filed electronically are required for 10 years; GC §81009(f)(g); GC §84615 |
| County Clerk / Registrar | ROV-014 | FPPC 400 Series Forms & Form 501 / CAMPAIGN STATEMENTS OTHER COMMITTEES (PACS) - STATEWIDE MEASURES | 7 years | | Mag, Mfr, OD, Ppr | S / M | Yes: After 2 years | Paper must be retained for at least 2 years; GC §81009(a)&(g) |
| County Clerk / Registrar | ROV-015 | FPPC 400 Series Forms & Form 501 / CAMPAIGN STATEMENTS THOSE NOT REQUIRED TO FILE ORIGINAL WITH COUNTY CLERK (copies) | 4 years | | Mag, Mfr, OD, Ppr | S / M | Yes: After 2 years | Paper must be retained for at least 2 years; GC §81009(f)&(g) |
| County Clerk / Registrar | ROV-016 | FPPC 400 Series Forms & Form 501 / CAMPAIGN STATEMENTS: UNSUCCESSFUL CANDIDATES | 5 years | | Mag, Mfr, OD, Ppr | S / M | Yes: After 2 years | Required for 5 years; Paper must be retained for at least 2 years; GC §81009(b)&(g) |
| County Clerk / Registrar | ROV-017 | FPPC 400 Series Forms & Form 501 / CAMPAIGN STATEMENTS: ELECTED OFFICIALS | P | | Mag, Mfr, OD, Ppr | S / M | Yes: After 2 years | Paper must be retained for at least 2 years; GC §81009(b)&(g) |
| County Clerk / Registrar | ROV-018 | INDEX TO AFFIDAVITS OF VOTER REGISTRATION (Report of Registration) Local Report | P | | Mag, Mfr, OD, Ppr | S / M | After Next General Election | Department Preference; Law requires 5 years; EC §17001 |

Retention Schedule: COUNTY CLERK / RECORDER / ELECTIONS

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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| County Clerk / Registrar | ROV-019 | INDEX TO AFFIDAVITS OF VOTER REGISTRATION (Report of Registration) State Report | 5 years | | Ppr | | | Law requires 5 years; EC §17001 |
| County Clerk / Registrar | ROV-020 | IN-LIEU OF FILING FEE PETITIONS | Term of Office + 4 years | | Ppr | | | Department preference; "Nomination documents and signatures in lieu of filing fee petitions" are required four years after the expiration of the term; EC §17100(a) GC §26202 |
| County Clerk / Registrar | ROV-021 | NOMINATION PAPERS, SIGNATURES-IN-LIEU | Term of Office + 4 years | | Ppr | | | Department Preference; EC §17100 |
| County Clerk / Registrar | ROV-022 | PETITIONS (Initiative, Recall or Referendum) - IF SUFFICIENT | Results + 8 months | | Ppr | | | Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400 |
| County Clerk / Registrar | ROV-023 | PETITIONS:(Initiative, Recall or Referendum) - IF INSUFFICIENT | Final Examination + 1 year after petition examination | | Ppr | | | Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400 |
| County Clerk / Registrar | ROV-024 | PRECINCT MAPS | When No Longer Required | | Mag, Ppr | | | Department preference (maintaining in GIS); GC §26202 |
| County Clerk / Registrar | ROV-025 | PRECINCT OFFICER APPOINTMENTS - FEDERAL, STATE & LOCAL: Applications, Declaration of Intentions, Appointments, Nominations | 22 months | | Ppr | | | Department preference; EC §17502, 17503 |
| County Clerk / Registrar | ROV-026 | PROVISIONAL BALLOT IDENTIFICATION ENVELOPES - FEDERAL ELECTIONS / FEDERAL & STATE & LOCAL COMBINED WITH FEDERAL ELECTIONS | 22 months | | Ppr | | | EC §17301 |

Retention Schedule: COUNTY CLERK / RECORDER / ELECTIONS

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| County Clerk / Registrar | ROV-027 | PROVISIONAL BALLOT IDENTIFICATION ENVELOPES - STATE & LOCAL ELECTIONS (No Federal contests) | 6 months | | Ppr | | | EC §17302 |
| County Clerk / Registrar | ROV-028 | RESULTS / STATEMENT OF VOTES CAST: LOCAL / STATE | P | | Mag, Mfr, OD, Ppr | S / M | Yes | Retained for Historical Value, GC §26202 |
| County Clerk / Registrar | ROV-029 | ROSTER OF VOTERS (All Elections) | 5 years | | Mag, Mfr, OD, Ppr | S / M | After Next General Election | EC §17300 |
| County Clerk / Registrar | ROV-030 | STATE OR LOCAL ELECTION MATERIALS - No Federal Contents Generally (ballots, etc.) | 6 months | | Ppr | | | EC §17302 |
| County Clerk / Registrar | ROV-031 | TALLY SHEETS: FEDERAL ELECTIONS / FEDERAL & STATE & LOCAL COMBINED WITH FEDERAL ELECTIONS | 22 months | | Ppr | | | EC §17303 |
| County Clerk / Registrar | ROV-032 | TALLY SHEETS: STATE & LOCAL ELECTIONS (No Federal contests) | 6 months | | Ppr | | | EC §17304 |
| County Clerk / Registrar | ROV-033 | VOTE-BY-MAIL IDENTIFICATION ENVELOPES - FEDERAL ELECTIONS / FEDERAL & STATE & LOCAL COMBINED WITH FEDERAL | 22 months | | Ppr | | | EC §17301 |
| County Clerk / Registrar | ROV-034 | VOTE-BY-MAIL IDENTIFICATION ENVELOPES - STATE & LOCAL ELECTIONS (No Federal contests) | 6 months | | Ppr | | | EC §17302 |
| County Clerk / Registrar | ROV-035 | VOTER INFORMATION GUIDES (Sample Ballots) | P | | Mag, Mfr, OD, Ppr | S / M | Yes | Retained for Historical Value, GC §26202 |
| County Clerk / Registrar | ROV-036 | VOTER REGISTRATION DATABASE | Indefinite - Pursuant to State Law | Yes | Mag | | | Department preference; Data is interrelated; See VoteCal and current elections codes. |

Retention Schedule: COUNTY COUNSEL

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|---|-------------------------------------|------------------------------|-------------------|--------------------------------------|-----------------------------------|--|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| COUNTY COUNSEL | | | | | | | | |
| County Counsel | COU-001 | LEGAL CASE MANAGEMENT SOFTWARE | Indefinite - (Permanent) | Yes | Mag | | | Data Fields / Records are interrelated; GC §26202 |
| County Counsel | COU-002 | ADMINISTRATIVE HEARINGS / SOCIAL SERVICES FAIR HEARING FILES | Minimum Close + 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; CCP §§ 337 et seq.; GC §§ 911.2, 26202 |
| County Counsel | COU-003 | ADVISORY CASE FILES / SUBJECT FILES - COUNTY COUNSEL / ATTORNEY FILES (includes all subjects - Conservatorships, Contracts, Employee Discipline, Juvenile Cases, Land Use, Public Administrator / Decent Estate Cases, etc.) | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | After 2 years, review and send correspondence with significant historical value to Archives; GC §26202 |
| County Counsel | COU-004 | BAIL BOND FORFEITURE FILES | Minimum 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Auditing standards are 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 26202 |
| County Counsel | COU-005 | COMPLAINTS AND INQUIRIES | 2 years | Yes: Until Resolved | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §26202 |
| County Counsel | COU-006 | LITIGATION FILES: Briefs, Discovery, Pleadings, correspondence, etc. | Minimum Final Disposition + 5 years | Yes: Until Final Disposition | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Statute of Limitations for most contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 26202; PC §832.5(b) |
| County Counsel | COU-007 | LITIGATION FILES: Final Settlement, Historically Significant Records | P | Yes: Until Final Disposition | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Statute of Limitations for most contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 26202; PC §832.5(b) |
| County Counsel | COU-008 | NUISANCE ABATEMENT / CODE ENFORCEMENT CASE FILES | Minimum 2 years | Yes: Until Resolved | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC § 25105.5 |
| County Counsel | COU-009 | OPINIONS, COUNTY COUNSEL | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Clerk of the Board maintains originals; GC §26201 |

Retention Schedule: COUNTY COUNSEL

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
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| <i>If the record is not listed here, refer to the Retention for County-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| County Counsel | COU-010 | OUTSIDE ATTORNEY INVOICES (Detail - Not Redacted, Not Accessible to the Public) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Auditor received redacted versions; meets government auditing standards; GC §26201 |
| County Counsel | COU-011 | PITCHESS MOTION FILES | Minimum 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC § 26202 |

Retention Schedule: COUNTY EXECUTIVE OFFICE (CEO) (Risk Management)

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|---|-----------------------------|-------------------------|-------------------|--------------------------------------|-----------------------------------|--|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| COUNTY EXECUTIVE OFFICE (CEO) | | | | | | | | |
| County Executive Office (CEO) | CEO-001 | PROJECTS AND ISSUES Records of Substantive Content that relate to projects and issues | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; ; GC §26201 |
| County Executive Office (CEO) | CEO-001 | BUDGETS / BUDGET BOOKS (Finals) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; ; GC §26201 |
| RISK MANAGEMENT | | | | | | | | |
| County Executive Office / Risk Manage. | CEO-002 | CLAIMS AGAINST THE COUNTY / TORT CLAIMS | Final Disposition + 5 years | Yes: Before Disposition | Mag, Ppr | | | Department Preference; Statute of Limitations for most contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 26202 |
| County Executive Office / Risk Manage. | CEO-003 | CLAIM LOG of WORKERS COMPENSATION / EMPLOYEE INJURIES - ANNUAL YEAR-END SUMMARY | 5 years | Yes: Before Disposition | Mag, Ppr | | | Department preference; GC §26202; 8 CCR 10103.1 |
| County Executive Office / Risk Manage. | CEO-004 | JPIA - INSURANCE POLICIES AND CERTIFICATES (County-owned): ALL - e.g., Liability (General & Public), Workers Compensation | P | Yes: Before Expiration | Mag, Mfr, OD, Ppr | S / M | Yes: After Expiration | For protection from litigation; GC §26202 |

Retention Schedule: COUNTY EXECUTIVE OFFICE (CEO) (Risk Management)

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|---|---------------|-----------------------------|--|-------------------|-------------------|--------------------------------------|-----------------------------------|---|
| <i>If the record is not listed here, refer to the Retention for County-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| County Executive Office / Risk Manage. | CEO-005 | WORKERS COMPENSATION CLAIMS | Separation + 30 years, or Termination of Benefits, whichever is longer | Yes: Until Closed | Mag, OD, Mfr, Ppr | S/M/I | Yes: When Inactive | County Accounting Standards committee recommends 15 years; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; the Workers Compensation Appeals Board may destroy their records after 5 years; 8 CCR §3204(d)(1) et seq., 8 CCR 5144 , 8 CCR 10102, 10755, 10758, 15400.2; 29 CFR 1910.1020(d); GC §§12946, 12960 , 26202 |

Retention Schedule: DISTRICT ATTORNEY

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|--|---|------------------------|-------------------|--------------------------------------|-----------------------------------|--|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| DISTRICT ATTORNEY | | | | | | | | |
| District Attorney | DA-001 | CRIMINAL CASE FILES: DATABASE | Indefinite - Follows Retention of the Crime Report | Yes | Mag, Ppr | | | Department Preference; (data is interrelated); GC §26202 |
| District Attorney | DA-002 | INDEX OF CASES (Pre-dating Database) | P | Yes | Mag, Ppr | | | Consistent with Court retention & records management standards; GC §68152(j)(10) |
| District Attorney | DA-003 | FELONIES, MISDEMEANORS, CASES OTHER THAN COURT ORDERED SEALS OR LEGALLY MANDATED SEALING OR DESTRUCTION | 99 years, or Life of the Client | Yes: Until Final Close | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Consistent with California State Bar Committee on Professional Responsibility and Conduct Formal Opinion No. 2001-157; GC §26205.8 |
| District Attorney | DA-004 | JUVENILE (Court Sealed Records) | Sealing Date + 5 years (or Court Order, or per Specialized Statute) | Yes: Until Final Close | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Defender's role as attorney is primary over the role as a County Agency (other departments have mandated purges); Consistent with Court retention; GC §68152(g)(1&2); W&I §§300, 389(a&c), 781(c&d), 826(a) |
| District Attorney | DA-005 | NON-CRIMINAL / MENTAL HEALTH (Lanterman-Petris-Short Act cases, etc.) | 99 years, or Life of the Client | Yes: Until Final Close | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Consistent with California State Bar Committee on Professional Responsibility and Conduct Formal Opinion No. 2001-157; GC §26205.8 |
| VICTIM / WITNESS | | | | | | | | |
| District Attorney | DA-006 | VICTIM / WITNESS CASES: Intake Forms, Agreements, Service Logs, Case Notes, Compensation Claim Forms, Legal Documents, Follow-up documentation | End of Support + 5 years | Yes | Mag, Ppr | | | Department Preference; GC §26202 |

Retention Schedule: ECONOMIC DEVELOPMENT

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|--|---------------------|--------|---------------|--------------------------------------|-----------------------------------|----------------------------------|
| <i>If the record is not listed here, refer to the Retention for County-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| ECONOMIC DEVELOPMENT | | | | | | | | |
| Econ. Develop. | ED-001 | ECONOMIC DEVELOPMENT PROJECTS / TOURISM / BUSINESS RECRUITMENT AND RETENTION | Minimum 2 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Econ. Develop. | ED-002 | FILM PERMITS | Expiration +2 years | | Mag, Ppr | | | Department Preference; GC §26202 |

Retention Schedule: EMPLOYMENT SERVICES

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|---|----------------------------|--------|---------------|--------------------------------------|-----------------------------------|---|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| EMPLOYMENT SERVICES | | | | | | | | |
| Employment Services | EMP-001 | 1095-C (EMPLOYER-PROVIDED HEALTH INSURANCE OFFER AND COVERAGE) | 4 years | | Mag, Ppr | | | Department Preference; IRS: 4 years after tax is due or paid; R&T §19530, GC §§26202 |
| Employment Services | EMP-002 | AFFIRMATIVE ACTION PLAN & REPORTS | 3 years | | Mag, Ppr | | | Federal law requires 3 years; California's Affirmative Action Laws were removed by initiative in 1996; GC §§12946, 26202 |
| Employment Services | EMP-003 | APPLICATIONS FOR EMPLOYMENT: ALL CANDIDATES (Not hired, but made the eligibility list. Includes Extra Help) | Eligibility List + 4 years | | Ppr | | | State Law requires 4 years; Eligibility Lists are for 6 months and 1 year and can be extended; State Law requires 4 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c); 8 CCR §11040.7(c), GC §§12946, 12960, 26202 |
| Employment Services | EMP-004 | APPLICATIONS FOR EMPLOYMENT: UNSOLICITED (no open position), candidates not hired | When No Longer Required | | Ppr | | | Department Preference - No positions open; therefore not deemed part of County recruitment practices; considered a transitory record not materially impacting the conduct of the public's business; GC §26202 |
| Employment Services | EMP-005 | APPLICATIONS FOR EMPLOYMENT: UNSUCCESSFUL (Did NOT make the eligibility list) | 4 years | | Ppr | | | EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; State Law requires 4 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 1101(c);, 8 CCR §11040.7(c), GC §§12946, 12960, 26202 |

Retention Schedule: EMPLOYMENT SERVICES

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
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| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Employment Services | EMP-006 | BACKGROUND FILES / CREDENTIAL CHECKS - Hired Employees, Health Providers, and Volunteers (Sheriff is the OFR for Sheriff department employees) Excludes Health & Human Services and Probation | Separation + 4 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After 2 years | EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; CA Department of Fairs requires 5 years; 29 CFR 1602.31 & 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 26202 |
| Employment Services | EMP-007 | RECRUITMENT FILES / EMPLOYEE INTERVIEWS: Includes brochure, advertisements, interview notes, and tests | Eligibility List + 4 years | | Mag, Ppr | | | State Law requires 4 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. & 1627.3(a)(5) and (6), 2 CCR 11013(c), 8 CCR §11040(7).(c), GC §§12946, 12960, 26202 |
| Employment Services | EMP-008 | REQUESTS / APPROVALS of Filling Positions | 3 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Employment Services | EMP-009 | VOLUNTEER / Unpaid Intern Applications & Agreements - Unsuccessful Applicants | 3 years | | Ppr | | | Consistent with employee personnel files (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age Discrimination) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 26202 |
| Employment Services | EMP-010 | VOLUNTEER / Unpaid Intern Applications & Agreements (includes emergency contact information) - Successful Applicants | Inactive / Separation + 3 years | | Mag, Mfr, OD, Ppr | S / M | Yes: 1 year | Courts treat volunteers as employees; EEOC/FLSA/ADEA (Age Discrimination) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 26202; 29 USC 1113 |

Retention Schedule: ENVIRONMENTAL HEALTH

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|---|------------------------------|--------|-------------------|---|-----------------------------------|---|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| ENVIRONMENTAL HEALTH / CHILDHOOD LEAD POISONING PREVENTION (CLPPP) | | | | | | | | |
| Environ. Health | EH-001 | ENVIRONMENTAL HEALTH DATABASES: Permits, Certificate of Operation (CofO) Invoices, Service or Complaint Requests, etc. | Indefinite - Minimum 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data Fields / Records are interrelated; meets municipal government auditing standards; GC §26202 |
| Environ. Health | EH-002 | INVESTIGATIONS: ENVIRONMENTAL HEALTH | Resolution + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-003 | LICENSES & PERMITS: ENVIRONMENTAL HEALTH | Expiration + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-004 | STUDIES AND REPORTS NOT Associated with a Business, Facility, Operator or Regulated Site | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-005 | CHILDHOOD LEAD POISONING PREVENTION: Environmental Investigations, Billing, etc. | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-005.5 | CHILDHOOD LEAD POISONING PREVENTION: Employee Records: X-Ray Reports, MOU, Dosimeter badge testing, XFR Leak tests, XFR Quality Control, | Separation + 30 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | All medical and toxic substance exposure records are required for termination + 30 years; 8 CCR 5144, 8 CCR 15400.2; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i); GC §§12946, 12960, 26202 |
| ENVIRONMENTAL HEALTH / CONSUMER PROTECTION | | | | | | | | |
| Environ. Health | EH-006 | ENVIRONMENTAL HEALTH DATABASES: Permits, CofO, Invoices, Service or Complaint Requests, etc. | Indefinite - Minimum 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data Fields / Records are interrelated; meets municipal government auditing standards; GC §26202 |
| Environ. Health | EH-007 | INVESTIGATIONS: ENVIRONMENTAL HEALTH | Resolution + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-008 | LICENSES & PERMITS: ENVIRONMENTAL HEALTH | Expiration + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-009 | STUDIES AND REPORTS NOT Associated with a Business, Facility, Operator or Regulated Site | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |

Retention Schedule: ENVIRONMENTAL HEALTH

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| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Environ. Health | EH-010 | BODY ART FACILITIES / PRACTITIONERS: Applications, permits, facility plans, inspection reports (including routine, re-inspection, complaint, notice of violation, construction) | Minimum 10 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-011 | COMMUNITY EVENTS: Food and Body Art and Certified Farmers Markets - Applications, Permits, Inspection reports, etc. | 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-012 | COMPLAINTS: All Consumer Protection Programs - Alleged complaint, investigation findings (photos, etc.), reports, notice of violation, etc. | Resolution + 2 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-013 | FOOD FACILITIES: Includes brick and mortar, mobile food facilities, Compact Mobile Food Operations, Caterer, Platform Kitchen Operations, Cottage Food Operations, Host Facilities - Applications, permits, facility plans, equipment specification sheets, plan correction/approval letters, inspection reports (including routine, re-inspection, complaint, notice of violation, construction, new business consultations, etc. | Minimum 10 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-014 | ORGANIZED CAMPS: Applications, permits, Notice of Intent to Operate, inspection reports (including routine, re-inspection, complaint, notice of violation, etc.) | Minimum 10 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |

Retention Schedule: ENVIRONMENTAL HEALTH

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
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| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Environ. Health | EH-015 | RECREATION WATER FACILITIES: Applications, permits, inspection reports (including routine, re-inspection, complaint, notice of violation, etc.) | Minimum 10 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-016 | RECREATION WATER FACILITIES: Plan review applications, plans, install/construction date, plan correction/approval letters, equipment schedules, construction photos, construction inspection reports, VGBA compliance forms, etc. | Upon removal of facility plus two years (pool or spa) | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| ENVIRONMENTAL HEALTH / HAZARDOUS MATERIAL & CUPA (Certified Unified Program Agencies) | | | | | | | | |
| Environ. Health | EH-017 | ENVIRONMENTAL HEALTH DATABASES: Permits, Cofo, Invoices, Service or Complaint Requests, etc. | Indefinite - Minimum 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data Fields / Records are interrelated; meets municipal government auditing standards; GC §26202 |
| Environ. Health | EH-018 | INVESTIGATIONS: ENVIRONMENTAL HEALTH | Resolution + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-019 | LICENSES & PERMITS: ENVIRONMENTAL HEALTH | Expiration + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-020 | STUDIES AND REPORTS NOT Associated with a Business, Facility, Operator or Regulated Site | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-021 | EMERGENCY PREPAREDNESS (After OES completes their process - Debris Removal, Housing, etc.) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-022 | HAZARDOUS MATERIALS / CUPA: CalARP; Hazardous Materials, Hazardous Waste Generators, Hazardous Waste Treatment, Aboveground Storage Tanks: Applications, Complaints, Permits, Inspection Reports, Enforcement, Plans, Correspondence, Photos, etc. | Change of Occupant + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; CUPA Inspections and Self-Audits are required for 5 years; 27 CCR 15185 & 15280; GC §26202 |

Retention Schedule: ENVIRONMENTAL HEALTH

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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Environ. Health | EH-023 | HAZARDOUS MATERIALS / CUPA: Monitoring wells permits, groundwater quality investigations | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; CUPA Inspections and Self-Audits are required for 5 years; 27 CCR 15185 & 15280; GC §26202 |
| Environ. Health | EH-024 | HAZARDOUS MATERIALS / CUPA: Remediation Cases / Studies and Reports, Contamination Data, Permits for Soil Boring, Site Safety Plans, etc. | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 |
| Environ. Health | EH-025 | HAZARDOUS MATERIALS / CUPA: Sewage spills investigations | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Required for a minimum of 5 years; SWRCB Order 2002-0103-DWQ & 2006-03; 40 CFR 122.41(j)(2); GC §26202 |
| Environ. Health | EH-026 | HAZARDOUS MATERIALS / CUPA: Underground Storage Tank Records such as inspections, monitoring, reports, installation plans, removal / closure activities, monitoring well records, remediation records | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (required for the Life of the Tank); 23 CCR 2712(b); H&S §25284.4(i); GC §26202 |
| Environ. Health | EH-027 | HAZARDOUS WASTE MANIFESTS / Certificates of Disposal | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40 |
| ENVIRONMENTAL HEALTH / LAND USE | | | | | | | | |
| Environ. Health | EH-028 | ENVIRONMENTAL HEALTH DATABASES: Permits, CofO, Invoices, Service or Complaint Requests, etc. | Indefinite - Minimum 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data Fields / Records are interrelated; meets municipal government auditing standards; GC §26202 |
| Environ. Health | EH-029 | INVESTIGATIONS: ENVIRONMENTAL HEALTH | Resolution + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-030 | LICENSES & PERMITS: ENVIRONMENTAL HEALTH | Expiration + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-031 | STUDIES AND REPORTS NOT Associated with a Business, Facility, Operator or Regulated Site | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |

Retention Schedule: ENVIRONMENTAL HEALTH

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| Environ. Health | EH-032 | LAND USE: Designated Maintenance Area (DMA) Files Application, certification, plot of location, permit copy, enforcement letters, maps of areas, Inspections, Plans | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 et seq. |
| Environ. Health | EH-033 | LAND USE: Lab Reports & Chains of Custody: SEPTIC & SEWER | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (consistent with Potable Water Bacteriological and Organics) GC §26202 |
| Environ. Health | EH-034 | LAND USE: PERC Reports Engineering and/or geological reports for feasibility of development using septic systems. | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 et seq. |
| Environ. Health | EH-035 | LAND USE: Regional Water Quality Control Board (RWQCB) Files / Exemptions | When No Longer Required - Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 et seq. |
| Environ. Health | EH-036 | LAND USE: Septic Tank Installation / Replacements | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-037 | LAND USE: Septic Tank Pumper Company Files File for each permitted liquid waste hauler active in the County, and the pumper reports. | Company Not Doing Business in County + 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 et seq. |
| Environ. Health | EH-038 | LAND USE: Sewage Holding Tanks Applications, pumper contracts, plot of location, copy of permit, bond information, maps of areas. | Expiration of Permit + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 et seq. |
| ENVIRONMENTAL HEALTH / LEA - Local Enforcement Agency / SOLID WASTE | | | | | | | | |
| Environ. Health | EH-039 | ENVIRONMENTAL HEALTH DATABASES: Permits, CofO, Invoices, Service or Complaint Requests, etc. | Indefinite - Minimum 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data Fields / Records are interrelated; meets municipal government auditing standards; GC §26202 |

Retention Schedule: ENVIRONMENTAL HEALTH

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| Environ. Health | EH-040 | INVESTIGATIONS: ENVIRONMENTAL HEALTH | Resolution + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-041 | LICENSES & PERMITS: ENVIRONMENTAL HEALTH | Expiration + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-042 | STUDIES AND REPORTS NOT Associated with a Business, Facility, Operator or Regulated Site | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-043 | EMERGENCY PREPAREDNESS (After OES completes their process - Debris Removal, Housing, etc.) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-044 | LEA / SOLID WASTE: Evaluations of LEA, County Ordinances it is charged to carry out. | Maintain last 5 evaluations for 15 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; PRC §43214, GC §26202 |
| Environ. Health | EH-045 | LEA / SOLID WASTE: Grants | 3 years after final payment date or Grant Term ends | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 14 CCR 18094; GC §26202 |
| Environ. Health | EH-046 | LEA / SOLID WASTE: Landfills (active, inactive, and closed) and non-landfill facilities: Inspections, Permits, Documents, Reports, Plan Checks, Permits, Notifications, Registrations, Enforcement Program Documents | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; required to be retained for the life of the site; approval to destroy comes from the CalRecycle Board; 14 CCR 18020(d); GC §26202 |
| ENVIRONMENTAL HEALTH / VECTOR CONTROL | | | | | | | | |
| Environ. Health | EH-047 | ENVIRONMENTAL HEALTH DATABASES: Permits, CofO, Invoices, Service or Complaint Requests, etc. | Indefinite - Minimum 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data Fields / Records are interrelated; meets municipal government auditing standards; GC §26202 |
| Environ. Health | EH-048 | INVESTIGATIONS: ENVIRONMENTAL HEALTH | Resolution + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-049 | LICENSES & PERMITS: ENVIRONMENTAL HEALTH | Expiration + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |

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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Environ. Health | EH-050 | STUDIES AND REPORTS NOT Associated with a Business, Facility, Operator or Regulated Site | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-051 | VECTOR CONTROL: Contract County/Legal Files Files for contract cities and Program legal matters. | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 et seq. |
| Environ. Health | EH-052 | VECTOR CONTROL: Program Report Files | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference, GC §26202 et seq. |
| Environ. Health | EH-053 | VECTOR CONTROL: Subject Files Files of incoming County/State/Federal/ other documents. | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 et seq. |
| ENVIRONMENTAL HEALTH / WATER / LPA (Local Primacy Agency) | | | | | | | | |
| Environ. Health | EH-054 | ENVIRONMENTAL HEALTH DATABASES: Permits, CofO, Invoices, Service or Complaint Requests, etc. | Indefinite - Minimum 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data Fields / Records are interrelated; meets municipal government auditing standards; GC §26202 |
| Environ. Health | EH-055 | INVESTIGATIONS: ENVIRONMENTAL HEALTH | Resolution + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-056 | LICENSES & PERMITS: ENVIRONMENTAL HEALTH | Expiration + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-057 | STUDIES AND REPORTS NOT Associated with a Business, Facility, Operator or Regulated Site | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Environ. Health | EH-058 | WATER LAB REPORTS & Chains of Custody: Potable Water Bacteriological | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §§64259, 64470 |
| Environ. Health | EH-059 | WATER LAB REPORTS & Chains of Custody: Potable Water Chemical (Includes Residuals) | Minimum 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §§64259 §64692 |

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| Environ. Health | EH-060 | WATER LAB REPORTS & Chains of Custody: Potable Water Lead & Copper and Blend Reports | Minimum 12 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §§64259, 64470, 40 CFR 141.33(a); 40 CFR 141.91 |
| Environ. Health | EH-061 | WATER: Correspondence and memoranda | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 22 CCR §64259 GC §26202 et seq. |
| Environ. Health | EH-062 | WATER: Inactive or Deleted Water Systems or Destroyed or Abandoned Wells | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (those that merged with a larger system are transferred to the State); GC §26202 et seq. |
| Environ. Health | EH-063 | WATER: Water System Files with permit applications, permits, amended permits, technical reports, well logs, sanitary surveys, inspection reports, compliance orders, citations, court actions and other enforcement documentation | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Required for a minimum of 10 years; 22 CCR §64259 GC §26202 et seq. |
| Environ. Health | EH-064 | WATER: Applications, well permits and well logs for new wells, well destructions and well modifications. | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Required for a minimum of 10 years; 22 CCR §64259 GC §26202 et seq. |
| Environ. Health | EH-065 | WATER: Backflow: Water System Backflows / Cross- Connection | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Meets California Department of Health requirements (3 years); GC §26202; 17 CCR 7605(f) |
| Environ. Health | EH-066 | WATER: LPA delegations agreements, annual workplans and annual evaluations | Minimum 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Required for a minimum of 10 years; 22 CCR §64259 GC §26202 et seq. |

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| Environ. Health | EH-067 | WATER: Plans, specifications and other information submitted by the water system pertaining to sources of supply, treatment, storage facilities and distribution system including water quality monitoring plans, operations plans, bacteriological sample siting plans and emergency notification plans | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Requirements: (3) The most recent plans, specifications, and other information submitted by the water system pertaining to sources of supply, treatment works, storage facilities, and distribution system, including water quality monitoring plans and total coliform siting plans; 22 CCR §64259 GC §26202 et seq. |

Retention Schedule: HOUSING AND COMMUNITY SERVICES

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
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| HOUSING & COMMUNITY SERVICES | | | | | | | | |
| Housing & community Services | H&CS-001 | Adult & Family Services Commission - AGENDAS & STAFF REPORTS | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 et seq. |
| Housing & community Services | H&CS-002 | Adult & Family Services Commission - MINUTES | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 et seq. |
| Housing & community Services | H&CS-003 | CDBG Programs (Community Development Block Grant) / Community Services Programs (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), copy of grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records | After Funding Agency Audit, if required - Minimum Close of Grant + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §26202 |
| Project Go | H&CS-004 | Energy and Weatherization Assistance program | When No Longer Required | | Mag, Ppr | | | Not a County Record |
| RHA (Sutter, Yuba, Colus & Nevada Counties) | H&CS-005 | Housing Choice Voucher (Section 8 Housing) Program | When No Longer Required | | Mag, Ppr | | | Not a County Record |
| Housing & community Services | H&CS-006 | Housing Programs: Affordable Housing Projects, First-Time Home Buyers, Lead-Based Paint, Rehabilitation, CDBG-funded Housing Projects, etc. WITHOUT a Recapture / Resale Restriction | Loan Pay-off OR Forgiveness + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 24 CFR 85.42, 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; 29 CFR 97.42, GC §26202 |

Retention Schedule: HOUSING AND COMMUNITY SERVICES

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| Housing & community Services | H&CS-007 | Housing Programs: Affordable Housing Projects, First-Time Home Buyers, Lead-Based Paint, Rehabilitation, CDBG-funded Housing Projects, etc. WITH a Recapture / Resale Restriction | 5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)(c)(2); 29 CFR 97.42, GC §26202 |
| Western Nevada County Regional Housing Trust Fund (WNCRHTF) | H&CS-008 | Regional Housing Trust Fund / Senior Housing Projects, Habitat for Humanity, etc. | When No Longer Required | | Mag, Ppr | | | Not a County Record |
| Housing & community Services | H&CS-009 | TRUST DEEDS / LOAN DOCUMENTS | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 et seq. |

Retention Schedule: HUMAN RESOURCES

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| HUMAN RESOURCES | | | | | | | | |
| Human Resources | HR-001 | HUMAN RESOURCES Database / ERP Database | Indefinite - Permanent | Yes | Mag, Ppr | | | Data is interrelated; May include employee medical records; 8 CCR 5144, 8 CCR 15400.2; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i); GC §§12946, 12960, 26202 |
| Human Resources | HR-002 | 1095-C (EMPLOYER-PROVIDED HEALTH INSURANCE OFFER AND COVERAGE) | 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; IRS: 4 years after tax is due or paid; R&T §19530, GC §§26202 |
| Human Resources | HR-003 | APPLICATIONS FOR EMPLOYMENT: UNSUCCESSFUL (Did NOT make the eligibility list) | 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; State Law requires 4 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 1101(c);, 8 CCR §11040.7(c), GC §§12946, 12960, 26202 |
| Human Resources | HR-004 | ARBITRATION / APPEALS / SKELLY NOTICES, EVIDENCE AND DECISIONS | Separation + 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | All State and Federal laws require retention until final disposition of case; State requires 4 years after action is taken; GC §§12946, 12960, 26202 |
| Human Resources | HR-005 | BACKGROUND FILES / CREDENTIAL CHECKS - Hired Employees, Health Providers, and Volunteers (Sheriff is the OFR for Sheriff department employees) | Separation + 4 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; CA Department of Fairs requires 5 years; 29 CFR 1602.31 & 29 CFR1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 26202 |

Retention Schedule: HUMAN RESOURCES

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| Human Resources | HR-006 | BENEFIT PLANS (Health, Dental, Vision, etc.) | Plan Superseded + 6 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; EEOC / ADEA (Age) requires 1 year after benefit plan termination; 29 CFR 1627.3(b)(2); 29 USC 1027; 28 CCR 1300.85.1; GC §26202 |
| Human Resources | HR-007 | CLASSIFICATION SPECIFICATIONS | Minimum Superseded + 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; 29 CFR 516.6, LC 1197.5; GC §26201 |
| Human Resources | HR-008 | CLASSIFICATION STUDIES AND SALARY SURVEYS | Minimum 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 |
| Human Resources | HR-009 | COBRA FILES | Expiration of Eligibility + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | State Law requires 2 years after action; 29 CFR 1627.3(2); GC §§12946, 12960, 26202 |
| Human Resources | HR-010 | COLLECTIVE BARGAINING AGREEMENTS / Copies of MOUs - Memoranda of Understanding | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; EEOC / FLSA requires 3 years for MOUs; State requires 2 years; 29 CFR 516.5, GC §§12946, 12960, 26201 |
| Human Resources | HR-011 | DE-34, REPORT OF NEW EMPLOYEES | 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; IRS: 4 years after tax is due or paid; R&T §19530, GC §§26202 |
| Human Resources | HR-012 | DEFERRED COMPENSATION: County Statements | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Produced by Deferred Comp. Provider; GC §26202, 26 CFR 16001.1 |
| Human Resources | HR-013 | DEFERRED COMPENSATION: Employee Statements | When No Longer Needed | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Non-records; GC §§26201, 26201 et seq. |
| Human Resources | HR-014 | DMV-Pull Notices, Waivers for Pull Notices (Sheriff is the OFR for Sheriff department employees) | When Superseded or Separated | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §20202 |

Retention Schedule: HUMAN RESOURCES

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
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| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Human Resources | HR-015 | EEO-4 REPORTS and records required to generate EEO-4 report (Self-Identification Form, etc.) | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 29 CFR 1602.30, 29 CFR 1602.32; GC §§26202 |
| Human Resources | HR-016 | EQUAL OPPORTUNITY PLANS & REPORTS | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Federal law requires 3 years; California's Affirmative Action Laws were removed by initiative in 1996; GC §§12946, 26202 |
| Human Resources | HR-017 | FAMILY AND MEDICAL LEAVE ACT (FMLA) | Separation + 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; State law required 4 years for personnel actions; GC §§ 12946, 12960, 26202 |
| Human Resources | HR-018 | GRIEVANCES | Separation + 4 years | Yes: Until Final Disposition | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; State requires 4 years after action is taken; All State and Federal laws require retention until final disposition of formal complaint; 229 CFR 1602.31 & 1627.3(b)(1) , GC §§12946, 12960, 26202, 29 USC 1113, LC 1174, |
| Human Resources | HR-019 | I-9s | Separation + 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 26202 |
| Human Resources | HR-020 | INVESTIGATIONS / DISCIPLINARY ACTIONS / CLAIMS AND COMPLAINTS: Includes Hearing Notes | Separation + 4 years | Yes: Until Final Disposition | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; State requires 4 years after action is taken; All State and Federal laws require retention until final disposition of formal complaint; 229 CFR 1602.31 & 1627.3(b)(1) , GC §§12946, 12960, 26202, 29 USC 1113, LC 1174, |

Retention Schedule: HUMAN RESOURCES

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Human Resources | HR-021 | INVESTIGATIONS / DISCRIMINATION CLAIMS / HARASSMENT CLAIMS: / California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) | Separation + 4 years | Yes: Until Final Disposition | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; State requires 4 years after action is taken; All State and Federal laws require retention until final disposition of formal complaint; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 26202, 29 USC 1113, LC 1174, |
| Human Resources | HR-022 | LAYOFF FILES (Background information, seniority lists, correspondence, etc.) | Minimum 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; State law required 4 years for personnel actions; GC §§ 12946, 12960, 26202 |
| Human Resources | HR-023 | LIVESCAN RESPONSES AND LOGS - General Employees / Miscellaneous Employees | 50 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; DOJ allows retention for legitimate business needs; must be maintained in a secure and confidential file; DOJ Information Bulletin No. 02-17-BCII; GC §26202 |
| Human Resources | HR-024 | NEGOTIATION FILES | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (used for interpreting the intent or establishing the reason for provisions); GC §26202 |
| Human Resources | HR-025 | PERSONNEL FILES EMPLOYEES / OFFICIAL PERSONNEL FILE : Excludes Medical Records; includes application, performance evaluations, Personnel Action Forms, Disaster Service Workers Oaths other formal communications between County & Employee | Separation + 6 years | Yes: Until Separated | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; statute of limitations for retirement benefits is 6 years from last action; State Law requires 4 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 26202; 53237.2(b), LC 1198.5 |

Retention Schedule: HUMAN RESOURCES

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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Human Resources | HR-026 | PERSONNEL MEDICAL FILES (Includes all workers compensation incidents) Includes Contract Employees | Separation + 30 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Files maintained separately; all medical and toxic substance exposure records are required for termination + 30 years; Claims can be made for 30 years for toxic substance exposure; Workers Compensation Claims are required for last payment+1 year or 5 years from injury, whichever is longer; Self-insurers are required to maintain workers compensation for 5 years after last payment; 8 CCR 5144, 8 CCR 15400.2; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i); GC §§12946, 12960, 26202 |
| Human Resources | HR-027 | RECRUITMENT FILES / NEOGOV DATABASE: Employee applications (unsuccessful), Volunteer applications, Includes brochure, advertisements, interview notes, and tests | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference (to accommodate the expiration of an eligibility list); State Law requires 4 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. & 1627.3(a)(5) and (6), 2 CCR 11013(c), 8 CCR §11040(7).c), GC §§12946, 12960, 26202 |
| Human Resources | HR-028 | REQUESTS / ADDITIONAL STAFFING / NEW POSITIONS, etc. | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 |
| Clerk of the Board | HR-029 | SALARY SCHEDULES | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Clerk of the Board retains the originals; GC §26200 |
| Human Resources | HR-030 | UNEMPLOYMENT INSURANCE: Claims | Final Disposition + 2 years | Yes: Until Final Disposition | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | All State and Federal laws require retention until final disposition; State requires 2 years after action is taken; 29CFR 516.5 - 516.6; GC §§12946, 12960, 26202 |
| Human Resources | HR-031 | VERIFICATIONS OF EMPLOYMENT, Child Support, etc. (From lenders or other outside companies) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not an Agency record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §26202 et seq |

Retention Schedule: HUMAN RESOURCES

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| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Human Resources | HR-032 | WORKPLACE VIOLENCE – Hazard identification, evaluation, correction, incident logs, investigations, etc. | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | LC §6401.9(f), GC §26202 |

Retention Schedule: INFORMATION & GENERAL SERVICES

(Central Services, Collection Services, Facilities Management, Information Systems, Purchasing)

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| IGS / CENTRAL SERVICES | | | | | | | | |
| IGS / Central Services | IGS-001 | CENTRAL SERVICES: Courier Services, Mail Processing, Telephone, Copier Maintenance, etc. | When No Longer Required | Yes | | | | Department preference / Content Not Substantive / Preliminary Drafts or copies; GC §26202 et seq. |
| IGS / COLLECTIONS SERVICES | | | | | | | | |
| Lead Dept. | IGS-002 | COLLECTIONS Database / Professional Credit Collections Database | Indefinite - Minimum 5 years | Yes | Mag, Ppr | | | Data is interrelated; Meets municipal government auditing standards; GC §§24350 - 24356; 26907, 26202 et seq. |
| IGS / Collections Services | IGS-003 | COLLECTIONS / PAYMENTS: Citations, Tickets, Violations, Victim Restitution, Jail, District Attorney, Parking Violations from CHP (Unincorporated areas), etc. Includes Affidavits, Appeals or Contests, Liens, etc. | 5 years | Yes | | | | Department preference; meets municipal government auditing standards; GC §26202 et seq. |
| IGS / Collections Services | IGS-004 | PAYMENT PLANS | Fully Paid or Written Off + 5 years | Yes | | | | Department preference; meets municipal government auditing standards; GC §26202 et seq. |
| IGS / FACILITIES MANAGEMENT | | | | | | | | |
| IGS / Facilities Manage. | IGS-005 | APCD PERMITS - for Generators, etc. | Issue Date + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 40 CFR 70.6; GC §26202 |
| IGS / Facilities Manage. | IGS-006 | GENERATOR INSPECTIONS LOGS & Inspections | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | APCD Rule 1470; Form 400-E-13a instructions; GC §26202 |

Retention Schedule: INFORMATION & GENERAL SERVICES
(Central Services, Collection Services, Facilities Management, Information Systems, Purchasing)

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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| IGS / Facilities Manage. | IGS-007 | CAPITAL IMPROVEMENT PROJECTS (CIP) - Facilities: MAINTENANCE-ONLY PROJECTS - No Change in Infrastructure All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.) | Completion + 5 years or After Funding Agency Audit, if required, whichever is longer | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference - meets municipal government auditing standards; Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §26202 |
| IGS / Facilities Manage. | IGS-008 | CAPITAL IMPROVEMENT PROJECTS (CIP) - Facilities: Drawings, Maps Record Drawings , Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built" | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Drafts should be destroyed; GC §26202 |
| IGS / Facilities Manage. | IGS-009 | CAPITAL IMPROVEMENT PROJECTS (CIP) - Facilities: Administration File / Construction Management Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Permits for Construction, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs , Safety SWPPP, etc. | Completion + 10 years or After Funding Agency Audit, if required, whichever is longer | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §26202 |

Retention Schedule: INFORMATION & GENERAL SERVICES

(Central Services, Collection Services, Facilities Management, Information Systems, Purchasing)

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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| IGS / Facilities Manage. | IGS-010 | CAPITAL IMPROVEMENT PROJECTS (CIP) - Facilities: Permanent File Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc. | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §26202 |
| IGS / Facilities Manage. | IGS-011 | CAPITAL IMPROVEMENT PROJECTS (CIP) - Facilities: Environmental Determinations: Correspondence and internal staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA | Project Approval or Denial + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167.6; GC §26202 |
| IGS / Facilities Manage. | IGS-012 | FACILITY LEASES / FACILITY USE PERMITS - Includes Insurance Certificates and ABC Licenses, if required | Expiration + 2 years | Yes: Until Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC § 26202 |
| IGS / Facilities Manage. | IGS-013 | LAND PURCHASE / SALES: Acquisition or Sale of County Real Property, Title Insurance, Deeds | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC § 26202 |
| IGS / Facilities Manage. | IGS-014 | SECURITY LOGS / INCIDENT REPORTS | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC § 26202 |
| IGS / Facilities Manage. | IGS-015 | WORK ORDERS / SERVICE REQUESTS / Service Orders - CRM / CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | | Mag | | | Department preference; Data is interrelated; GC §26202 |

Retention Schedule: INFORMATION & GENERAL SERVICES
(Central Services, Collection Services, Facilities Management, Information Systems, Purchasing)

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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| IGS / Facilities Manage. | IGS-016 | WORK ORDERS / SERVICE REQUESTS / Service Orders - All Information Entered in CRM / CMMS Database (Paper drafts) | When No Longer Required | | Mag, Ppr | | | Preliminary drafts (the database is the original); GC §26202 |
| IGS / Facilities Manage. | IGS-017 | WORK ORDERS / SERVICE REQUESTS / Service Orders - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; CCP §§338 et seq., 340 et seq., 342, GC §26202 |
| IGS / INFORMATION SYSTEMS | | | | | | | | |
| IGS / Information Systems | IGS-018 | COMPUTER BACKUPS / Computer Backups (ALL Disaster Recovery Computer Backups) | When No Longer Required | Yes | Mag | | | Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §26201 |
| IGS / Information Systems | IGS-019 | UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP (WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes | Follows the Retention of the Official Record | | OD | | | For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC §§26205, 12168.7, EVC §1550, 2 CCR 22620 et seq. |
| IGS / PURCHASING | | | | | | | | |
| Auditor - Controller / Accounting | IGS-020 | FINANCIAL SERVICES Database / ERP Database / PURCHASING Database | Indefinite - Minimum 5 years | Yes | Mag, Ppr | | | Data is interrelated; Meets municipal government auditing standards; GC §§24350 - 24356; 26907, 26202 et seq. |

Retention Schedule: INFORMATION & GENERAL SERVICES
(Central Services, Collection Services, Facilities Management, Information Systems, Purchasing)

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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Lead Dept. (Managing the Bidding) | IGS-021 | AGREEMENTS & CONTRACTS: SERVICES / NON-INFRASTRUCTURE UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract. (May include award protests) | Bid Opening + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | County records are a minimum of 2 years; Special Districts are required to keep public works unaccepted bids for 2 years; GC §§26202, 26202.1 |
| Lead Dept. (Managing the Bidding) | IGS-022 | AGREEMENTS & CONTRACTS: PUBLIC PROJECTS / CIP / INFRASTRUCTURE UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract.. (May include award protests) | Bid Opening + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Unaccepted infrastructure bids are required for 5 years; County records are a minimum of 2 years; Special Districts are required to keep public works unaccepted bids for 2 years; GC §§26202, 26202.1 |
| IGS / Purchasing | IGS-023 | PURCHASE ORDERS (In Database) | 5 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; meets municipal government auditing standards; purchase requisitions are required for 3 years; GC §§26202, 25501.5, 26907; 2 CFR 200.334 |

RECORDS RETENTION SCHEDULE: LIBRARY

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| LIBRARY | | | | | | | | |
| Library | LIB-001 | LIBRARY SYSTEM: ILS Database | Indefinite - Minimum 2 years | | Mag | | | Data is interrelated; GC §26202 |
| Library | LIB-002 | CITIZEN'S OVERSIGHT COMMITTEE - AGENDAS & STAFF REPORTS | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 |
| Library | LIB-003 | CITIZEN'S OVERSIGHT COMMITTEE - MINUTES | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department §26202 |
| Library | LIB-004 | COMPLAINTS AND COMPLIMENTS | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §26202 |
| Library | LIB-005 | DISRUPTIVE PATRONS / INCIDENT REPORTS | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Library | LIB-006 | EMERGENCY CONTACT LIST (Employees) | When Superseded | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary Drafts; GC §26202 |
| Library | LIB-007 | FLYERS FOR LIBRARY PROGRAMS | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary Drafts; GC §26202 |
| Library | LIB-008 | GRANTS: LSCA (Library Services and Construction), LSTA (Library Services and Technology), SLRC (State Literacy Resource Centers), CLSA (California Library Services Act) and PLF (Public Library Foundation) ONLY. For all others, follow County-wide Schedule. (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Finance | Final Expenditure + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Per California State Library Records Management Program Requirements (April 27, 1998); 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; 4; OMB Circular A-110 & A-133; GC §§8546.7, 26202 |
| Library | LIB-009 | LIBRARY CARD APPLICATIONS / PATRON APPLICATIONS | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference (the database is the original record); GC §26202 |

Retention Schedule: EMERGENCY SERVICES / OES / EMS

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|---|---------------|---|------------------------|----------|-------------------|---|-----------------------------------|---|
| <i>If the record is not listed here, refer to the Retention for County-Wide Standards .</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years)</i> | | | | | | | | |
| HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| OFFICE OF EMERGENCY SERVICES (OES) | | | | | | | | |
| Lead Dept. | OES-001 | PERMIT DATABASE (Accela) | Indefinite - Permanent | Yes: All | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference - Data is interrelated; Permits are Required for the Life of the Structure; GC §26202; H&S §19850 |
| OES / Office of Emergency Services | OES-002 | EMERGENCY PLANS / Disaster Preparedness Manuals, etc. | When Superseded | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC § 26202 |
| OES / Office of Emergency Services | OES-003 | EOC Activations & After Action Reports | 10 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; GC §26202 |
| OES / Office of Emergency Services | OES-004 | FEMA / OES REIMBURSEMENTS | 10 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; GC §26202 |
| OES / Office of Emergency Services | OES-005 | DEFENSIBLE SPACE / VEGETATION MANAGEMENT / WEED ABATEMENT / TREE REMOVAL - Inspections, Notices, Permits, Citations | Minimum 2 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC § 26202 |
| OES / Office of Emergency Services | OES-006 | PUBLIC INFORMATION / Emergency Preparedness Public Education (when produced internally) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC § 26202 |

Retention Schedule: **PLANNING**

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|--|--------------------------------------|----------|-------------------|--------------------------------------|-----------------------------------|---|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| PLANNING | | | | | | | | |
| Lead Dept. | PLN-001 | PERMIT DATABASE (Accela) | Indefinite - Permanent | Yes: All | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference - Data is interrelated; Permits are Required for the Life of the Structure; GC §26202; H&S §19850 |
| Planning | PLN-002 | PLANNING CASE FILES / PROJECT FILES - Permanent Entitlements , including Appeals, CEQA Final Documents / EIRs, etc. (Conditional Use Permits (CUP), Design Review Permit (DRP), General Plan Amendment (GPA), Minor Use Permit (MUP), Tentative Parcel Map (TPM), Variance (VAR), etc. | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes | Department Preference; GC §26202 |
| Planning | PLN-003 | APPEALS TO PLANNING COMMISSION OR BOARD OF SUPERVISORS (part of case file) | Follows Retention for Case File | | Mag, Mfr, OD, Ppr | | | Clerk of the BOS maintains originals of appeals to BOS; GC §26202 |
| Planning | PLN-004 | CORRESPONDENCE AND STAFF NOTES REGARDING CEQA - provide insight into the project or the agency's CEQA compliance with respect to the project CEQA - Environmental Impact Reports, (Final EIRs), Negative Declarations, Notice of Determinations | Project Approval or Denial + 2 years | | Mag, Ppr | | | Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733;; PRC 21167.6 GC §26202 |
| Planning | PLN-005 | ENVIRONMENTAL DETERMINATIONS: Environmental Impact Reports, (Final EIRs), Negative Declarations, Notice of Determinations, etc. | P | Yes | Mag, Mfr, OD, Ppr | S / I | No | Department Preference; Final EIRs are required to be kept a "reasonable period of time;" 14 CCR §15095(c); GC §26201 |

Retention Schedule: **PLANNING**

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|--|------------------------|--------|-------------------|--------------------------------------|-----------------------------------|--|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement). | | | | | | | | |
| Planning | PLN-006 | GENERAL PLAN and ELEMENTS | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes | Department Preference; GC §26202 |
| Planning | PLN-007 | LAND USE STUDIES | P | | Mag, Mfr, OD, Ppr | S / I | Yes | Department preference; GC §26202 |
| Planning | PLN-008 | MAPS, DRAWINGS (see Planning Case Files) | P | Yes | Mag, Mfr, OD, Ppr | S / I | No | GC §26202 |
| Planning | PLN-009 | MAPS, RECORDED | P | | Mag, Mfr, OD, Ppr | S / I | No | Department preference; GC §26202 |
| Planning | PLN-010 | MASTER PLANS, OPEN SPACE PLANS, ETC. | P | Yes | Mag, Mfr, OD, Ppr | S / I | No | GC §26202 |
| Planning | PLN-011 | MATERIALS BOARDS | When No Longer Require | | Mag, Ppr | | | Content Not Substantive / Preliminary Drafts; GC §26202 |
| Planning | PLN-012 | PLANNING CASE FILES / PROJECT FILES Temporary Uses (Events, Christmas Tree Lots, Pumpkin Lots, etc.) | 2 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Planning | PLN-013 | PLANNING COMMISSION AUDIO & VIDEO RECORDINGS | Minimum 4 years | | Mag | | | Department Preference; Video required for 90 days; Audio only required for 30 days; GC §54953.5(b); 26202 et seq. |
| Planning | PLN-014 | PLANNING COMMISSION AGENDA PACKETS (staff reports and other material are stored in the Case File / Project File) | P | | Mag, Mfr, OD, Ppr | S / I | Yes | Department Preference (the original staff reports are filed in the case file); GC §§26201, 26202 |
| Planning | PLN-015 | PLANNING COMMISSION MINUTES AND RESOLUTIONS | P | Yes | Mag, Mfr, OD, Ppr | S / I | No | County Clerk maintains original Agendas, Resolutions & Minutes. GC §26201 et seq. |
| Planning | PLN-016 | REPORTS TO THE STATE / California Department of Housing & Community Development | 5 years | | Mag, Ppr | | | Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §26201 |
| Planning | PLN-017 | ZONING ADMINISTRATOR AGENDA PACKETS (staff reports and other material are stored in the Case File / Project File) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes | Department Preference (the original staff reports are filed in the case file); GC §§26201, 26202 |
| Planning | PLN-018 | ZONING ADMINISTRATOR MINUTES / SUMMARY MINUTES | P | Yes | Mag, Mfr, OD, Ppr | S / I | No | County Clerk maintains original Agendas, Resolutions & Minutes. GC §26201 et seq. |

Retention Schedule: **PLANNING**

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|---|-----------------|--------|---------------|--------------------------------------|-----------------------------------|---|
| <i>If the record is not listed here, refer to the Retention for County-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Planning | PLN-019 | ZONING ADMINISTRATOR AUDIO RECORDINGS | Minimum 4 years | | Mag | | | Department Preference; Video required for 90 days; Audio only required for 30 days; GC §54953.5(b); 26202 et seq. |

Retention Schedule: PROBATION

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|--|---------------------------------|--------|-------------------|---|-----------------------------------|---|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| PROBATION | | | | | | | | |
| Probation | PROB-01 | PROBATION CASE MANAGEMENT SYSTEM DATABASE | Indefinite - Permanent | Yes | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Department preference (if software brand is changed, all data should be converted to new software); Data is interrelated; GC §26202 et seq. |
| Probation | PROB-02 | 25 YEARS TO LIFE SENTENCES | Completion + 10 years | | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Department preference; law requires termination of probation + 5 years; PC §1203.10, GC §26202 |
| Probation | PROB-03 | BACKGROUND FILES / CREDENTIAL CHECKS - Probation Employees | Separation + 4 years | Yes | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; CA Department of Fairs requires 5 years; 29 CFR 1602.31 & 29 CFR1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 26202 |
| Probation | PROB-04 | DECEASED PROBATIONERS (all) | 2 years | | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | GC §26202 |
| Probation | PROB-05 | DIVERSION - Bench Warrant | Completion + 10 years | | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Department preference; law requires termination of probation + 5 years; PC §1203.10, GC §26202 |
| Probation | PROB-06 | DIVERSION - Other than Bench Warrant | Completion + 5 years | | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Law requires termination of probation + 5 years; PC §1203.10, GC §26202 |
| Probation | PROB-07 | INVESTIGATIONS - MISDEMEANORS (includes Bench Warrant) | 5 years | | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Law requires termination of probation + 5 years; PC §1203.10, GC §26202 |
| Probation | PROB-08 | INVESTIGATIONS - SUPERIOR COURT - Bench Warrant | 10 years | | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Department preference; law requires termination of probation + 5 years; PC §1203.10, GC §26202 |
| Probation | PROB-09 | INVESTIGATIONS - SUPERIOR COURT - STATE PRISON SENTENCE | Length of Prison Term + 5 years | | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Law requires termination of probation + 5 years; PC §1203.10, GC §26202 |

Retention Schedule: PROBATION

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|---|-----------------------------------|--------|-------------------|---|-----------------------------------|--|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Probation | PROB-10 | JUVENILE FILE - CLOSED and SEALED | Sealing Date + 5 years | | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Consistent with Court retention; GC §68152(g)(1); W&I §§300, 826(a) |
| Probation | PROB-11 | JUVENILE FILE - CLOSED, NOT SEALED | Completion (minimum 25 years old) | | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Law requires termination of juvenile court jurisdiction + 5 years; W&I §826(a) |
| Probation | PROB-12 | MEDIATION (e.g. Victim Offender Reconciliation Program, Animal Cases, etc.) | Completion + 5 years | | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Department Preference - Consistent with other records; covers all applicable statute of limitations, CCP §337 et seq., GC §26202 |
| Probation | PROB-13 | SUPERVISION | Completion + 5 years | | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Law requires termination of probation + 5 years; PC §1203.10, GC §26202 |
| Probation | PROB-14 | SUPERVISION - Bench Warrant issued on the basis of a Probation request | Completion + 10 years | | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Department preference; law requires termination of probation + 5 years; PC §1203.10, GC §26202 |
| Probation | PROB-15 | SUPERVISION - COURTESY | 2 years | | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | GC §26202 |

Retention Schedule: PUBLIC WORKS - ENGINEERING

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|---|---|----------------------|-------------------|---|-----------------------------------|---|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| PUBLIC WORKS / ENGINEERING | | | | | | | | |
| Public Works / Engineering | ENG-001 | CAPITAL IMPROVEMENT PROJECTS (CIP) - Facilities: MAINTENANCE-ONLY PROJECTS - No Change in Infrastructure All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.) | Completion + 5 years or After Funding Agency Audit, if required, whichever is longer | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference - meets municipal government auditing standards; Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §26202 |
| Public Works / Engineering | ENG-002 | CAPITAL IMPROVEMENT PROJECTS (CIP) - Facilities: Drawings, Maps Record Drawings , Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built" | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Drafts should be destroyed; GC §26202 |
| Public Works / Engineering | ENG-003 | CAPITAL IMPROVEMENT PROJECTS (CIP) - Facilities: Administration File / Construction Management Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Permits for Construction, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs, Safety. SWPPP, etc. | Completion + 10 years or After Funding Agency Audit, if required, whichever is longer | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §26202 |

Retention Schedule: PUBLIC WORKS - ENGINEERING

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|--|--------------------------------------|----------------------|-------------------|---|-----------------------------------|---|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Public Works / Engineering | ENG-004 | CAPITAL IMPROVEMENT PROJECTS (CIP) - Facilities: Permanent File Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc. | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §26202 |
| Public Works / Engineering | ENG-005 | CAPITAL IMPROVEMENT PROJECTS (CIP) - Facilities: Environmental Determinations: Correspondence and internal staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA | Project Approval or Denial + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §26202 |
| Public Works / Engineering | ENG-006 | LAND PURCHASE / SALES: Acquisition or Sale of County Real Property, Title Insurance, Deeds | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC § 26202 |
| Public Works / Engineering | ENG-007 | ROAD DAILY ACTIVITY LOGS (provided by Roads) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; 26202 |
| Public Works / Engineering | ENG-008 | ROAD MILEAGE RECORDS (State) | Superseded (minimum 3 years) | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 |
| Public Works / Engineering | ENG-009 | ROADS - ANNUAL ROAD REPORT (Fiscal Report from State Controller) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 |

Retention Schedule: PUBLIC WORKS - ENGINEERING

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|---------------------------------------|-----------------|--------|---------------|---|-----------------------------------|--|
| <i>If the record is not listed here, refer to the Retention for County-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Public Works / Engineering | ENG-010 | STREET VACATIONS / ABANDONED PROPERTY | P | Yes | S / I | | Yes: After QC & OD | Department Preference; Clerk of the BOS maintains originals; GC § 26201 |
| Public Works / Engineering | ENG-011 | TRAFFIC COUNTS, SUMMARIES, REPORTS | 10 years | | Mag, Ppr | | | Department Preference; GC §26202 |
| Public Works / Engineering | ENG-012 | TRAFFIC SPEED SURVEYS | 10 years | | Mag, Ppr | | | Department Preference; (required to revalidate every 5 years, and may be extended to 7 or 10 years); GC §26202 |

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
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| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| PUBLIC DEFENDER | | | | | | | | |
| Public Defender | PD-001 | PUBLIC DEFENDER CASE MANAGEMENT DATABASE | Indefinite - Minimum 99 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; (data is interrelated); Consistent with California State Bar Committee on Professional Responsibility and Conduct Formal Opinion No. 2001-157; GC §26205.8 |
| Public Defender | PD-002 | FACTUAL INNOCENCE (Sealed Cases) | Arrest Date + 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Defender's role as attorney is primary over the role as a County Agency (other departments have mandated purges); too difficult to locate and notify client and records are too complex to separate confidential information; GC §26202; PC §851.8 et seq.; State Bar Formal Opinion No. 2001-157 |
| Public Defender | PD-003 | FELONIES, MISDEMEANORS, CASES OTHER THAN COURT ORDERED SEALS OR LEGALLY MANDATED SEALING OR DESTRUCTION | 99 years, or Life of the Client | Yes: Until Final Close | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Consistent with California State Bar Committee on Professional Responsibility and Conduct Formal Opinion No. 2001-157; GC §26205.8 |
| Public Defender | PD-004 | JUVENILE (Court Sealed Records) | Sealing Date + 5 years (or Court Order, or per Specialized Statute) | Yes: Until Final Close | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Defender's role as attorney is primary over the role as a County Agency (other departments have mandated purges); Consistent with Court retention; GC §68152(g)(1&2); W&I §§300, 389(a&c), 781(c&d), 826(a) |
| Public Defender | PD-005 | NON-CRIMINAL / MENTAL HEALTH (Lanterman-Petris-Short Act cases, etc.) | 99 years, or Life of the Client | Yes: Until Final Close | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Consistent with California State Bar Committee on Professional Responsibility and Conduct Formal Opinion No. 2001-157; GC §26205.8 |

Retention Schedule: PUBLIC HEALTH

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|--|-------------------------------|--------|-------------------|--------------------------------------|-----------------------------------|---|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| PUBLIC HEALTH | | | | | | | | |
| Public Health | PH-001 | PUBLIC HEALTH DATABASE (EHR / Electronic Health Records - Includes public health clinical services which includes Family Planning, TB Testing, HIV Testing, Prenatal Syphilis Tests, and Immunizations) | Indefinite (Minimum 31 years) | | Mag, OD | | | Department preference to match Maternal and Child Health under 21 years old; medical records for minors (under 18) are required until 1 year after age 18, but not less than 7 years; Adults are required for 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; Prenatal Syphilis Tests are required for 2 years; CCP §340.5, GC §34090; H&S §§1797.98e, 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3; H&S §120700; GC §26202 |
| Public Health | PH-002 | BURIAL PERMITS | 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202 |

Retention Schedule: PUBLIC HEALTH

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
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| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Public Health | PH-003 | CLIENT RECORDS, INCLUDING MATERNAL AND CHILD HEALTH PROGRAMS - Client Over 21 Years Old (Home Visitations, etc.) | 10 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; medical records for minors (under 18) are required until 1 year after age 18, but not less than 7 years; Adults required for 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §§1797.98e, 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3 |
| Public Health | PH-004 | CLIENT RECORDS, INCLUDING MATERNAL AND CHILD HEALTH PROGRAMS - Client Under 21 Years Old (Home Visitations, etc.) | Client 31 years old | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; medical records for minors (under 18) are required until 1 year after age 18, but not less than 7 years; Adults required for 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §§1797.98e, 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3 |
| Public Health | PH-005 | DISEASE CONTROL: EPIDEMIOLOGY, SURVEILLANCE AND DATA ANALYSIS DOCUMENTS GENERATED FROM THE DIVISION | 5 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; GC §26202 |

Retention Schedule: PUBLIC HEALTH

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
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| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Public Health & Recorder | PH-006 | MEDI-CAL MARIJUANA IDENTIFICATION CARDS (MMICs) | 2 years | | Mag, Mfr, OD, Ppr | S / M | Yes: After QC & OD | Cards are valid for 1 year; 2 year retention is mandated: GC §26202 |
| Public Health | PH-007 | PUBLIC HEALTH EDUCATION AND AWARENESS | Minimum 2 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; 2 year retention is mandated; GC §26202 |
| Public Health | PH-008 | PUBLIC HEALTH EMERGENCY RESPONSE PLANS, etc. | Minimum 10 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; Exceeds auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; Grants covered by a Consolidated Action Plan are required for 5 years; 2 CFR 200.334 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §§8546.7, 26202 |
| Public Health & Recorder | PH-009 | VITAL RECORDS: BIRTH & DEATH RECORDS | 2 years | | Mag, Mfr, OD, Ppr | S / M | Yes: After QC & OD | Department preference - Data sent to Recorder after 2 years; GC §26202 |
| Public Health | PH-010 | X-RAYS, TUBERCULOSIS (TB) RETURN VISITS | P | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; 10 years is required for TB X-rays if the place of residence has been unknown; required until 1 year after age 18, but not less than 7 years; Adults are required for 7 years; H&S §§123160 and 123160(c); 22 CFR 72543GC §26202 |

Retention Schedule: PUBLIC WORKS - FLEET SERVICES

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan I=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
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| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| PUBLIC WORKS / FLEET SERVICES | | | | | | | | |
| Public Works / Fleet Services | FL-001 | INSPECTIONS OR AUDITS by the CHP (Fleet vehicle inspections and service records only) | 5 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 26202 |
| Public Works / Lead Div. | FL-002 | PRESSURE VESSEL CERTIFICATIONS OR PERMITS (Air Compressors, Propane, etc.) | Expiration of Certificate or Permit | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 et. seq. |
| Public Works / Fleet Services | FL-003 | SMOG CERTIFICATES | When Superseded, Minimum 2 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | GC § 26202 |
| Public Works / Fleet Services | FL-004 | TIRE DISPOSAL / Waste Manifests | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 14 CCR 18459.3; GC §26202 |
| Public Works / Fleet Services | FL-005 | USED OIL DISPOSAL Manifests | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq. |
| Public Works / Fleet Services | FL-006 | VEHICLE & EQUIPMENT HISTORY Files Maintenance, Brakes, etc. | Disposal of Vehicle or Equipment + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 3 CCR 1234(f); GC §26202 |

Retention Schedule: PUBLIC WORKS - FLEET SERVICES

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan I=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|---|---------------|--|------------------------------|--------|-------------------|---|-----------------------------------|---|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: <i>Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Division Providing Service / Work | FL-007 | WORK ORDERS / Service Requests / Service Orders - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | County Preference; CCP §§338 et seq., 340 et seq., 342, GC §26202 |
| Division Providing Service / Work | FL-008 | WORK ORDERS / Service Requests / Service Orders - CRM / CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | | Mag | | | Department preference; Data is interrelated; GC §26202 |
| Division Providing Service / Work | FL-009 | WORK ORDERS / Service Requests / Service Orders - All Information Entered in CRM / CMMS Database (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; GC §26202 |

Retention Schedule: PUBLIC WORKS - ROADS

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan I=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|--|-----------------|-----------------------|-------------------|---|-----------------------------------|--|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| PUBLIC WORKS / ROADS | | | | | | | | |
| Public Works / Roads | RD-001 | BRIDGE INSPECTIONS AND DATA | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 |
| Public Works / Roads | RD-002 | PRE-TRIP INSPECTIONS / DAILY VEHICLE INSPECTIONS | 2 years | | Ppr | | | 13 CCR 1234(e), VC 34505.5(c); 49 CFR 396.11; GC §26202 |
| Public Works / Roads | RD-003 | ROAD DESIGNATIONS AND REVOCATIONS | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 |
| Public Works / Roads | RD-004 | STORM DAMAGE / FIRE / FLOOD / TIMBER HARVESTING (FEMA Reimbursement, administrative records) | 10 years | Yes: Until Reimbursed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (meets auditing standards); GC §26202 |
| Public Works / Roads | RD-005 | STORM DAMAGE / FIRE / FLOOD / TIMBER HARVESTING (Historical) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 |
| Public Works / Roads | RD-006 | UNDERGROUND SERVICE ALERTS / DIG ALERTS / USAs | 3 years | | Mag, Ppr | | | The Excavator, Operator and Regional Notification Cetner all have an obligation to retain for 3 years; GC §§4216.2(f); GC §26202 |

Retention Schedule: PUBLIC WORKS - ROADS

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan I=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|--|-----------------|-----------------------|-------------------|---|-----------------------------------|--|
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| PUBLIC WORKS / ROADS | | | | | | | | |
| Public Works / Roads | RD-001 | BRIDGE INSPECTIONS AND DATA | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 |
| Public Works / Roads | RD-002 | INSPECTIONS OR AUDITS by the CHP (Roads daily vehicle inspection sheets, drug testing info, and DMV pull notices only) | 5 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 26202 |
| Public Works / Roads | RD-003 | PRE-TRIP INSPECTIONS / DAILY VEHICLE INSPECTIONS | 2 years | | Ppr | | | 13 CCR 1234(e), VC 34505.5(c); 49 CFR 396.11; GC §26202 |
| Public Works / Roads | RD-004 | ROAD DESIGNATIONS AND REVOCATIONS | P | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 |
| Public Works / Roads | RD-005 | STORM DAMAGE / FIRE / FLOOD / TIMBER HARVESTING (FEMA Reimbursement, administrative records) | 10 years | Yes: Until Reimbursed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (meets auditing standards); GC §26202 |
| Public Works / Roads | RD-006 | STORM DAMAGE / FIRE / FLOOD / TIMBER HARVESTING (Historical) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §26202 |
| Public Works / Roads | RD-007 | UNDERGROUND SERVICE ALERTS / DIG ALERTS / USAs | 3 years | | Mag, Ppr | | | The Excavator, Operator and Regional Notification Cetner all have an obligation to retain for 3 years; GC §§4216.2(f); GC §26202 |

Retention Schedule: PUBLIC WORKS - SOLID WASTE

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro- fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|--|----------------------------------|------------------------|-------------------|--|--|--|
| <i>If the record is not listed here, refer to the Retention for County-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| SOLID WASTE | | | | | | | | |
| Public Works / Solid Waste | SW-001 | SOLID WASTE REDUCTION: Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) . CalRecycle Annual Waste Diversion Report / Form 303 report (HHW report) Household Hazardous Waste Reports / CalRecycle Reports / Construction Waste Management Forms, State Waste Reduction Reports, etc. | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; All records shall be retained by the jurisdiction for five years. 14 CCR 18812.4, 14 CCR § 18995.2; GC §26202 |
| Clerk of the Board | SW-002 | FRANCHISE AGREEMENTS Exclusive (Residential Solid Waste) | Copies - When No Longer Required | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Clerk of the Board maintains originals; GC §26201 |
| Public Works / Solid Waste | SW-003 | HOUSEHOLD HAZARDOUS WASTE EVENT SIGN IN SHEETS | 2 years | | Mag, Ppr | S / I | Yes: After QC & OD | GC §26202 |
| Public Works / Solid Waste | SW-004 | HOUSEHOLD HAZARDOUS WASTE MANIFESTS / HAZARDOUS WASTE MANIFESTS | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 3 years is mandated; 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40; GC §26202 |
| Public Works / Solid Waste | SW-005 | PERMITS / ENCROACHMENT PERMITS: Roll Offs, Dumpsters, etc. Includes Certificates of Insurance (Truck Inspections?) | Completion + 2 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §26202 |
| Public Works / Solid Waste | SW-006 | SOLID WASTE / COUNTY-OWNED CLOSED LANDFILL: CORRECTIVE ACTIONS, TONNAGE REPORTS, WATER QUALITY MONITORING REPORTS, etc. | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |

RECORDS RETENTION SCHEDULE: PUBLIC WORKS - TRANSIT

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|--|---------------|---|--|--------|-------------------|------------------------------|------------------------------------|--|
| <i>If the record is not listed here, refer to the Retention for County-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| PUBLIC WORKS / TRANSIT | | | | | | | | |
| Public Works / Transit | TR-002 | INCIDENTS / COMPLAINTS / DISRUPTIVE PATRONS | Minimum 2 years | | Mag, Mfr, OD, Ppr | | Yes: After QC & OD | Department preference; GC § 26202 |
| Public Works / Transit | TR-002 | CaTIP (CALIFORNIA TRANSIT INDEMNITY POOL) Incident Reports, Claims, Insurance, etc. | 5 years | | Mag, Mfr, OD, Ppr | | Yes: After QC & OD | Department preference; meets municipal government auditing standards; GC § 26202 |
| Public Works / Transit | TR-003 | <p>FUNDING & GRANTS: FTA, OTHERS: Equipment (Buses, Vehicles) and Real Property</p> <p>Includes all records, including allocation records, application, administration, reports, audits, etc.</p> <p><i>Equipment is defined as "useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5,000. Includes rolling stock and all other such property used in the provision of public transit service"</i></p> | Disposition / Sale + 5 years | | Mag, Mfr, OD, Ppr | | Yes: After QC & OD | FTA Retention for Equipment Records. "The three year retention period for the equipment records starts from the date of the equipment's disposition or replacement or transfer"; Equipment is defined as "useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5,000. Includes rolling stock and all other such property used in the provision of public transit service".5 years meets auditing standards and federal requirements; FTA - Circular_5010_1D, III(7); OMB Circular A-110 & A-133; GC §26202 |
| Public Works / Transit | TR-004 | <p>FUNDING & GRANTS: FTA, OTHERS: Excluding Equipment (Buses, Vehicles) and Real Property</p> <p>Includes all records, including application, administration, reports, audits, etc.</p> | Close (Final Expenditure Report) + 5 years | | Mag, Mfr, OD, Ppr | | Yes: After QC & OD | FTA Retention for other Records. "three years from the starting date specified ..."; "multi-year projects is the date of submission of the final FSR upon project completion";5 years meets auditing standards and federal requirements; FTA - Circular_5010_1D III(7); OMB Circular A-110 & A-133; GC §26202 |

RECORDS RETENTION SCHEDULE: PUBLIC WORKS - TRANSIT

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|--|---------------|--|-------------------------|--------|-------------------|------------------------------|------------------------------------|--|
| <i>If the record is not listed here, refer to the Retention for County-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Public Works / Transit | TR-005 | HISTORICALLY SIGNIFICANT TRANSIT RECORDS - COG Interpretations of MOU, Railroad Issues, etc. | Minimum 5 years | | Mag, Mfr, OD, Ppr | | Yes: After QC & OD | Department preference; GC § 26202 |
| Public Works / Transit | TR-006 | INSPECTIONS OR AUDITS BY THE CHP (Transit) | 5 years | | Mag, Mfr, OD, Ppr | | Yes: After QC & OD | Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 26202 |
| Public Works / Transit | TR-007 | MONTHLY REPORTS: RIDERSHIP DATA, Daily Reports, Demand-Response / Dial-a-Ride / Fixed Route, etc. | 5 years | | Mag, Mfr, OD, Ppr | | Yes: After QC & OD | Consistent with Fare & Passenger Counts, Accounts Receivable and Cash Receipts; GC §26202 |
| Public Works / Transit | TR-009 | RECORDINGS - Video Recordings - Tinloy Transit Center Employee Activity / Building Security Video / regular and ongoing operations | When No Longer Required | | Mag, Mfr, OD, Ppr | | Yes: After QC & OD | 1 year is not required: 1. The agency has made a diligent effort to identify a security system that is capable of storing recorded data for one year. 2. The agency determines that the technology to store recorded data in an economically and technologically feasible manner for one year is not available. 3. The transit agency purchases and installs the best available technology with respect to storage capacitythat is both economically and technologically feasible at that time. PUC §99164; GC §26202 .6 |

RECORDS RETENTION SCHEDULE: PUBLIC WORKS - TRANSIT

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| <i>If the record is not listed here, refer to the Retention for County-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Public Works / Transit | TR-010 | RECORDINGS - Video Recordings - Tinloy Transit Center Public Activity / Public Areas | When No Longer Required | | Mag, Mfr, OD, Ppr | | Yes: After QC & OD | 1 year is not required: Does not record regular and ongoing operations; 1. The agency has made a diligent effort to identify a security system that is capable of storing recorded data for one year. 2. The agency determines that the technology to store recorded data in an economically and technologically feasible manner for one year is not available. 3. The transit agency purchases and installs the best available technology with respect to storage capacitythat is both economically and technologically feasible at that time. PUC §99164; GC §26202 .6 |
| Public Works / Transit | TR-011 | RECORDINGS - Video Recordings - Tinloy Transit Vehicles | When No Longer Required | | Mag, Mfr, OD, Ppr | | Yes: After QC & OD | 1 year is not required - No forward-facing videos; 1. The agency has made a diligent effort to identify a security system that is capable of storing recorded data for one year. 2. The agency determines that the technology to store recorded data in an economically and technologically feasible manner for one year is not available. 3. The transit agency purchases and installs the best available technology with respect to storage capacitythat is both economically and technologically feasible at that time. PUC §99164; GC §26202 .6 |
| Public Works / Transit | TR-012 | SAFETY AND SECURITY REPORTS / Federal Transit Administration (FTA) / National Transit Database (NTD) | 5 years | | Mag, Mfr, OD, Ppr | | Yes: After QC & OD | Department preference; GC § 26202 |

RECORDS RETENTION SCHEDULE: PUBLIC WORKS - TRANSIT

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|--|---------------|---------------------------------|----------------------|----------------------|-------------------|---------------------------------------|---|---|
| <i>If the record is not listed here, refer to the Retention for County-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Public Works / Transit | TR-013 | TRANSIT CONTRACT ADMINISTRATION | Completion + 5 years | Yes: Until Completed | Mag, Mfr, OD, Ppr | | Yes: After QC & OD | Department preference - meets municipal government auditing standards; Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §26202 |
| Public Works / Transit | TR-014 | TRIENNIAL AUDITS | 5 years | | Mag, Mfr, OD, Ppr | | Yes: After QC & OD | Department preference; meets municipal government auditing standards; GC § 26202 |

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|---|---------------|---|-------------------------|--------|-------------------|---|-----------------------------------|--|
| <i>If the record is not listed here, refer to the Retention for County-Wide Standards .</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years)</i> | | | | | | | | |
| HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| RECREATION & RESILIENCE | | | | | | | | |
| Recreation & Resilience | REC-001 | EVALUATIONS / SURVEY (Program Evaluations) | When No Longer Required | | Mag, Ppr | | | Department Preference (Transitory record not retained in the ordinary course of business); GC §26202 |
| Recreation & Resilience | REC-002 | NEVADA COUNTY RECREATION COALITION: AGENDAS, AGENDA PACKETS Yuba River Public Safety Cohort (multi-agency working group) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Recreation & Resilience | REC-003 | NEVADA COUNTY RECREATION COALITION: AUDIO & VIDEO RECORDINGS Yuba River Public Safety Cohort (multi-agency working group) | Minimum 2 years | | Mag | | | Department preference; Audio & Video are required for 30 days; GC §54953.5(b) |
| Recreation & Resilience | REC-004 | NEVADA COUNTY RECREATION COALITION: MINUTES Yuba River Public Safety Cohort (multi-agency working group) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Recreation & Resilience | REC-005 | PLANS, PROGRAMS & OBJECTIVES / JOINT INITIATIVES (Economic Development, Tourism, Recreation Resiliency Master Plan, etc.) | Minimum 2 years | | Mag, Ppr | | | Department preference; GC §26202 |
| Recreation & Resilience | REC-006 | RECREATION COHORT BOARD: AGENDAS, AGENDA PACKETS Yuba River Public Safety Cohort (multi-agency working group) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |
| Recreation & Resilience | REC-007 | RECREATION COHORT BOARD: AUDIO & VIDEO RECORDINGS Yuba River Public Safety Cohort (multi-agency working group) | Minimum 2 years | | Mag | | | Department preference; Audio & Video are required for 30 days; GC §54953.5(b) |

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| Recreation & Resilience | REC-008 | RECREATION COHORT BOARD: MINUTES Yuba River Public Safety Cohort (multi-agency working group) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §26202 |

RECORDS RETENTION SCHEDULE: SANITATION DISTRICT (WASTEWATER)

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| SANITATION DISTRICT / WASTEWATER COLLECTIONS | | | | | | | | |
| Lead Dept. | WW-001 | SCADA Database (Wastewater) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §§26202, 60201 |
| Wastewater Collections | WW-002 | CCTV Videos of Sewer Lines | 5 years | | Mag, Ppr | | | Department preference; GC §§26202, 60201 |
| Wastewater Collections | WW-003 | CONFINED SPACE ENTRIES / Hot Work Permits / Lockout-Blockout / Lockout-Tagout / Energy Control Procedures (ECP) / Electrical Plans / Excavation, Trenching, Shoring, Excavation Safety Plans, etc. | 2 years | | Mag, Ppr | | | 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §§26202, 60201 |
| Wastewater Collections | WW-004 | SANITATION DISTRICT ADVISORY COMMITTEE (SDAC): AGENDAS, AGENDA PACKETS | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §§26202, 60201 |
| Wastewater Collections | WW-005 | SANITATION DISTRICT ADVISORY COMMITTEE (SDAC): AUDIO & VIDEO RECORDINGS | Minimum 2 years | | Mag | | | Department preference; Audio & Video are required for 30 days; GC §54953.5(b) |
| Wastewater Collections | WW-006 | SANITATION DISTRICT ADVISORY COMMITTEE (SDAC): MINUTES | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §§26202, 60201 |
| Wastewater Collections | WW-007 | SANITARY SPILLS AND OVERFLOWS (SSOs) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Required for a minimum of 5 years; SWRCB Order 2002-0103-DWQ & 2006-03; 40 CFR 122.41(j)(2); GC §§26202, 60201 |
| Wastewater Collections | WW-008 | SEWER ODOR COMPLAINTS / Gas Detection Results / Investigations | 5 years | | Mag, OD, Ppr | S | Yes: After QC & OD | Department preference; GC §§26202, 60201 |

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| Wastewater Collections | WW-009 | SEWER SYSTEM MANAGEMENT PLANS (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan | Superseded + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; SSMPs are required to be updated every 6 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03; & 2022-0103-DWQ; GC §§26202, 60201 |
| Lead Dept. | WW-010 | UNDERGROUND SERVICE ALERTS (USA's) / Dig Alerts | 3 years | | Mag, Ppr | | | Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), GC §§26202, 60201 |
| WATER QUALITY - WASTEWATER | | | | | | | | |
| Water Quality / Wastewater | WW-011 | LAB REPORTS & CHAINS OF CUSTODY: Wastewater | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes - After QC & OD | Department preference; GC §§26202, 60201 |
| WASTEWATER TREATMENT PLANT (WWTP) | | | | | | | | |
| Lead Dept. | WW-012 | SCADA Database (Wastewater) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §§26202, 60201 |
| Lead Dept. | WW-013 | AQMD PERMITS (Air Quality Management Districts) - for Generators, etc. | Issue Date + 5 years | | Mag, Ppr | | | 40 CFR 70.6; GC §§26202, 60201 |
| Lead Dept. | WW-014 | BACKFLOW Test Results / Backflow Assembly Test Reports | 5 years | | Mag, OD, Ppr | S | Yes: After QC & OD | Department preference; GC §§26202, 60201 |
| Wastewater Treatment Plant (WWTP) | WW-015 | BIOSOLIDS / Sewage Sludge Handling Logs and Weigh Tickets (Blockages) | 5 years | | Mag, OD, Ppr | S | Yes: After QC & OD | Code of Federal Regulations requires 5 years; 40 CFR 503.17; 40 CFR 122.41(j)(2); GC §§26202, 60201 |

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| Wastewater Treatment Plant (WWTP) | WW-016 | CONFINED SPACE ENTRIES / Hot Work Permits / Lockout-Blockout / Lockout-Tagout / Energy Control Procedures (ECP) / Electrical Plans / Excavation, Trenching, Shoring, Excavation Safety Plans, etc. | 2 years | | Mag, Ppr | | | 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §§26202, 60201 |
| Wastewater Treatment Plant (WWTP) | WW-017 | CORRESPONDENCE - Regulatory Agencies (Wastewater) | Minimum 5 years | Yes: While Active Issues | Mag, Ppr | | | Department Preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §§26202, 60201 |
| Wastewater Treatment Plant (WWTP) | WW-018 | GENERATOR OPERATION LOGS & Inspections | 5 years | | Mag, Ppr | | | AQMD Rule 1470; Form 400-E-13a instructions; GC §§26202, 60201 |
| Wastewater Treatment Plant (WWTP) | WW-019 | OPERATIONS & MAINTENANCE MANUALS / O & M Manuals | Life of Facility or Equipment | | Mag, Ppr | | | Department preference (some equipment is from the 1950's, and the O&M Manual isn't helpful); GC §§26202, 60201 |
| Wastewater Treatment Plant (WWTP) | WW-020 | PERMITS - Wastewater Regulatory / Operating Permits: Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.) | Minimum 5 years | | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §§26202, 60201 CCP §337 et seq. |
| Wastewater Treatment Plant (WWTP) | WW-021 | PRESSURE VESSEL CERTIFICATIONS or Permits (Air Compressors, Propane, etc.) | Expiration of Certificate or Permit | | Mag, Mfr, OD, Ppr | S | Yes: After 1 year | Department preference; GC §§26202, 60201 |
| Wastewater Treatment Plant (WWTP) | WW-022 | REPORTS - Wastewater Reports to Regulatory Agencies: Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.) | Minimum 5 years | | Mag, Ppr | | | Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §§26202, 60201 CCP §337 et seq. |

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| Lead Dept. | WW-023 | SAFETY DATA SHEETS (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used) | 30 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §§26202, 60201 |
| Wastewater Treatment Plant (WWTP) | WW-024 | SANITARY SURVEY OF SEWER SYSTEMS | 5 years | | Mag, OD, Ppr | S | Yes: After QC & OD | Department preference; GC §§26202, 60201 |
| Wastewater Treatment Plant (WWTP) | WW-025 | WASTEWATER TREATMENT PLANT OPERATORS Certificates (posting required) | When Superseded | | Mag, OD, Ppr | S | Yes: After QC & OD | Department preference; GC §§26202, 60201 |
| Wastewater Treatment Plant (WWTP) | WW-026 | WASTEWATER TREATMENT PLANT Safety Training Certificates (posting required) | Minimum 5 years | | Mag, OD, Ppr | S | Yes: After QC & OD | Department preference; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 21960, 26202, 60201 |

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| SHERIFF / ANIMAL CONTROL (Contracted Shelter through OES) | | | | | | | | |
| Sheriff / Animal Control | SH-001 | ANIMAL SERVICES DATABASE (Executive Information Services - EIS) | 3 years | Yes | Mag | | | Used for locating animals; 3 years is required; FA §32003(e), PC §597.1(d); GC §26202 et seq. |
| Sheriff / Animal Control | SH-002 | ADDRESS ANIMAL FILES (includes original notices of violations, copies of various documents) | Minimum 3 years | Yes | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; Covers various statute of limitations; CCP §§336(a), 337 et. seq., GC §26202 |
| Sheriff / Animal Control | SH-003 | INVESTIGATIONS (barking, loose dogs, cruelty, etc.) | Resolution + 3 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; GC §26202 et seq. |
| Sheriff / Animal Control | SH-004 | ADOPTION AGREEMENTS / Foster Agreements / Rescue Agreements (Application/required forms/agreement). | 3 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; Covers various statute of limitations; 3 years is required; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §26202 |
| Sheriff / Animal Control | SH-005 | ANIMAL OWNER CONTACTS - Record of All Efforts to Contact Owner and/or Microchip's Primary Registrant | 3 years | Yes | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | FA §§31108.3 and 31752.1; GC §26202 |
| Sheriff / Animal Control | SH-006 | ANIMAL PROBLEMS (Vicious animals - investigations, etc.) | Resolution + 3 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; GC §26202 et seq. |
| Sheriff / Animal Control | SH-007 | ANIMAL TRAP Agreements | 3 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | GC §26202 et seq. |
| Sheriff / Animal Control | SH-008 | ANIMAL TREATMENT / VACCINATIONS (Vaccination records, medical treatments, etc.) | 3 years | Yes | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; Covers various statute of limitations; 3 years is required; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §26202 |
| Sheriff / Animal Control | SH-009 | BITE REPORTS / Rabies Control Records | 3 years | Yes | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; GC §26202 et seq. |

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| Sheriff / Animal Control | SH-010 | CONTROLLED SUBSTANCE INVENTORY Records | 3 years | Yes | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference - required for 3 years; 21 CFR §1304.04, 1310.04; 22 CCR 70263 and 71233; FA §32003(e), B&P 4081; |
| Sheriff / Animal Control | SH-011 | EUTHANASIA FORMS | 3 years | Yes | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; Covers various statute of limitations; 3 years is required; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §26202 |
| Sheriff / Animal Control | SH-012 | FERAL CAT Evaluations | 3 years | Yes | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; 3 years is required; FA §32003(e), PC §597.1(d); GC §26202 et seq. |
| Sheriff / Animal Control | SH-013 | FIELD ACTIVITY LOGS / Dispatch Logs | 3 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; GC §26202 et seq. |
| Sheriff / Animal Control | SH-014 | IMPOUND RECORDS / Other Turn-ins | 3 years | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; Covers various statute of limitations; 3 years is required; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §26202 |
| SHERIFF | | | | | | | | |
| Sheriff | SH-015 | RMS / RECORDS MANAGEMENT SYSTEM / INCIDENT REPORT DATABASE (Executive Information Services - EIS) | Indefinite - Follows Retention of the Crime Report | Yes | Mag | | | Department Preference; (data is interrelated); GC §26202 |
| Sheriff | SH-016 | ARREST RECORDS / CRIME / INCIDENT REPORTS: Capital Crimes / Major Crimes / Sex Crimes - Capital Crimes (Crimes Subject to the Death Penalty), Sex Crimes (PC §290), Confirmed Child and Elder Abuse | P | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; No limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, and 799; 11169 et seq.; 11170(a) |

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| Sheriff | SH-017 | ARREST RECORDS / CRIME / INCIDENT REPORTS: Adult Cannabis / Marijuana Misdemeanor or Infraction - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms | Conviction or Arrest (if No Conviction) + 2 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | ("Shall" Destroy); H&S §11361.5 |
| Sheriff | SH-018 | ARREST RECORDS / CRIME / INCIDENT REPORTS: Child Abuse or Neglect | Date of Incident + 10 years, If No Subsequent Reports | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | PC §§11169(i); 11170(a); GC §26202 |
| Sheriff | SH-019 | ARREST RECORDS / CRIME / INCIDENT REPORTS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms | Arrest Date + 3 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §26202; PC §851.8(a) |
| Sheriff | SH-020 | ARREST RECORDS / CRIME / INCIDENT REPORTS: Juvenile Cannabis / Marijuana Misdemeanor or Infraction - H&S §11357 - Except those with Childhood Sexual Assault outstanding stolen property, including firearms, or lost firearms | Conviction or Arrest (if No Conviction) + 2 years or Juvenile 18 years old | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | If no subsequent conviction ("Shall" Destroy); H&S §11361.5 |
| Sheriff | SH-021 | ARREST RECORDS / CRIME / INCIDENT REPORTS: Sealed Juvenile Cases - Childhood Sexual Assault After January 1, 2024 | P | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §26202 |

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| Sheriff | SH-022 | ARREST RECORDS / CRIME / INCIDENT REPORTS: Sealed Juvenile Cases - Childhood Sexual Assault Before January 1, 2024 | Age of Majority + 22 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §26202 |
| Sheriff | SH-023 | ARREST RECORDS / CRIME / INCIDENT REPORTS: Sealed Juvenile Cases Except Sealed Childhood Sexual Assault | Per Court Order (Subject 26 years old / Sealing Date + 5 years) | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | W&I §§389(a), 781(d), GC §26202; |
| Sheriff | SH-024 | ARREST RECORDS / CRIME REPORTS: ALL, Unless otherwise Specified (Felonies and Misdemeanors) - Except those with outstanding stolen property, including firearms, or lost firearms | Minimum 10 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference to facilitate Three Strikes law and ease of document imaging administration; GC §26202, PC §§802, PC §§187, 800 et seq., W&I §389(a), 781(d) |
| Sheriff | SH-025 | ARREST RECORDS / CRIME REPORTS: Misdemeanor or Infraction Cannabis / Marijuana §11357(d) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5) | Offender is 18 Years Old | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | (Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(d) |
| Sheriff | SH-026 | ARREST RECORDS / CRIME REPORTS: Those Containing Firearms entered into CLETS (if not Permanent Retention) | Firearm Found or Recovered | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | PC§ 11108(b) |
| Sheriff | SH-027 | ARREST RECORDS / CRIME REPORTS: Vacatur Relief Granted by Court - Victim of Human Trafficking (Nonviolent Crimes) | Court Order + 1 year | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Individual petitions Court ("Shall" Destroy); GC §26202; PC §§236.14(k); 236.15(k) |

Retention Schedule: SHERIFF & ANIMAL CONTROL

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| Sheriff | SH-028 | BACKGROUND FILES - Employees - SUCCESSFUL | Separation + 4 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; State Law requires 4 years for all personnel actions; EEOC / FLSA / ADEA (Age) requires 3 years; 29 CFR 1602.14; 2 CCR 11013(c);, GC §§12946, 12960, 26202 |
| Sheriff | SH-029 | BACKGROUND FILES - Employees - UNSUCCESSFUL | 4 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | State Law requires 4 years for all personnel actions; EEOC / FLSA / ADEA (Age) requires 3 years; 29 CFR 1602.14; 2 CCR 11013(c);, GC §§12946, 12960, 26202 |
| Sheriff | SH-030 | BACKGROUND FILES - Volunteers - SUCCESSFUL | Separation + 3 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; EEOC / FLSA / ADEA (Age) requires 3 years; 29 CFR 1602.14; 2 CCR 11013(c);, GC §§12946, 12960, 26202 |
| Sheriff | SH-031 | BACKGROUND FILES - Volunteers - UNSUCCESSFUL | 3 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | EEOC / FLSA / ADEA (Age) requires 3 years; 29 CFR 1602.14; 2 CCR 11013(c);, GC §§12946, 12960, 26202 |
| Sheriff | SH-032 | CITATIONS: Misdemeanor Traffic or Criminal | 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Statute of Limitations is up to two years; GC §26202, PC §802 |
| Sheriff | SH-033 | CIVIL FILES - Evictions, Garnishments, Service of Process | 2 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202 |
| Sheriff | SH-034 | CRIME STATISTICS: PERIODIC (Monthly, Bi-monthly, etc.) | When No Longer Required | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Preliminary drafts; GC §26202 |
| DOJ | SH-035 | DEPARTMENT OF JUSTICE (DOJ) PURGE NOTIFICATIONS | When No Longer Needed | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Non-records; GC §26202 |
| Sheriff | SH-036 | DEPARTMENT OF JUSTICE (DOJ) VALIDATION LISTS | 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Information received by DOJ; GC §26202 |
| Sheriff | SH-037 | END OF WATCH REPORTS / SHIFT LOGS / WATCH COMMANDER LOGS | Minimum 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; GC §26202 |

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| FCC | SH-038 | FCC LICENSE | When No Longer Required | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | FCC record (Non-record) |
| Sheriff | SH-039 | FIELD INTERVIEW DATA / FIELD INTERVIEW CARDS | After Entry Into RMS | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Preliminary drafts; GC §26202 |
| Sheriff | SH-040 | HISTORICAL CRIME STATISTICS / DEPARTMENT ANNUAL REPORTS AND SUMMARIES | Minimum 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Historical Value; GC §26202 |
| Sheriff | SH-041 | INFORMANT FILES (Legal Notifications, Identification, Payment, Activities) | Minimum 5 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; Does not contain criminal intelligence information concerning individuals; GC §26202 |
| Sheriff | SH-042 | INTERNAL AFFAIRS INVESTIGATIONS - Complaints by Members of the Public - WITH Sustained Finding of Misconduct Pursuant to PC 832.7 | Final Disposition + 15 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | PC §§832.5(b); 832.7; GC§ 26202 |
| Sheriff | SH-043 | INTERNAL AFFAIRS INVESTIGATIONS - Complaints by Members of the Public - WITHOUT Sustained Finding of Misconduct | Final Disposition + 5 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Consistent with Lexipol Policy; State requires for at least 5 years for civilian complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct after the discovery of the offense for misconduct in office; EVC §1045, GC §§12946, 12960, 26202, PC §§801.5, 803(c), 832.5; VC §2547 |
| Sheriff | SH-044 | INTERNAL AFFAIRS INVESTIGATIONS - Employee Complaints - NO Discipline | Final Disposition + 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §§12946, 12960, 26202 |
| Sheriff | SH-045 | INTERNAL AFFAIRS INVESTIGATIONS - Employee Complaints - WITH Discipline | Final Disposition + 4 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §§12946, 12960, 26202 |

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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement)</i> | | | | | | | | |
| Sheriff | SH-046 | INTERNAL AFFAIRS INVESTIGATIONS: Officer-Involved Shootings Resulting in Death | P | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; GC §26202 |
| Sheriff | SH-047 | LOST AND FOUND ITEMS | 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202 |
| DOJ | SH-048 | NATIONAL CRIMINAL INFORMATION CENTER (NCIC) REPORTS | When No Longer Needed | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Transitory records not retained in the ordinary course of business; § 26202 et seq. |
| Sheriff | SH-049 | OFFICER RECORDINGS: Body-Worn Cameras – LOGS of Access or Deletion of Data | P | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | PC§ 832.18(b)(5)(E); GC §26202 et seq. |
| Sheriff | SH-050 | OFFICER RECORDINGS: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints | Follows retention for Evidence, Minimum 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | PC§ 832.18(b)(5)(B)&(C); GC §26202 et seq. |
| Sheriff | SH-051 | OFFICER RECORDINGS: Body-Worn Cameras - that are NOT evidence | 60 days | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference (law recommends 90 days); PC§ 832.18(b)(5)(A); GC §26202 et seq. |
| Sheriff | SH-052 | OFFICER RECORDINGS: MOBILE AUDIO VIDEO (MAV) Recordings - that are NOT evidence | 1 year | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Those segments of videos that are determined to be evidence are retained as evidence; GC §26202.6 et seq. |
| Sheriff | SH-053 | OFFICER RECORDINGS: Automated License Plate Reader Data / ALPR Recordings | When No Longer Required | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; Recordings that become evidence are stored with evidence; Does not record regular and ongoing operations; GC §26202.6 et seq. |
| Sheriff | SH-054 | OFFICER RECORDINGS: Drone (Unmanned Aerial Vehicle) Recordings | When No Longer Required | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; Recordings that become evidence are stored with evidence; Does not record regular and ongoing operations; GC §26202.6 et seq. |

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| Sheriff | SH-055 | OFFICER RECORDINGS: Automated License Plate Reader Data / ALPR Recordings) | When No Longer Required | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; Recordings that become evidence are stored with evidence; Does not record regular and ongoing operations; GC §26202.6 et seq, |
| DOJ | SH-056 | PAWN SLIPS / SECOND-HAND DEALER SLIPS (Entered in the DOJ's Automated Property System (APS) | When No Longer Required | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Originals entered into the State Automated Property System (Not a County Record) |
| Sheriff | SH-057 | PERMITS: CONCEALED WEAPONS PERMITS (CCW) - APPROVED | Expiration + 2 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; DOJ manages the sale and transfer of firearms; Non-records (State is OFR); most agencies retain for 2 years; GC §26202, PC §26225 |
| Sheriff | SH-058 | PERMITS: CONCEALED WEAPONS PERMITS (CCW) - UNAPPROVED | 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202, PC §26225 |
| Sheriff | SH-059 | PERMITS: EXPLOSIVE PERMITS - APPROVED (In RMS Database) | Expiration + 2 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; DOJ manages the sale and transfer of firearms; Non-records (State is OFR); most agencies retain for 2 years; GC §26202, PC §26225 |
| Sheriff | SH-060 | PERMITS: EXPLOSIVE PERMITS - UNAPPROVED (In RMS Database) | 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202, PC §26225 |
| Sheriff | SH-061 | PERSONNEL FILES (Peace Officer Discipline) | Minimum Separation + 4 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; State Law requires 4 years; (EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 29 CFR1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 26201, 26202 |
| Sheriff | SH-062 | PLANS, PROCEDURES & REFERENCES: County Emergency Plan, Communications, Emergency Operations, Multi-Hazard, Oils Spill Contingency, Schools, etc. | When Superseded | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202 |

Retention Schedule: SHERIFF & ANIMAL CONTROL

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| Sheriff | SH-063 | PUBLIC ADMINISTRATOR / DECEDENT'S ESTATE CASE FILES | Final Disposition + 5 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; Auditing standards are 5 years; Statute of Limitations for most contracts is 4 years; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 26202 |
| Sheriff | SH-064 | REGISTRANT FILES - ARSON REGISTRANTS: Adults | P | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §26201 |
| Sheriff | SH-065 | REGISTRANT FILES - ARSON REGISTRANTS: Juveniles released from Division of Juvenile Justice | Age 25 or Sealing Date + 5 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Pursuant to PC §457.1 et seq.; If released from DOJJ records are destroyed after age 25 or sealing pursuant to W&I §781; GC §26201 |
| Sheriff | SH-066 | REGISTRANT FILES - GANG Adults & Juveniles | 5 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; registration pursuant to PC 186.3(a)) GC §26202, H&S §11590 |
| Sheriff | SH-067 | REGISTRANT FILES - SEX OFFENDERS: Adults | P | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | PC §290 et seq. |
| Sheriff | SH-068 | REGISTRANT FILES - SEX OFFENDERS: Juveniles | P or Sealing Date + 5 years (or Court Order) | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | PC §290(d)(5), W&I §781(d) |
| Sheriff | SH-069 | REPORT to the State Commission on Peace Officer Standards and Training (POST Commission) of peace officer employment, compliant, finding, disposition, or judgement pursuant to §PC 13510.9 | 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202 |
| Superior Court | SH-070 | RESTRAINING ORDERS (Some are also in CLETS) | Upon Expiration | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Superior Court maintains originals; GC §26201 |

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| Sheriff | SH-071 | REVIEWS: On-Duty Traffic Accidents, Use of Force, Vehicle Pursuits - Not as a result of a complaint from a member of the public | 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202 |
| Superior Courts | SH-072 | STATEMENT OF PROBABLE CAUSE (allows the Judge to determine if an arrestee can be held past 48 hours prior to arraignment) | 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Superior Courts retain records; GC §26202 |
| Sheriff | SH-073 | STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report | 3 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | 11 CCR 999.228; 11 CCR 999.229; GC §26202 |
| Sheriff | SH-074 | TRAINING FILE BY EMPLOYEE: Firearms, Use of Force, etc. | Separation + 5 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Claims can be made for 30 years for toxic substance exposure; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 26202 |
| Sheriff | SH-075 | UNIFORM CRIME REPORTS (UCR) MONTHLY REPORTS / National Incident-Based Reporting System (NIBRS) | When No Longer Required | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Filed on line with the State; Department preference; GC §26202 |
| Sheriff | SH-076 | VEHICLE REPOSSESSION NOTICES | When No Longer Required | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Preliminary drafts; GC §26202 |
| Sheriff | SH-077 | VIDEO RECORDINGS: Building security or regular and ongoing operations of the County | 1 year | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Records building security or regular and ongoing operations; GC §26202.6 et seq, |
| Sheriff | SH-078 | VIDEO RECORDINGS: Public Areas / Public Activity | When No Longer Required | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Does not record regular and ongoing operations; GC §26202.6 et seq, |

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| Superior Courts | SH-079 | WARRANTS | Until Served or Recalled | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26201 |
| COMMUNICATIONS / CAD / DISPATCH | | | | | | | | |
| Sheriff / Communications | SH-080 | RECORDINGS / 911 Recordings / CAD Recordings of Telephone & Radio / Computer Aided Dispatch (CAD) | 366 days | | Mag | | | Department Preference; legally mandated for 100 days; (civil suits may be filed up to 365 days); GC §§26202, 26202.6 |
| JAIL | | | | | | | | |
| Sheriff / Jail | SH-081 | JAIL COUNTS | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §26202 |
| Sheriff / Jail | SH-082 | JAIL INCIDENT REPORTS | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §26202 |
| Sheriff / Jail | SH-083 | JAIL IN-CUSTODY ROSTERS | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §26202 |
| Sheriff / Jail | SH-084 | JAIL LOGS & INSPECTIONS: Activity, Custody Logs & Lists, Daily Counts, Daily Food Services, Freezer Temperature Forms, Goof Inspection, Kitchen Utensil Inventory, Handcuff Log, Tool Log, Jail incident Log, Drain Flush Log, Jail Key Log, Shift Change Checklist, Duress Alarm Log, Safety & Sobering Cell Logs, Secure Juvenile Logs, Security Checks, Visitor Logs | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §26202 |
| Sheriff / Jail | SH-085 | JAIL VIDEO RECORDINGS (Jail surveillance, security) | 1 year | | Mag | | | Records regular and ongoing operations; GC §26202.6(a) |
| Sheriff / Jail | SH-086 | MEDICAL FILES of Inmates - Adults | Discharge + 7 years | Yes: Until Last Visit | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Patient Records for adult are required for 7 years 22 CCR 73543, 74731, 75055, 75343; GC §26202 |
| Sheriff / Jail | SH-087 | MEDICAL FILES of Inmates - Juveniles | 20 years | Yes: Until Last Visit | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Patient Records for minors are required for age 19, not less than 7 years 22 CCR 73543, 74731, 75055, 75343; GC §26202 |

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| Sheriff / Jail | SH-088 | PREA (Prison Rape Elimination Act) Report | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §26202 |
| Sheriff / Jail | SH-089 | PROPERTY SHEETS | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §26202 |
| Sheriff / Jail | SH-090 | SELF-PAY PRISONERS / Private Jail Contracts (Pay to Stay) | Completion + 5 years | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Statute of Limitations: Contracts & Spec's=4 years (E&O does not apply); CCP §§336(a), 337 et. seq.; GC §34090 |

Retention Schedule: SOCIAL SERVICES

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| SOCIAL SERVICES / DSS ADMINISTRATION | | | | | | | | |
| Social Services / Administration | DSS-001 | AUDITS OR INVESTIGATIONS (STATE OR FEDERAL) | Minimum 5 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; meets municipal government auditing standards; GC §26202 |
| ADULT SERVICES / APS / IN HOME SUPPORTIVE SERVICES / PUBLIC GUARDIAN | | | | | | | | |
| Social Services / Adult Services | DSS-002 | ADULT PROTECTIVE SERVICES (APS) / Elder Abuse | Minimum 3 years After Date of Last Service | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; Consistent with California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) sections 23-353 and 10-119.2 and All County Letters (ACLs); 45 CFR 75.361; GC §26202 |
| Social Services / Adult Services | DSS-003 | IN-HOME SUPPORT SERVICES / IHSS (Adults) | Minimum 3 years After Date of Last Service | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; Consistent with California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) sections 23-353 and 10-119.2 and All County Letters (ACLs); 45 CFR 75.361; GC §26202 |
| Social Services / Adult Services | DSS-004 | PUBLIC GUARDIAN / CONSERVATORSHIPS / PROBATE GUARDIANSHIP / INDEPENDENT GUARDIANSHIP | Minimum 3 years After Date of Last Service | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; Consistent with California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) sections 23-353 and 10-119.2 and All County Letters (ACLs); 45 CFR 75.361; GC §26202 |
| Social Services / Adult Services | DSS-005 | SENIOR OUTREACH NURSING PROGRAM | Minimum 3 years After Date of Last Service | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; Consistent with California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) sections 23-353 and 10-119.2 and All County Letters (ACLs); 45 CFR 75.361; GC §26202 |

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| CHILD WELFARE SERVICES & RESOURCE FAMILIES | | | | | | | | |
| Social Services / Child Welfare Services | DSS-006 | CHILD WELFARE SERVICES (CWS) DATABASE | Indefinite - Minor is 21 years old - Minimum 5 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference (similar to Family Conciliation Courts); FC §1819; 45 CFR 75.361; GC §26202 |
| Social Services / Child Welfare Services | DSS-007 | ADOPTION FILES | P | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Indefinite retention required; California Department of Social Services All County Letters (ACLs) 22 CCR 89179; GC § 26202 |
| Social Services / Child Welfare Services | DSS-008 | ARC (Approved Relative Caregiver) Program | Age of Majority + 22 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference to cover statute of limitations for childhood sexual assault; 45 CFR 75.361; CCP §340.1; GC §26202 |
| Social Services / Child Welfare Services | DSS-009 | CHILD ABUSE AND NEGLECT REFERRAL (Called in by mandated reporter, but determined no abuse or neglect to report, no referral taken) | Age of Majority + 22 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference to cover statute of limitations for childhood sexual assault; California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP): CCP §340.1; PC §§11169(i), 11170(a); W&I §10851; GC §26202 |
| Social Services / Child Welfare Services | DSS-010 | CHILD WELFARE/ RESOURCE FAMILY FILES - GENERAL CASE RECORDS / VOLUNTARY FAMILY MAINTENANCE (e.g., Family Preservation, Non-dependent Legal Guardianship, Guardianship Investigations, ICPC cases, etc.) | Age of Majority + 22 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference to cover all Statute of Limitations; California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP): CCP §340.1; PC §§11169(i), 11170(a); W&I §10851; GC §26202 |

Retention Schedule: SOCIAL SERVICES

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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Social Services / Child Welfare Services | DSS-011 | CHILDREN'S FILES AND CHILD WELFARE CASE FILES - Department preference; | Age of Majority + 22 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference to cover statute of limitations for childhood sexual assault; California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP): CCP §340.1; PC §§11169(i), 11170(a); W&I §10851; GC §26202 |
| Social Services / Child Welfare Services | DSS-012 | CHILDREN'S FILES AND CHILD WELFARE CASE FILES - INCONCLUSIVE ALLEGATIONS - BOTH FILED AND NOT FILED IN JUVENILE COURT | Age of Majority + 22 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference to cover statute of limitations for childhood sexual assault; California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP): CCP §340.1; PC §§11169(i), 11170(a); W&I §10851; GC §26202 |
| Social Services / Child Welfare Services | DSS-013 | CHILDREN'S FILES AND CHILD WELFARE CASE FILES - NO CACI ENTRY (Child Abuse Central Index) (Includes Juvenile Court petitions, complaints, court repots, court orders, documents related to placement and payment for foster care, health and education information on children, assessments and case plans, progress reports from collateral service providers.) | Age of Majority + 22 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference to cover statute of limitations for childhood sexual assault; If dependency guardianship Child Welfare file may be destroyed 5 years after jurisdiction is terminated, unless perpetrator's name was submitted to DOJ/CACI, then any documents used to prove the abuse/neglect must be retained until the perpetrator turns 100 years old; WIC §826, California Department of Social Services All County Letters (ACLs); CCP §340.1; PC §§11169(i), 11170(a); W&I §10851; GC §26202 |

Retention Schedule: SOCIAL SERVICES

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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Social Services / Child Welfare Services | DSS-014 | CHILDREN'S FILES AND CHILD WELFARE CASE FILES - WITH CACI ENTRY (Child Abuse Central Index) (Includes Juvenile Court petitions, complaints, court repots, court orders, documents related to placement and payment for foster care, health and education information on children, assessments and case plans, progress reports from collateral service providers.) | Perpetrator 100 years old, Minimum Victim Age of Majority + 22 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference to cover statute of limitations for childhood sexual assault; If a perpetrator's name was submitted to DOJ/CACI (Child Abuse Central Index), then any documents used to prove the abuse/neglect must be retained until the perpetrator turns 100 years old; WIC §826, California Department of Social Services All County Letters (ACLs); CCP §340.1; PC §§11169(i), 11170(a); W&I §10851; GC §26202 |
| Social Services / Child Welfare Services | DSS-015 | DEPENDENCY GUARDIANSHIP - NO CACI ENTRY (Child Abuse Central Index) | 5 years. after Jurisdiction terminated, Minimum Age of Majority + 22 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference to cover statute of limitations for childhood sexual assault; If dependency guardianship Child Welfare file may be destroyed 5 years after jurisdiction is terminated, unless perpetrator's name was submitted to DOJ/CACI, then any documents used to prove the abuse/neglect must be retained until the perpetrator turns 100 years old; WIC §826, California Department of Social Services All County Letters (ACLs); CCP §340.1; PC §§11169(i), 11170(a); W&I §10851; GC §26202 |

Retention Schedule: SOCIAL SERVICES

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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Social Services / Child Welfare Services | DSS-016 | DEPENDENCY GUARDIANSHIP - WITH CACI ENTRY (Child Abuse Central Index) | Perpetrator 100 years old, Minimum Victim Age of Majority + 22 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference to cover statute of limitations for childhood sexual assault ;If a perpetrator's name was submitted to DOJ/CACI, then any documents used to prove the abuse/neglect must be retained until the perpetrator turns 100 years old; WIC §826, California Department of Social Services All County Letters (ACLs); CCP §340.1; PC §§11169(i), 11170(a); W&I §10851; GC §26202 |
| Social Services / Child Welfare Services | DSS-017 | EMERGENCY RESPONSE (ER) - NO DOJ REFERRAL | 5 years. after Jurisdiction terminated, Minimum Age of Majority + 22 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference to cover statute of limitations for childhood sexual assault ;WIC §10851; California Department of Social Services All County Letters (ACLs); CCP §340.1; PC §§11169(i), 11170(a); GC §26202 |
| Social Services / Child Welfare Services | DSS-018 | EMERGENCY RESPONSE (ER) - WITH DOJ REFERRAL | Perpetrator 100 years old, Minimum Victim Age of Majority + 22 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference to cover statute of limitations for childhood sexual assault;;If a perpetrator's name was submitted to DOJ/CACI, then any documents used to prove the abuse/neglect must be retained until the perpetrator turns 100 years old; , CCP §340.1 WIC §10851, 826, PC 11169; GC §26202 |
| Social Services / Child Welfare Services | DSS-019 | FOSTER CARE CASE FILES | Minimum Age of Majority + 22 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference to cover statute of limitations; for childhood sexual assault; CCP §340.1 FC §1819; GC §26202 |
| Social Services / Child Welfare Services | DSS-020 | FOSTER HOME - COUNTY LICENSED | P | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference to cover statute of limitations; CCP §340.1; WIC §10851; MPP 41-075; California Department of Social Services All County Letters (ACLs); GC §26202 |

Retention Schedule: SOCIAL SERVICES

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| Social Services / Child Welfare Services | DSS-021 | NON-MINOR DEPENDENT - WITH CACI ENTRY (Child Abuse Central Index) | Perpetrator 100 years old, Minimum Victim Age of Majority + 22 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference to cover statute of limitations for childhood sexual assault ;If a perpetrator's name was submitted to DOJ/CACI, then any documents used to prove the abuse/neglect must be retained until the perpetrator turns 100 years old; WIC §826, California Department of Social Services All County Letters (ACLs); MPP 311-075, CCP §340.1; PC §§11169(i), 11170(a); W&I §10851; GC §26202 |
| Social Services / Child Welfare Services | DSS-022 | NON-MINOR DEPENDENT- NO CACI ENTRY (Child Abuse Central Index) | 5 years. after Jurisdiction terminated, Minimum Age of Majority + 22 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference to cover statute of limitations for childhood sexual assault; If dependency guardianship Child Welfare file may be destroyed 5 years after jurisdiction is terminated, unless perpetrator's name was submitted to DOJ/CACI, then any documents used to prove the abuse/neglect must be retained until the perpetrator turns 100 years old; WIC §826, California Department of Social Services All County Letters (ACLs); MPP 311-075, CCP §340.1; PC §§11169(i), 11170(a); W&I §10851; GC §26202 |
| ELIGIBILITY & EMPLOYMENT SERVICES | | | | | | | | |
| State of California | DSS-023 | CalSAWS DATABASE (California Statewide Automated Welfare System) / WDTIP DATABASE (Welfare Data Tracking Implementation Project) | Indefinite - Minimum Fiscal Closure + 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | California State's Database; 45 CFR 75.361; GC §26202 |

Retention Schedule: SOCIAL SERVICES

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| Social Services / Eligibility & Employment Services | DSS-024 | CalWORKs (California Work Opportunity and Responsibility to Kids) / Temporary Assistance for Needy Families (TANF) / ELIGIBILITY CASE FILES / FOLDERS / RECORDS (applications, intake records, verifications, forms, notices, agreements, etc.) | Minimum Fiscal Closure + 5 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; CDSS Manual of Policies & Procedures requires 3 years from the date CA submits the Federal expenditure report, which is Fiscal Closure; Federal HHS grants are 3 years from the expenditure report; 45 CFR 75.361; GC §26202 |
| Social Services / Eligibility & Employment Services | DSS-025 | CalWORKs EMPLOYMENT TRAINING PROGRAMS (includes Childcare programs, etc.) | Fiscal Closure + 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; CDSS Manual of Policies & Procedures requires 3 years from the date CA submits the Federal expenditure report, which is Fiscal Closure; Federal HHS grants are 3 years from the expenditure report; 45 CFR 75.361; GC §26202 |
| Social Services / Eligibility & Employment Services | DSS-026 | CONTRACTS FOR TRAINING / COMMUNITY PARTNERS (Send originals of other contracts to the Clerk of the Board) | Completion + 5 years | Yes: Until Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; meets municipal government auditing standards; 45 CFR 75.361, CCP §337 et seq., GC §26202 |
| Social Services / Eligibility & Employment Services | DSS-027 | ELIGIBILITY CASE FILES (applications, intake records, verifications, forms, notices, agreements, etc.) | Fiscal Closure + 3 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; CDSS Manual of Policies & Procedures requires 3 years from the date CA submits the Federal expenditure report, which is Fiscal Closure; Federal HHS grants are 3 years from the expenditure report; 45 CFR 75.361; GC §26202 |

Retention Schedule: SOCIAL SERVICES

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| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Social Services / Eligibility & Employment Services | DSS-028 | FRAUD INVESTIGATIONS | Resolution + 3 years | Yes: Until Resolution | Mag, Ppr | S / I | Yes: After QC & OD | Intentional Program Violations case records are kept for the life of the individual, per All County Letters (ACLs); GC §26202 |
| Social Services / Eligibility & Employment Services | DSS-029 | LIST OF AUTHORIZATIONS TO START, CHANGE, OR STOP AID PAYMENTS (Form 278L) | Closure + 10 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; CDSS Manual of Policies & Procedures requirement; GC §26202 |
| Social Services / Eligibility & Employment Services | DSS-030 | MEDI-CAL ELIGIBILITY CASE FILES / FOLDERS / RECORDS (applications, intake records, verifications, forms, notices, agreements, etc.) | Fiscal Closure + 7 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; CDSS Manual of Policies & Procedures requires 3 years from the date CA submits the Federal expenditure report, which is Fiscal Closure; 45 CFR 75.361; GC §26202 |
| Social Services / Eligibility & Employment Services | DSS-031 | SNAP (Supplemental Nutrition Assistance Program) / CalFresh./ Electronic Benefits Transfer (EBT) cards | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | CDSS Manual of Policies & Procedures; 45 CFR 75.361; GC §26202 |
| VETERANS SERVICES | | | | | | | | |
| State of California | DSS-032 | ADULTS & VETERANS REFERRAL PROGRAMS / VETPRO DATABASE | Indefinite - Minimum Client Separation + 3 years | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | All information entered into the State's database; consistent with 45 CFR 75.361; GC §26202 |

Retention Schedule: TREASURER / TAX COLLECTOR

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| TAX COLLECTOR | | | | | | | | |
| Lead Dept. | TC-001 | MEGABYTE PROPERTY TAX SYSTEM DATABASE (Includes Tax Assessments, Tax Assessment Rolls, etc.) | Indefinite (Minimum 12 years) | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; GC §26202; R&T §465, 834, 2928, 4377, |
| Tax Collector | TC-002 | BANKRUPTCY FILES & Related Documents | 7 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202, R&T §834 |
| Tax Collector | TC-003 | BULK TRANSFERS | 7 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202, R&T §834 |
| Tax Collector | TC-004 | CERTIFICATE OF ESTIMATED TAXES | 12 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202, R&T §834 |
| Tax Collector | TC-005 | CERTIFICATE OF REDEMPTION / DEFAULT (BACK TAX) PAYMENTS | 12 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202, R&T §2928, 4107, 4377 |
| Tax Collector | TC-006 | CORRESPONDENCE FROM & TO TAXPAYERS - Secured, Secured Abstract, Unsecured & Unsecured Abstract | 7 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202, R&T §834 |
| Tax Collector | TC-007 | CORTAC (County Tax Collector's Automated Clearinghouse) Correspondence, Payment Reports, etc. | 7 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202, R&T §834 |
| Tax Collector | TC-008 | ESTATE OF DECEASED PERSONS | 5 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; GC §26202, R&T §834 |
| Tax Collector | TC-009 | INHERITANCE TAX RECORDS | P | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; GC §26202 |
| Tax Collector | TC-010 | INVOICES TO TAXPAYERS / TAX BILLS (with the payment stub attached) | 12 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202, R&T §834 |

Retention Schedule: TREASURER / TAX COLLECTOR

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| Tax Collector | TC-011 | JUDGMENTS / SUMMARY JUDGMENTS (Non payment of personal property taxes) | 12 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202, R&T §834, 3105, 4377 |
| Tax Collector & Recorder | TC-012 | LIENS (all) | Satisfaction + 7 years | Yes: Until Satisfied | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; Information obtained from taxpayers may be destroyed 6 years after lien date by the Assessor or Board; R&T §§465, 834; GC §26202 |
| Tax Collector | TC-013 | MOBILE HOME TAX CLEARANCE CERTIFICATES | 12 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202, R&T §834 |
| Tax Collector | TC-014 | PARCEL MAP / LOT LINE ADJUSTMENTS - TAX COLLECTOR CERTIFICATIONS / SEGREGATED PARCELS | 12 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202, R&T §834 |
| Tax Collector | TC-015 | PROPERTY SOLD / TAX AUCTIONS / PUBLIC AUCTIONS / DEFAULTED PROPERTY TAX SALES | 12 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202, R&T §834, 4377 |
| Tax Collector | TC-016 | PROPERTY TAX POSTPONEMENT PROGRAM | 7 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202, R&T §834 |
| Tax Collector | TC-017 | REPORTS PRODUCED BY MEGABYTE PROPERTY TAX SYSTEM DATABASE / POSTING REPORTS / TAX COLLECTION REPORTS / | 12 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; The database is the original; Reporting is a compilation of data; GC §26201 |
| Tax Collector | TC-018 | SUPPLEMENTAL TAX TRANSFERS TO UNSECURED ROLLS | 12 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202, R&T §834, 4377 |
| Tax Collector | TC-019 | TAX ASSESSMENT BOOKS (1800's to early 1900's - historical) | P | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; GC §26202, R&T §834, 4377 |

Retention Schedule: TREASURER / TAX COLLECTOR

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| Tax Collector | TC-020 | TAX ASSESSMENT ROLLS / ABSTRACT LISTS - SECURED & UNSECURED - EXTENDED & BILLS (Includes Delinquent Rolls): Reports used to create annual tax billing roll, print tax bills, process tax roll changes, apportion collections and refunds, | 12 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference;; GC §§26201, 26202, 26908; R&T §§2928, 3105, 4104.3, 4377 |
| Tax Collector | TC-021 | TAX BILLS and BACKUP | 5 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Revenue & Taxation (5 years) supersedes Government Code (2 years); GC §26202, R&T §2928 |
| Tax Collector | TC-022 | TAX CHANGES FROM AUDITOR / JOURNAL ENTRIES | 12 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202, R&T §834, 4377 |
| Tax Collector | TC-023 | TAX COLLECTION TRUST Records and Receipts | 12 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; GC §26202, R&T §834 |
| Tax Collector | TC-024 | TAX-DEEDED TO STATE | P | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; GC §26202, R&T §834, 4377 |
| Tax Collector | TC-025 | TAX-DEFAULTED SUBJECT TO POWER TO SELL | 12 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | GC §26202, R&T §834, 4377 |
| Tax Collector | TC-026 | TRANSIENT OCCUPANCY TAX (TOT) / CANNABIS TAX Records and Payment History | 12 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; GC §26202, R&T §834 |

Retention Schedule: TREASURER / TAX COLLECTOR

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| TREASURER | | | | | | | | |
| Lead Dept. | TC-027 | FINANCIAL SERVICES Database / ERP Database | Indefinite - Minimum 5 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Data is interrelated; Meets municipal government auditing standards; GC §§24350 - 24356; 26907, 26202 et seq. |
| Lead Dept. | TC-028 | RTL Payment Processing Database | Indefinite - Minimum 5 years | Yes | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Data is interrelated; Meets municipal government auditing standards; GC §§24350 - 24356; 26907, 26202 et seq. |
| Treasurer | TC-029 | AFFIDAVIT OF LOST, STOLEN, OR FORGED CHECKS | 5 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Deposit receipts are required for 5 years; consistent with Accounts Receivable - for auditing purposes; Fair requires 3 years; GC §26907.2 |
| Auditor-Controller | TC-030 | AUDITOR'S CERTIFICATES / TREASURER'S COPY | 5 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Forms for fees collected are required to be kept by the Auditor for 5 years; Auditor's Certificates are required to be kept for 5 years; FTC Regs for investments rely on "self-enforcement" without specific requirements; GC §§26907.2; 24356, 27001 |
| Treasurer | TC-031 | AUTHORIZED SIGNATURES | Superseded + 2 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department preference; GC §26202 |
| Treasurer | TC-032 | BANK DEPOSIT SLIPS | 5 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Deposit receipts are required for 5 years; consistent with Accounts Receivable - for auditing purposes; Fair requires 3 years; GC §26907.2 |
| Treasurer | TC-033 | BANK STATEMENTS / BANK RECONCILIATIONS | 5 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Consistent with Bank Deposit Slips; CA State Depart. of Fairs requires 3 years; GC §26202, 26 CFR1.16001-1 |
| (Bank) | TC-034 | BANK'S CHECKS / Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.) | Follow Bank Instructions | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | These are bank instruments, and not County records; per bank agreement. |

Retention Schedule: TREASURER / TAX COLLECTOR

| Office of Record (OFR) | Retention No. | Title and Description | Total Retention | Vital? | Media Options | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | Comments / Reference |
|--|---------------|--|----------------------------------|--------|-------------------|--------------------------------------|-----------------------------------|--|
| <i>If the record is not listed here, refer to the Retention for County-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i> | | | | | | | | |
| Clerk of the Board | TC-035 | INVESTMENT REPORTS | Copies - When No Longer Required | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Presented to the Board of Supervisors in the Agenda Packet; GC §26201 |
| Finance | TC-036 | INVESTMENTS / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund)) | 5 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC §§ 26202, 43900 |
| Treasurer | TC-037 | RECEIPT BOOKS | 5 years | | Mag, Mfr, OD, Ppr | S/M/I | Yes: After QC & OD | Deposit receipts are required for 5 years; consistent with Accounts Receivable - for auditing purposes; Fair requires 3 years; GC §26907.2 |

Date: _____

Department: _____

Form RM-1: RECORDS DESTRUCTION AUTHORIZATION FORM

The records listed below (or on the attached list) are **scheduled to be destroyed**, as indicated on the Records Retention Schedule.

The records are not the subject of any claim, litigation, investigation, or audit.

(List records here, or attach a list)

| Records Description | From (Start Date) | To (End Date) | Box # | Retention No. | Retention Period |
|---------------------|----------------------|------------------|-------|------------------|---------------------|
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Check one option for destruction:

☐ Shredding is Required (Records contain private information) OR

☐ Recycle (Records do NOT contain private information)

Employee Preparing Records

Extension

Date

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

Department Head / Division Manager

Date

The Office of Record / Department approving the destruction of records coordinates shredding arrangements.

(Complete after the destruction has been performed if done by Employees. If destruction is performed by a commercial vendor, have them provide you with a certificate.)

I HEREBY CERTIFY that the items listed above have been destroyed in accordance with policies and procedures:

Employee Performing Destruction

Date

Retain this form in your department. Refer to the County-Wide schedule for how long to retain this form.