

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	<p>AGREEMENTS & CONTRACTS: GOODS & SERVICES (NON-INFRASTRUCTURE)</p> <p>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work, Insurance Certificates, etc.)</p> <p>Examples of NON-Infrastructure: Consulting, grants, disposal, franchises, housing, leases, legal services, loans, paving, painting, professional services, services, slurry seals, tree trimming, etc.</p>	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	<p>AGREEMENTS & CONTRACTS: PUBLIC PROJECTS / INFRASTRUCTURE / CIP (Capital Improvement Projects)</p> <p>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work, Insurance Certificates, etc.)</p> <p>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>	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

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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

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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>								
Dept. that Authors Document or Receives the County's Original Document	CW-011	<p>CORRESPONDENCE - ROUTINE / GENERAL (IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business)</p> <p>(e.g. Administrative, Chronological, e-mail, General Files, Letters, Memoranda, Miscellaneous Reports, Press Releases, etc.)</p>	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	<p>Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda NOT retained in the ordinary course of business</p> <p>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</p> <p>(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.)</p>	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).

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	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)

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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

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<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
<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>								
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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

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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

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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
<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

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>								
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

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>								
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

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>								
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, microfiched, 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

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>								
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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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>								
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

Retention Schedule: AUDITOR - CONTROLLER

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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

Retention Schedule: AUDITOR - CONTROLLER

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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.

Retention Schedule: AUDITOR - CONTROLLER

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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>								
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=Microfiche 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>								
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
<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>								
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
<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>								
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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<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-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

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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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

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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>								
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

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-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
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>								
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

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
COUNTY CLERK / RECORDER								
<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 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 Recorders 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

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 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

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 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

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>								
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

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 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

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 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

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 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
<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								
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
<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
<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>								
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
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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
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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

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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>								
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 CFR1627.3(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
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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>								
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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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

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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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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

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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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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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<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-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.

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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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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<i>HOLDS: Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).</i>								
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

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	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

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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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

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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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

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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

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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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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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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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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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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)**

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>								
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)

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>								
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
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>								
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
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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>								
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**

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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

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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
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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
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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>								
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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
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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 , Safetv. 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
<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-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

Retention Schedule: Public Defender

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 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
<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 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
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
<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 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 =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 / 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
<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>								
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 L=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 / 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
<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 / 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

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	CaITIP (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	FUNDING & GRANTS: FTA, OTHERS: Equipment (Buses, Vehicles) and Real Property Includes all records, including allocation records, application, administration, reports, audits, etc. <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>	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	FUNDING & GRANTS: FTA, OTHERS: Excluding Equipment (Buses, Vehicles) and Real Property Includes all records, including application, administration, reports, audits, etc.	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

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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, 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

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<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>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)

RECORDS RETENTION SCHEDULE: RECREATION & RESILIENCE

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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>								
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)**

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>								
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

**RECORDS RETENTION SCHEDULE: SANITATION DISTRICT
(WASTEWATER)**

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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

**RECORDS RETENTION SCHEDULE: SANITATION DISTRICT
(WASTEWATER)**

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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.

**RECORDS RETENTION SCHEDULE: SANITATION DISTRICT
(WASTEWATER)**

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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

Retention Schedule: SHERIFF & ANIMAL CONTROL

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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.

Retention Schedule: SHERIFF & ANIMAL CONTROL

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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)

Retention Schedule: SHERIFF & ANIMAL CONTROL

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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

Retention Schedule: SHERIFF & ANIMAL CONTROL

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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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<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-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

Retention Schedule: SHERIFF & ANIMAL CONTROL

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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

Retention Schedule: SHERIFF & ANIMAL CONTROL

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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,

Retention Schedule: SHERIFF & ANIMAL CONTROL

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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-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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<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-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

Retention Schedule: SHERIFF & ANIMAL CONTROL

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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 Lob, 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

Retention Schedule: SHERIFF & ANIMAL CONTROL

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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

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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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

Retention Schedule: SOCIAL SERVICES

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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>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>								
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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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	CaISAWS 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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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

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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 Dept. 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