

APPENDIX A to Chapter 17.02 of the Administrative Manual General Countywide Records Retention Schedule

AGRICULTURAL COMMISSIONER

Department of Ag & Air Pollution

Type of Record	Description	Retention Period	Authority	Comments
Accounts Receivable	Includes invoices, attachments, remittance advice, backup copies and receipts	FY + 5Y		
Audit Reports	Prepared by or commissioned by the Auditor/Controller, State, Federal or other regulatory agency	FY + 2Y		Auditor-Controller holds original
Board Files	Agendas, minutes, staff reports, and written public comments (originals)	FY + 2Y		Permanently maintained by Clerk of the Board
Claims	Claims and invoices for materials, services and travel	CY + 5Y or after final audit		Auditor-Controller holds original
Contracts	Contracts, leases, MOU's, Private, County, State or Federal sources	5Y after contract expires		
Correspondence Files	General, routine correspondence issued and/or received	CY + 5Y		
Deposit Receipts	Records documenting receipt and deposit of funds in Treasury	FY + 5Y		Treasurer holds original
E-mail Messages	Informal communication of information, including attachments	Until administrative need is met.		
E-mail Messages	Subject matter sets policy, establishes guidelines or procedures or certifies transactions, including attachments	Same period of time as records series that most closely matches subject matter		
Emergency Action & Fire Prevention Plan	Plan adopted by Department; include fire, earthquake, safety and chemical spills	Until plan is superseded		
Employee Medical Records	Medical records of employees who may have or did come into contact with blood or other potentially hazardous materials (e.g. asbestos) OSHA requirement	30 years after exposure		
Employee Training Records: Hazardous/Toxic Substances	Documentation of training in proper use and handling of hazardous substances	1 year after employee terminates or 3 years, whichever is longer		
Equipment Records	warranty information, instruction/operating manuals, repair/maintenance history, etc.	Life of equipment + 2 yrs		
Field Notes	Related to a particular investigation	Destroy after case file is completed		

Final Budget (original)		FY + 5		Permanently maintained by Auditor-Controller
Fixed Asset Inventory	Inventory of all departmental fixed assets	FY + 5		Auditor-Controller holds original
Fixed Asset Records	TC-11 and related fiscal documents	Until disposal of asset + 1 yr.		Auditor-Controller holds original
General Reference Files	Documents and correspondence of interest to management. Includes materials such as reports, records, studies, statistical analyses, calendars, appointment books	CY + 2		
Industry Injury Files	Forms, employee correspondence and reports relating to employees' claims; 5 yrs after disposition of claim for Workman's Compensation;	FY + 5		Risk Management has original
Journal Voucher	Used to record postings to general ledger and/or subsidiary ledgers	FY + 5		Auditor-Controller holds original
Litigation Files	Case files containing pleadings and Counsel correspondence, memos, etc. regarding litigation matters	Destroy 5 yrs after case is closed		
Office Policies and Procedures	Routine department issued policies, procedures, directives, decisions, rules, organizational charts and manuals that address internal functions and operating procedures	3 years after policy is obsolete or superseded		
Payroll Records	Time cards, labor data collection (LDCs), payroll warrants, amounts and dates of payments, daily and weekly hours, overtime hours and pay, deferred compensation and retirement contributions, deductions and additions, tax withholding records.	FY + 5; or after audit providing 2 yrs have elapsed		Finance holds original
Personnel Files	Payroll/Personnel Appointment and Change Forms, applications, resumes, performance evaluations, commendations, disciplinary actions, employment actions, leave of absence, separation address, SSN, DOB, I-9, FMLA	FY + 5 years after employee leaves		Personnel has original
Proposed Budget		FY + 5		
Public Records: Log and Request for Information	date of request, requestor name, and tracking information	CY + 1		
Purchase Orders and Requisitions	Forms and correspondence relating to acquisitions of supplies, equipment, services, etc.; vendor contracts	FY + 3	Gov Code § 25501.5	Purchaser holds original

Recruitment Records	Job applications, resumes, records relating to refusal to hire, advertisements about openings, promotions or training opportunities	. Employees- 5 yrs after departure; others- 2 yrs		Personnel has original
Request for Recruitment & Certification	Forms requesting recruitment for district positions	FY + 2		
Staff Meetings	From various in office meetings held, agenda, minutes, notes	FY + 3 *		
Training Materials	Videos, CDs, DVDs, workbooks, manuals, slides, etc.	Until obsolete, superseded or administrative need is met		

Ag Department: General

Type of Record	Description	Retention Period	Authority	Comments
Ag Civil Penalties (ACPs)	Actions and appeals: after final decision and appeal	CY + 5		
Annual Reports and Publications		CY + 3		
Complaint Files	Consumer complaints, including action taken	1 yr after resolution		
Continuing Education	Course application, approvals, sign-in sheets	CY + 3		
County Activity Reports	County activities (monthly reports 1-9) for State	CY + 4		
Crop Reports	Permanent	One copy of each year permanent, all others CY + 5		
Data Collection Forms	CY + 5	State residue samples		
Draft Documents		Discard when final document completed and approved		No retention required
Enforcement Letters	Year 2000 and forward available on DPR web site	Indefinite		
Federal Activity Reports	Federally funded programs (e.g. USEPA, USDA) submitted to State	CY + 8		
Food & Ag Code		Keep current , Discard replaced pages after CY + 2		
Hazardous/Toxic Substance Exposure Records		Indefinite		
Investigations	Not residue or illness (see PUE)	CY + 5		

Label Interpretations		CY + 4		
Manuals	Operations, preparations, policies, references	Until superseded		
Mill Assessment Quarterly Reports		CY + 2		
Negotiated Work Plan		CY + 5		
Supplemental Time Sheets		CY + 5		

Ag Department: Programs

Type of Record	Description	Retention Period	Authority	Comments
Fruit & Vegetable, Eggs & Honey (includes Apiary)	Certified Producers Certificates (CPC), direct marketing, non-compliance notices, disposal orders, colony strength, worksheets,	CY + 5 for CPC CY + 3 for all others		
Groundwater/ Surface Water	Scientific data	Indefinite		
Nursery	Inspection reports, noncompliance notices	CY + 3		
Organic	Registrations, relevant information (maps, phone numbers)	CY + 3		
Pest Detection/ Emergency Projects	Determination slips (PDRs), trapping information	CY + 5		
Pest Eradication	Pesticide Use Reports	CY + 3		
Pest Exclusion	Certificates of quarantine compliance, weed free forage, post entry quarantine, quarantine notices (008s), field inspection of seed	CY + 5		
Pest Management/ Vegetative Environmental Management	Pesticide Use Reports	CY + 3		
Pesticide Use Enforcement	Inspections, NOVs, PURs, permits, warning letters, NOIs, investigations	CY + 3 CY + 2 (permits)		
Pesticide Use Enforcement	Illness & residue investigations	Indefinite		
Phytosanitary Certificates		3Y in Office, 8Y archived		

Seed	Certified Seed Cleaning Equipment Certificate (harvester inspections), stop sale orders, inter-county permits, mill inspections	CY + 3		
Tri-County Bees	NOI log, registration	CY + 2		
Weed Management Area	Projects, minutes, agendas	Life of project + 3 yrs		
Weights & Measures	Inspection Certificates	CY + 3		

Air Pollution: General

Type of Record	Description	Retention Period	Authority	Comments
Agricultural Burning	All other burn permits, logs, reports	CY + 3		
Agricultural Burning Permits	These permits are tied to inventory for Ag ERC's	Yrs 92-97 Permanent		
Air-Quality Management Plan	District files related to adoption and revision to District's Air Quality Management Plan Permanent		H&S § 40911, Gov § 60203	
Air Toxic Hot Spots		3 years after expiration or cancellation of all permits held by facility		
Authority to Construct	For new devices	Permanent		
Carl Moyer Program	All documents related to program	Life of project plus 3 years	Authority: Air Resources Board	
Conditional Use Permits		CY + 3	California Environmental Quality Analysis (CEQA)	
District Engineering Evaluations	Toxic-Best Available Control Technology (T-BACT), BACT, ISCST3, SCREEN3, Health Risk Assessments	CY + 3		
Emission Reduction Credits	Annual throughput info given by the sources	Permanent		
Emissions Inventory Surveys		Permanent		
Enforcement Activity	Violations, warnings, hearings, settlements, enforcement log	CY + 3		
EPA Inspections	Title V, Prevention of Significant Deterioration (PSD), New Source Performance Standards (NSPS), Lowest Achievable Emission Rate (LAER)	Permanent		

Facility Closure Files		Permanent		
Facility Files	Inspection reports, enforcement actions, permit renewal information, source test protocols, emission reports	CY + 5 *		
Financial Reports	Audit, Working papers	CY + 3 *		
Investigations	From complaints or internal request	CY + 3		
Monitoring Station Data	When GCAPCD ran the monitoring station	CY + 5		
Motor Vehicle Program (AB2766)	Permanent			
Notes or Tape Recordings	public workshops, hearings	CY + 3		
Permit to Operate	1 to 3 year permits	Keep current		
Permit to Operate		CY + 5 After cancellation of permit		
Rules	District files related to adoption and revision of District's rules and regulations	Permanent	H&S § 40728	
State Subvention		CY +3		
Title V & Related Documents		Permanent		
Variance Petitions & Related Documents		Permanent		

CUPA

Type of Record	Description	Retention Period	Authority	Comments
Legislative Files	Chaptered legislation analyses and correspondence	CY + 5		
Complaint Files		CY + 5		
Documentation for Federal or State Grants		5 Years after annual report		
Hazardous Materials Business Plan	Site map for each facility	Permanent		
Hazardous Materials Business Plan	Inspection Reports, Permits to Operate, enforcement files, onsite tiered permitting notifications, correspondence	CY + 5		
Hazardous Materials Business Plan	Business Plans, Annual Compliance Certifications, Chemical Inventory Forms, Contingency Plans	CY + 3		

	-Program will determine which documents within the file will be retained indefinitely.			
Hazardous Waste Generator Files	Inspection reports, correspondence, enforcement files	CY + 5 For enforcement action: 3 yrs after resolved		Program will determine which documents within the file will be retained indefinitely.
Industrial Clean Up Files in Chronological Date Received	Initial complaint investigation, reports, maps, correspondence, data compiled during mitigation activities	Permanent		Due to County liability, these files should be kept for future property assessment.
Inspection Reports & Permit to Operate	Inspection reports, correspondence	CY + 5		
Inspection Reports and Permit to Operate UST	Inspection reports, correspondence, inventory, reconciliation reports	CY + 10		
Leasing UST Files	Reports, maps, correspondence, data compiled during mitigation activities	Permanent		Contract requirement from the State Water Resources Board
Management Reports	Quarterly/annual highlights, monthly program activity reports, calendar year reports, fiscal year reports used for purposes of budget, research and audits	CY + 5		Re-evaluate after audit or condensed totals are made
Non-Petroleum Site File, Filed by Facility	Reports, maps, correspondence, data compiled during mitigation activities	Permanent		Due to County liability, these files should be kept for future property assessment
Self Audit		Permanent		Performed yearly
Superfund Files	Contingency reports, EIRs, fact sheets, and correspondence	CY + 5		Special files that involve legal action may be maintained indefinitely
Tiered Permitting Files	Inspection reports, correspondence	CY + 5		Program will determine which documents within the file will be retained indefinitely
UST Installation, Removal and Modification Plans	Ownership changes and facility name changes	Permanent		Due to county liability, these files should be kept for future property assessment
Audit Reports		Permanent		
State Summary Reports	Enforcement, inspection, single fee, and UST compliance	CY + 5		

ASSESSOR

Type of Record	Description	Retention Period	Authority	Comments
Aircraft & Vessel Records (active)		Change of ownership + 5Y	GC 26202, R&T 465,834	Assessor or Board may destroy any taxpayer's documents lien date + 6Y
Appeals: Denied or Granted		Final Action + 5Y	GC 25105.5	Clerk of the Board of Supervisors maintains the originals
Building Permits		1Y		County or City maintain the originals
Business Property Records		6Y	R&T 465	Assessor or Board may destroy any taxpayer's document lien date + 6Y
Personal/Business Property Records – Cancelled Accounts		6Y	Consistent with Auditing Standards	
Board Orders or Roll Corrections		6Y	GC 26202	Departmental preference, administration purposes
Appraisal Records (Inactive & Active)		Permanent	GC 26202	Departmental preference, administration purposes
Problem letter files		Permanent	GC 26202	Departmental preference, administration purposes
Escape Notice		6Y	R&T 465	Assessor or Board may destroy any taxpayer's document lien date + 6Y
Exemption Claims: Homeowner Veterans or other (Active)		Permanent	R&T 465	Assessor or Board may destroy any taxpayer's document lien date + 6Y
Exemption Claims: Homeowner Veterans or other (Inactive)		6Y		Consistent with Auditing Standards
Mailing Address Changes		2Y	GC 26202	
Assessor Parcel Maps (Active & Historical)		Permanent		Maintained permanently for administrative purposes
Preliminary Change of Ownership (PCOR)		7Y	R&T 465	Assessor or Board may destroy any taxpayer's document lien date + 6Y
Subvention Applications		Permanent		Departmental preference, administration purposes

Assessment Rolls Statistics		Permanent	GC 26202	
Assessment Rolls (Unsecured & Secured)		Permanent	GC 26201	Assessor maintains the originals
Vessel & Aircraft records (Cancelled)		Change of Ownership + 6Y	R&T 465	Assessor or Board may destroy any taxpayer's document lien date + 6Y
Change of Ownership (COR)		Permanent	GC 26201	Assessor maintains the originals
Prop 58 & Prop 60		Permanent	R&T 465	Assessor or Board may destroy any taxpayer's document lien date + 6Y

CLERK OF THE BOARD

Type of Record	Description	Retention Period	Authority	Comments
Board Agenda packets – Backup information		2Y	GC 26202	Retained through optical imaging storage system & system hosted by Granicus
Assessment Appeal Applications		5Y after final action or 3Y if imaged	GC 25105.5	
Bids – Awarded		5Y after imaging with contract or 10Y if not imaged	GC 26202	Filed with Contract.
Bids – Unaccepted		2Y	GC 26202 & GC 26202.1	
Budgets – Final		2Y + image	GC 26202	Duplicates are retained on the County's website; originals kept in vault
Budgets – Proposed		Replace with Final Budget	Board acceptance of final budget	Examine to see if any background information was excluded in the Final Budget.
Claims – Accounts Payable		FY + 2Y	GC 26202	Originals maintained by Department of Finance
Claims Against the County/Litigation		5Y after final action on claim	GC 25105.5	
Claims Against Special Districts – BOS as Gov. Body		5Y after final action of claim	GC 25105.5	
Closed Contracts		2Y	GC 26202	
Committees and Commissions		2Y after dissolved unless pursuant to a state statute	GC 26202	
Conflict of Interest Codes		5Y	GC 26202	Filed in District Files
Contracts & Agreements		5Y after Contract expires after imaging, 10Y if not imaged	GC 26202	
Correspondence from County Departments		2Y	GC 26202	Dept. Preference: retain through optical imaging storage system - SIRE
Correspondence from outside the County		1Y	GC 50115	Pertain to other agencies (i.e. State, Federal)
Deeds (Recorded)		5Y + image (also retained by Recorder)	GC 12168.7	Pertain to various types (i.e. deeds of trust, grant deeds, easements, quit claims, reconveyance)

District Files		5Y + image after dissolved **(Certain criteria apply to destruction of any records that are contained in District files)	GC 60200, GC 25105, & GC 12168.7	Dept. Preference: retain through optical imaging storage system - SIRE
Grand Jury Reports & Responses		5Y after imaging 10Y if not imaged	PC 933(c) GC 12168.7	Duplicate Reports are retained on the County's website; originals kept in vault
Liens (Recorded)		5Y after release + image (also retained by Recorder)	GC 12168.7	Pertain to real property (i.e. special assessment, tax, nuisance abatement)
Minutes		*** Generally permanent record	GC 25105 & GC 12168.7	Retained through optical imaging storage system & system hosted by Granicus
Oath of Office		5Y after date of revocation of appointment of a deputy	GC 24102	
Ordinances		*** Generally permanent record	GC 25105 & GC 12168.7	Retained through optical imaging storage system - SIRE
Payroll Records		FY _ 5Y	GC 26201 & 26202	Originals maintained by Department of Finance
Personnel Files		5Y after separation of employee	GC 26201 & 26202	Personnel holds main file
Planning Land-Use		2Y unless expressly required by law to be preserved	GC 26202	
Proclamations		2Y unless pursuant to a state statute or county charter	GC 26202	Retained through optical imaging storage system – SIRE, if part of Board agenda packet
Public Records Requests		FY + 2Y	GC 26202	
Resolutions		*** Generally permanent record	GC 25105 GC 12168.7	Retained through optical imaging storage system - SIRE

COOPERATIVE EXTENSION

Type of Record	Description	Retention Period	Authority	Comments
Contracts		5Y after close of contract		Office Policy
County Claims/ Payroll/Budget		5Y after transaction		Office Policy
Personnel Files		5Y after separation		Office Policy

COUNTY COUNSEL

Type of Record	Description	Retention Period	Authority	Comments
Litigation Files (General) – Case files containing pleadings and correspondence regarding litigated matters		Until case closure + 10 years	CCP §§ 337 et seq.; GC §§945, 25105.5; PC § 832.5	Department Preference, Statute of Limitations for most contracts if 4 years; wrongful death for construction is completion + 5 years
Probate & LPS Conservatorship Case Files		Closure + 10 years (can destroy after 1 year upon death of Conservatee)	CCP §§ 337 et seq., 338 et seq; GC §§ 945, 25105.5; PC § 832.5	Department Preference; Statute of Limitations for most contracts is 4 years; taking personal property is 3 years
Opinions Binder		Permanent	GC § 26202	Department Preference; Statewide guidelines propose superseded + 2 years
Claims filed against the County		Final Disposition +5 years	CCP § 337 et seq.; GC §§ 945.4, 25105.5; PC § 832.5	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;
Chronological Files		4 years	GC § 26202	Department Preference: Could reduce to the County-wide standard of 2 years total retention
Subject/Project Files (General Matters) – County Counsel correspondence filed by subject matter or project		10 years or until “obsolete,” whichever is later		Department Preference
Subject/Project Files (Property Matters) – County Counsel correspondence filed by subject matter or project		20 years or until “obsolete,” whichever is later		Department Preference
Contracts		5 years after fiscal year in which the contract ends or as required under the terms of the contract, whichever is the longer.		Department Preference

DEPARTMENT OF CHILD SUPPORT SERVICES

Type of Record	Description	Retention Period	Authority	Comments
Administrative & Fiscal Related Child Support Documents		4Y + 4 months from date of closure	State Department of Child Support Services Policy, CA Code of Regulations Title 22, Division 13, Sections 111420 & 111450	Exception of cases subjected to an open Federal or State audit or a case pending civil litigation, or a court order requiring such records be maintained for an extended period.
Case Files		5Y after case closure	State Department of Child Support Services Policy	

DEPARTMENT OF FINANCE

Accounting - Budget

Type of Record	Description	Retention Period	Authority	Comments
Board of Supervisors – Actions	Items acted upon by the Board of Supervisors and accompanying material, includes: Resolutions, agenda item transmittal reports, agenda item summary reports, and background materials. Filed chronologically	FY +1Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Official records kept by the Clerk of the Board of Supervisors
Budgets – Final – From 1970	Informational copies of the final budgets for the County and Special Districts. Includes: Copies of Budgets. Filed chronologically	Permanent		Official records kept by the Clerk of the Board of Supervisors
Budgets – Final – Through 1969	Final budgets and statistical reports for the County and Special Districts. Includes: Final Budgets and Statistical Reports. Filed numerically	Permanent	Suggested retention period per the County Accounting Standards & Procedures Committee	If department no longer wants to retain records, they should be sent to the County Archives for permanent retention
Budgets – Proposed	Proposed budget available for public review. Includes: Proposed Budget and back-up. Filed chronologically	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Official records kept by the Clerk of the Board of Supervisors
Budgets – Worksheets	Worksheets used to prepare and support the county budget. Includes: Working papers and Special District signed budget. Filed chronologically	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	

Budgets – Worksheets	Micofiche	Permanent	Suggested retention period per the County Accounting Standards & Procedures Committee	
Claims	Telephone bills for the Auditor-Controller Department. Includes: Claims. Filed chronologically	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Treasurer's Disbursement Report		FY + 5Y or destroy after final settlement of audit	Suggested retention period per the County Accounting Standards & Procedures Committee	
Treasurer's Monthly Cash Count	Monthly report used to balance outstanding warrants. Filed chronologically	FY + 1Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Official records kept by the Treasurer
Warrant Registers	Copies of Warrants such as those issued from the Sheriff's Trust Fund which is used as a warrant register. Filed numerically by warrant number	FY + 15Y	GC 26907 (permits destruction after they are microfilmed)	
Warrant Registers	Various warrant registers on microfiche	FY + 15Y		Official copy is in Accounting – General Ledger section
Warrants – Paid – From July, 1991	Records of paid warrants used to reconcile outstanding warrants by funds. To prove proper payments, and to maintain records of warrants paid by the treasurer. Filed numerically	FY + 5Y	GC 26907	
Warrants – Paid – From July, 1991	Microfilm	FY + 5Y	GC 26907	
Warrants – Schools	Auditor's copy of warrants issued by the Superintendent of Schools. Includes: Copy of warrants with description. Filed numerically by warrant number	FY + 5Y	GC 26907	
Warrants – Stale Dated	Records used to cancel warrants with stale dates for reconciliation with outstanding warrants. Includes: Warrants and Journal Vouchers. Filed chronologically	FY + 5Y	GC 26907	
Warrants – Stop Payment	Documents needed to stop payment of warrants. Includes: Affidavits of lost warrants, stop payment notice and notice to rescind. Filed chronologically	FY + 5Y or upon start of new audit		

Accounting - Cost

Type of Record	Description	Retention Period	Authority	Comments
Cost Plan – Audited	Back-up for cost plan and duplicate worksheets. Includes: Audited Cost Plan and Worksheets. Filed chronologically	After Audit settled	Suggested retention period per the County Accounting Standards & Procedures Committee	
Cost Plan – Charges	Support Services billings for non-general fund departments. Includes: Journal vouchers and receipts. Filed chronologically	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Cost Plan – Equipment and Building Use	Cost plan backup. Includes: Special fixed asset report. Filed chronologically	FY + 15Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Handbook for cost plan procedure for California Counties, Section 2160, permits the destruction of records three years after the date of submission
Cost Plan – Formal Plan Work Sheets	All information sent to the State. Includes: Cost plans, exhibits, and State approvals. Filed numerically by department.	FY + 15Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Handbook for cost plan procedure for California Counties, Section 2160, permits the destruction of records three years after the date of submission to the State Controller.
Cost Plan – Working Papers	Back-up for cost plan & duplicate reports. Includes: Quarterly cost comparison, insurance losses, property insurance breakdown, DP cost, time sheets, YTD RPT #22, Expenditure & Revenue ledger, labor distribution, etc. Filed chronologically by department.	After Close + 3Y		Handbook for cost plan procedure for California Counties, Section 2160, permits the destruction of records three years after the date of submission to the State Controller.

Accounting - Financial

Type of Record	Description	Retention Period	Authority	Comments
Audit Reports	Financial statements and auditor's report for the county. Includes: Annual external county audit. Filed chronologically.	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee.	
Audits – Workpapers	Workpapers for financial statements and auditor's report for the county. Includes: Internal work papers and correspondence. Filed chronologically.	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee.	
Fixed Asset Records	Inventories of County-owned fixed Assets, Includes: Department inventories, work papers and related computer reports. Filed numerically by Department. Also known as certified property account and fixed asset inventories.	FY + 5Y	GC 24051	
Land, Buildings and Improvements – Values	Historical costs for land, buildings and improvements for use in financial reports. Includes: Lists of costs. Filed chronologically.	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee.	
Land, Buildings and Improvements – Values	Disk and diskettes	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	

Accounting – General Ledger

Type of Record	Description	Retention Period	Authority	Comments
Accounting Records – From 1973/74	Microfiche	Permanent		If Department no longer wants to retain records, they should be sent to county archives for permanent retention.
Appropriation Transfers	Transfers of unanticipated revenues, appropriation contingencies, unreserved undesignated fund balances, and other transfers. Filed chronologically.	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Cash Reconciliation Worksheets and Fund Summary	Worksheets used to reconcile auditor's cash balance with treasurer's cash balance. Includes: Worksheets and county fund summary. Filed chronologically.	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Cash Reconciliation Worksheets and Fund Summary	Disk & Diskette	Active Use in Office	Suggested retention period per the County Accounting Standards & Procedures Committee	Records are constantly updated.
Claims	Claims and invoices for materials and services. Includes: Transfers, other billings, purchase orders, vendor lists, forms and purges. Filed chronologically by claim number.	FY + 5Y		
Contracts	Contracts (Excluding those for land, building and improvements used as back-up for payments, encumbrance, etc. of contract). Filed chronologically	Expiration of Contract + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Official records kept by the Clerk of the Board of Supervisors, purchasing agent or the originating department.
Contracts – Land, Building and Improvements	Land, building and improvements (LBI) contracts used as backup for payment, encumbrance, etc., of contract. Filed chronologically.	Permanent	Suggested retention period per the County Accounting Standards & Procedures Committee	Official records kept by the Clerk of the Board of Supervisors or the originating department.
Journal Vouchers	Doc. Used to enter postings to the general ledger that is not automatically entered by the account system. Covers temp transfer corrections, tax apportionments, Department buildings & indirect warrant input & payables. Includes: Input document and backup. Filed chronologically.	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	

Purchase Order Logs	Duplicate copy of daily paid activity against encumbrances. Used to maintain encumbrance records in general ledger accounts. Includes: Famis 152, report 18. Filed chronologically. Also know as P.O. Logs	1 Month	Suggested retention period per the County Accounting Standards & Procedures Committee	Official copy is Purchase Order.
Purchase Order Logs	Official Copy	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee.	
Warrant Registers-Claims Revolving	Listing of warrants used by county for claims. Includes: Claims revolving register. Filed numerically by warrant number.	FY + 3Y		GC 26907 permits destruction of paper copies after transfer to microfilm or fiche.
Warrant Registers – Claims Revolving	Microfilm	Permanent		GC 26907 permits destruction of records after 15 years. Stored at Offsite vault. Official copy.
Warrant Registers – Claims Revolving	Microfiche	Permanent		GC 26907 permits destruction of records after 15 years. Stored at offsite vault. Official copy.
Warrant Registers – Never Transferred to Microfilm or Fiche	Records of warrants issued by the county or its agencies and schools. Filed numerically and by agency.	FY = 15Y		GC 26907 permits destruction of records after 15 years.
Warrant Registers – Transferred to Microfilm or Fiche	Paper copies of various warrant registers which will be transferred to microfilm or fiche. Filed numerically by agency	FY + 3Y		GC 26907 permits destruction of paper copies after transfer to microfilm or fiche.
Warrant Registers – Transferred to Microfilm	Microfilm	FY + 15Y		GC 26907 permits destruction of records after 15 years.
Warrant Registers – Transferred to Fiche	Microfiche	FY + 15Y		GC 26907 permits destruction of records after 15 years.

Accounting – Long Term Debit

Type of Record	Description	Retention Period	Authority	Comments
Capital Leases	Information on all capital leases needed to keep track of payments on outstanding leases and for the annual financial report. Includes: Copies of all leases on file and a capital lease schedule. Filed alphabetically.	After Payment + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	After final payment, official records kept by the Clerk of the Board of Supervisors.
Loans – Long term	Records of long term loans made to county service agencies. Used for special projects, and to verify expenses. Includes: Accounting records.	After Payment + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Mandated Cost Plans	Claims for reimbursement of state mandated costs. Includes: The claims and backup information. Filed numerically by chapter number.	After Audit Settled + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Weighted Salary Rates	Work sheet used to determine the total cost of salaries and leaves of absence. Includes: Work sheets showing total cost of salary and leaves. Filed numerically.	FY + 10Y	Suggested retention period per the County Accounting Standards & Procedures Committee	

Accounting - Revenue

Type of Record	Description	Retention Period	Authority	Comments
1099's	To record and report vendor amounts to the federal government. Filed numerically. Also known as information returns.	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Accounts Receivable	Material used to invoice billings by the auditor's office for services to other departments, agencies, state tax refund & any reimbursement Costs due the county through the auditor's office. Includes: Invoices, attachments, backup copies and receipts. Filed by invoice number.	After Payment + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Affidavits	Sworn statements from judges and court reports confirming that their work was completed in a timely manner. Filed alphabetically.	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee.	

Annual Reports of Financial Transactions	Various annual financial reports for county offices and special districts prepared by the auditor-controller department in accordance with government code 26909 and 51891. Filed chronically	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee.	Copy is sent to the State Controller.
Audit Reports	Supplemental report to the annual external audit of the county, as required for federal financial assistance. Filed chronologically. Also know as schedule of Federal Financial Assistance.	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Official Records kept by the Clerk of the Board of Supervisors.
Deposit Records	Records documenting receipt and deposit of funds in county treasury. Includes: Deposit authorizations and official receipts. Filed alphabetically, then chronologically.	When microfilming is complete or FY + 5Y, whichever comes later.	Suggested retention period per the County Accounting Standards & Procedures Committee	
Deposit Records	Microfilm	Permanent	Suggested retention period per the County Accounting Standards & Procedures Committee	
Deposit Records	Microfilm	Permanent	GC 27001	Stored in offsite vault.
Deposits by Treasury for other departments	Extra copy of deposit authorizations for control purposes. Filed alphabetically, then chronologically.	FY + 2Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Official copy is deposit record.
Remittance Advices	Form received from the state used to cross check state deposits. Includes: The form. Filed alphabetically	FY + 2Y or after audit	Suggested retention period per the County Accounting Standards & Procedures Committee	Official records kept by the Treasurer and by receiving departments.

Payroll

Type of Record	Description	Retention Period	Authority	Comments
Adjustments, Corrections, Cancellations and Prepays	Materials necessary to make adjustments and corrections to payroll and to issue prepays. Includes: Work sheets, copies of warrants, input to DP and treasury. Filed chronologically.	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Catastrophic Leave	Records the transfer of paid leave from one employee to another who is suffering from a catastrophic illness. Includes: Authorizations and worksheets. Filed alphabetically by employee.	After Close + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	

Deduction Lists	Amounts payable to benefit provides. Includes: The lists and copies of warrants issued. Filed chronologically.	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Deductions and Other Earnings (DOES)	List of all employee special earnings, including mileage reimbursement, county aid benefits and deductions other than state and federal income tax and FICA. Includes: List. Filed chronologically by department.	6 weeks or 3 pay periods	Suggested retention period per the County Accounting Standards & Procedures Committee	
Deductions and Other Earnings (DOES)	Microfiche	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Employee List – Year End 1968 through 1987	Cross reference for yearend employee's earning record. Filed alphabetically and by social security number.	End of Calendar Year + 70Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Employee List – Year End from 1988	Year end cumulative employee list. Includes: Department, section, job class and pay rate. Filed alphabetically and by social security number.	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Employee List – Year End from 1988	Microfiche	End of Calendar Year + 70Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Employee List – Year End from 1988	Microfiche	End of Calendar Year + 70Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Stored at offsite vault. Official copy.
Employee's Earning Record	Year end record of employee's net pay showing gross pay minus deductions. Includes: Record of net earnings. Filed numerically by social security number.	End of Calendar Year + 70Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Employee's Earning Record	Microfilm	End of Calendar Year + 70Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Employee's Earning Record	Microfiche	End of Calendar Year + 70Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Stored at offsite vault. Official record

FLSA Regular Overtime Report	Report of regular overtime payroll in accordance with the fair labor standards act. Includes: Lists of earnings subject to FLSA. Filed numerically by department, section and job class. Also known as OTE Vault. Official record.	End of Calendar Year + 1Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
FLSA Regular Overtime Report	Microfiche	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Garnishments and Wage Attachments	Attachments against wages. Includes: Garnishments from different sources, attachments and court orders. Filed alphabetically by type and chronologically by type.	After payment + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Job Classifications	Listing of job classifications from the personnel department. Filed alphabetically.	Superseded/Obsolete	Suggested retention period per the County Accounting Standards & Procedures Committee	Official records kept by the Personnel Department.
Labor Distribution	Computation of payroll costs charged to departments. Used to charge budgetary accounts for salaries and benefits. Includes: Employee name, hours and benefits. Filed by Department, section, job class, and employee name.	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Departmental records are listed as payroll records.
Long Term Disability	Files used to maintain records of LTC payments to employees via the payroll system. Includes: Payment authorizations, journal vouchers, work sheets, employee files, etc. Filed alphabetically. Also known as LTD's and LWOPS	After Close +5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Payroll Certifications	Departmental personnel approved certifications of their payroll. Filed in random order.	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Departmental records are listed as payroll records.
Payroll Masters – Year End Report	Records all yearly payroll activity for all county departments. Does not include sick leave, vacation and accrued compensation hours. Includes: Payroll data. Filed numerically by department, section and alphabetically.	End of Calendar Year + 70Y	Suggested retention period per the County Accounting Standards & Procedures Committee	

Payroll Masters – Year End Report	Microfiche	End of Calendar Year + 70Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Stored at offsite vault. Official copy.
Payroll Records – Auditor-Controller’s Office Only	Records used to support payroll transactions. Includes: Attendance reports, employee daily time records. Payroll/personnel computer reports, payroll adjustment records, overtime records, benefits records, payroll certifications, payroll tune reports, and related backup.	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Payroll time Reports – from 1987	Departmental reports used as a basis for payroll. Includes: Computer printouts of time reports. Filed chronologically. Also known as PTR’s.	6 weeks	Suggested retention period per the County Accounting Standards & Procedures Committee	
Payroll Time Reports – from 1987	Microfiche	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Payroll Time Reports – Through 1986	Departmental reports used as a basis for payroll. Includes: Time cards, filed chronologically. Also known as PTR’s.	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Personnel Files	File on perm. And extra help employees personnel activities. Includes: Job applications, loyalty oaths, performance evaluations, disciplinary actions, personnel forms such as COS and NOE, correspondence, training records	Termination of employee + 7YR	Suggested retention period per the County Accounting Standards & Procedures Committee	If employee transfers to another department, the complete personnel file will also be transferred to the new department.
Personnel Forms	Personnel forms used to record new employees, separations and salary or withholding changes. Includes: Notice of employment and change of status forms. Filed by pay date.	End of Calendar Year	Suggested retention period per the County Accounting Standards & Procedures Committee	Official records kept in the departmental personnel folder. Official records of withholding kept by the auditor-controller.
Retroactive Pay Worksheets	Computer computations of retroactive pay settlements, including certifications, Includes: Computer work sheets. Filed chronologically.	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Departmental records are listed as payroll records.
Sick Leave Buy Backs	List of eligible employees entitled to buy back sick leave. Includes: Employee’s name, social security number, job class and title, hourly rate, number of sick leave hours used and bought back. Filed numerically by	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	

	department and section, then alphabetically.			
State Unemployment Insurance – SUI	Records used to report quarterly earnings subject to unemployment insurance. Includes: INSAIE 02 report. Filed chronologically by department, then alphabetically.	End of Calendar Year + 15Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Tax Reports - Payroll	Records used to report quarterly earnings and taxes withheld. Includes: 3DP for state taxes and unemployment insurance, and federal report 941. Filed chronologically.	End of Calendar Year + 15Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Time Card Proof – From 1989	Payroll totals by Department and grand total for each pay period. Used to balance payroll. Includes: Totals. Filed chronologically by department.	8 weeks or four pay periods	Suggested retention period per the County Accounting Standards & Procedures Committee	
Time Card Proof – from 1989	Microfiche	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Time Card Proof – Through 1988	Payroll totals by department and grand total for each pay period. Used to balance payroll. Includes: totals. Filed chronologically by department	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Trust Funds	Information on trust funds associated with the payroll system. Includes: Expenditure, revenue and fund balance reports.	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Vacation and Sick Leave Balances – Biweekly	Records used to maintain vacation and sick leave balances. Includes: Current and cumulative balances, accruals and usage. Filed numerically by department and then alphabetically by employee.	Until Superseded	Suggested retention period per the County Accounting Standards & Procedures Committee	
Vacation and Sick Leave Balances – Biweekly	Microfiche	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Vacation and Sick Leave Balances – Year End	Year end balances of vacation and sick leave. Includes: Employee vacation and sick leave records. Filed chronologically.	End of Calendar Year + 70Y	Suggested retention period per the County Accounting Standards & Procedures Committee	

Vacation and Sick Leave Balances – Year End	Microfiche	End of Calendar Year + 70Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Stored at offsite vault. Official copy
Validations – From 1989	Records every transaction within a pay period. Includes: Balancing records. Filed numerically by department, section, then by social security number	6 Weeks or three pay periods.	Suggested retention period per the County Accounting Standards & Procedures Committee	
Validations – From 1989	Microfiche	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Validations – Through 1988	Records every transaction within a pay period. Includes: Balancing records, filed numerically by department, section, then by social security number	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Voluntary Deduction Authorization	Authorization by employees to make deductions from salaries. Includes: Health, life insurance, United Way and savings bond deductions. Filed alphabetically.	Superseded/Obsolete + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
W2 Forms – Employer's Copies	Employer's copies of W2 forms used to report employee's income to the state and federal governments. Includes: Completed W2 forms and balancing worksheets. Filed alphabetically by individual. Also known as audit of W2's.	End of Calendar Year + 15Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Regulation 4028 of the Internal Revenue Code permits destruction of W2 forms 4 years after the date of tax is due or has been paid, whichever is later.
W2 Report – Year End from 1987	Listing of W2's for all county employees. Includes: Computer report of W2's and balancing worksheet. Filed numerically by department, section, and job class. Also known as audit or W2's.	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
W2 Report – Year End from 1987	Microfiche	End of Calendar Year + 15Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Regulation 4028 of the Internal Revenue Code permits destruction of W2 forms 4 years after the date the tax is due or has been paid, whichever is later. Stored at offsite vault. Official copy.
Warrant Registers – Payroll Revolving	Listing of warrants issued by the county. Includes: Payroll revolving register. Filed numerically.	End of Calendar Year + 15Y	Suggested retention period per the County Accounting Standards & Procedures Committee	

Warrant Registers – Payroll Revolving	Microfiche	End of Calendar Year + 15Y	GC 26907	Stored at offsite vault. Official copy.
Withholding – Federal and State	Various forms used to withhold and report income to the state and federal governments. Includes: W4's, DE4's and DW5's. Filed alphabetically by employee.	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Work Papers	Work papers used to balance accounts. Includes: Salary increase reports, time card proofs, manual adjustments to payroll and balancing worksheet. Filed chronologically.	End of Calendar Year + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Workers Compensation	Files used to maintain records of payments from the payment system for worker's comp 4850's. Includes: Payment authorization worksheet and copies of warrants. Filed alphabetically.	After Close + 15Y	Suggested retention period per the County Accounting Standards & Procedures Committee	

Taxes

Type of Record	Description	Retention Period	Authority	Comments
Apportionment of State Allocations	Apportionment of county share of state subventions and reimbursements. Processed by the county from magnetic tape or computer printouts received from the state. Includes: Journal vouchers, computer printouts. Filed chronologically.	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Apportionment of State Allocations	Diskette	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Bond Records	Informational material on bond elections and authorizations. Includes: Resolutions, certification from the elections department, bonding attorney and the auditor-controller. Filed alphabetically, then by date.	After Payment + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Official records kept by the Clerk of the Board of Supervisors
Bond Registers	Register of bonds sold. Includes: Principal and interest. Filed alphabetically and by date.	After Payment + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	

Paying Agent – Agreements	Backup authority for payments to paying agent for bonds, coupons, and costs. Includes: Agreements and Board of Supervisors Resolutions. Filed chronologically.	Superseded/Obsolete + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Official records kept by the Clerk of the Board of Supervisors.
Paying Agent – Certifications	Paying agent and coupon destruction certificates. Filed chronologically.	FY + 5Y after bonds or coupons have been paid or cancelled.	GC 26907.1	
Paying Agent – Statements	Statement of accounts for each bond fund. Backup for payments received by paying agent. Includes: Payments to bond and coupon holders and balances for each bank account. Filed chronologically.	FY + 2Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Records Center Forms and Reports		See Countywide Accounting & Administrative Records (CARR) Schedule for Retention Requirements.	Suggested retention period per the County Accounting Standards & Procedures Committee	
Redevelopment Agencies	Backup for tax roll entries and allocations. Includes: Adopted plan, annual tax increment, agreements, base-year values, maps and resolutions. Filed chronologically by agency	Superseded/Obsolete + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Official records kept by the Clerk of the Board of Supervisors.
Redevelopment Agencies	Computer Printouts	Superseded/Obsolete + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Redevelopment Agencies	Diskette	Superseded/Obsolete + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
School Budgets – Bonds	School bond budgets used to calculate tax rates and set yearly allocations for school bonds. Filed numerically	FY + 2Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
School Budgets – Bonds	Diskettes	FY + 12Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
School Budgets – Districts	Annual budget submitted by the county office of education. Includes: Complete annual operating budget for each school district, including school bond interest and redemption budget prepared by the county auditor-controller. Filed chronologically.	FY + 2Y	Suggested retention period per the County Accounting Standards & Procedures Committee	Official records kept by the Clerk of the Board of Supervisors and County Office of Education

State Reports – Taxes	Tax information reports to state agencies are required by various state code sections. Includes: Reports to state controller, state board of education, chancellor of community colleges, state board of equalization, and California municipal statistics. Filed chronologically.	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
State Reports – Taxes	Computer Printouts	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
State Reports – Taxes	Diskettes	FY + 5Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Tax Rate Booklet	Information taken from the tax rate computer printout. Filed chronologically.	Permanent	Suggested retention period per the County Accounting Standards & Procedures Committee	Duplicate bound copies are kept for 4 years after the close of the FY.
Tax Bills – Backup from 1989-90	Information needed to set the annual tax rate and to create the tax roll files. Includes: Tax code area and fund masters, tax rates, calculations, resolutions to set tax rates and work paper. Filed numerically and chronologically.	FY + 2Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Tax Rolls – Backup from 1989-90	Computer Reports	FY + 2Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Tax Rolls – Backup from 1989-90	Microfiche Beginning 1989-90	FY + 12Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Tax Rolls – Backup from 1989-90	Diskettes	FY + 2Y	Suggested retention period per the County Accounting Standards & Procedures Committee	
Tax Rolls – Backup Through 1988-89	Information needed to set the annual tax rate and to create the tax roll files. Includes: Tax code area and fund masters, tax rates, calculations, resolutions to set tax rates and work-papers. Filed numerically and chronologically.	FY + 12Y	Suggested retention period per the County Accounting Standards & Procedures Committee	

Tax Rolls – Backup Through 1988-89	Computer Reports	FY + 12Y		
Tax Rolls – Backup Through 1988-89	Diskette	FY + 2Y		
Tax Rolls – Secured Supplemental and Del. From 1988-89	Records used to create annual tax billing roll, print tax bills, process tax roll changes, apportion collections and refunds, and maintain balance of tax rolls. Includes: Reports. Filed chronologically by activity.	FY + 2Y		Revenue & taxation code 109.5 allows machine prepared rolls to be displayed on microfilm.
Tax Rolls – Secured Supplemental and Del. From 1988-89	Computer Printouts	FY + 2Y		Revenue & taxation code 109.5 allows machine prepared rolls to be displayed on microfilm.
Tax Rolls – Secured Supplemental and Del. From 1988-89	Microfiche Beginning 1989-90	FY + 12Y	Revenue & Taxation Code 4377	
Tax Rolls – Secured Supplemental and Del. From 1988-89	Diskette	FY + 2Y		
Tax Rolls – Secured Supplemental and Del. From 1988-89	Records used to create annual tax billing roll, print tax bills, process tax roll changes, apportion collections and refunds, and maintain balance of tax rolls. Includes: Reports. Filed chronologically by activity.	FY + 12Y	Revenue & Taxation Code 4377	
Tax Rolls – Secured Supplemental and Del. From 1988-89	Computer Printouts	FY + 12Y	Revenue & Taxation Code 4377	
Tax Rolls – Secured Supplemental and Del. From 1988-89	Diskettes	FY + 2Y		
Tax Rolls – Unsecured from 1989-90	Records used to create annual tax billing roll, print tax bills, process tax roll changes, apportion collections and refunds, and maintain balance of tax rolls. Includes: Tax roll, including changes, apportionment collections, refunds and balances. Filed chronologically.	FY + 2Y		Revenue & taxation code 109.5 allows machine prepared rolls to be displayed on microfilm.
Tax Rolls – Unsecured from 1989-90	Computer Printout	FY + 2Y		Revenue & taxation code 109.5 allows machine prepared rolls to be displayed on microfilm.
Tax Rolls – Unsecured from 1989-90	Microfiche	FY + 5Y	Revenue & Taxation Code 2928	

Tax Rolls – Unsecured from 1989-90	Diskette	FY + 2Y		
Tax Rolls – Unsecured from 1989-90	Records used to create annual tax billing roll, print tax bills, process tax roll changes, apportion collections and refunds, and maintain balance of tax rolls. Includes: Tax roll, including changes, apportionment collections, refunds and balances. Filed chronologically	FY + 5Y	Revenue & Taxation Code 2928	
Tax Rolls – Unsecured from 1989-90	Computer Printouts	FY + 5Y	Revenue & Taxation Code 2928	
Tax Rolls – Unsecured from 1989-90	Diskettes	FY + 2Y		

DISTRICT ATTORNEY

Type of Record	Description	Retention Period	Authority	Comments
Felony Records		Indefinitely	GC 26202	
DUI's		10Y	GC 26202	
All Other Misdemeanors		5Y	GC 26202	
Petty Theft		Indefinitely	GC 26202	

ELECTIONS

Type of Record	Description	Retention Period	Authority	Comments
Cancelled Affidavits of Voter Registration		5& after cancellation	EC 17000	
Voter Index	At least once every two years a voter index must be created.	Keep one copy for 5Y	EC 17001	
Nomination Documents and Signatures in lieu of Filing Fee		4Y after expiration of term	EC 17100	To be held by the filing officer during the term of office for which they were filed.
Candidate Subscription to the Code of Fair Campaign Practices		30 days after election	EC 20442	
Statewide, County, municipal, and District Initiative and Referendum Petitions		8 months after certification of results of election for which the petition qualified or, if the measure do not go to the voters after final examination by elections official	EC 17200	
EC 336 Initiative Summaries and EC 9030(b) Failure of Initiative Notices from Secretary of State		12 months after failure date	Office Policy (set 3/11/2003)	
Rosters or Combined Rosters and Indexes		5 years after date of election	EC 17300	
Ballots, Tally Sheets, Index, Challenge List, Assisted Voter List, Poll Worker Documents, and Absent Voter Applications for Federal Elections		22 months after date of election	EC 17301, 17303, 17305, 17502, 17504	Ballot packages are to remain sealed; other materials may be opened for voter inspection.
Ballots, Tally Sheets, Index, Challenge List, Assisted Voter List, Poll Worker Documents, and Absent Voter Applications for Elections with no Federal Candidates		6 months after the election	EC 17302, 17304, 17306, 17503, 17505	Ballot packages are to remain sealed; other materials may be opened for voter inspection.

List of new resident voters, pursuant to EC 3400, who voted in the elections office		22 months after the election	EC 71506	
Recall petition		8 months after the election or, if no election, 8 months after the election official's final examination	EC 17400	
Original campaign statements for state office or statewide measures		Retain Indefinitely	GC 81009(a)	
Original campaign statements for city council members, county supervisors		Successful candidates retain indefinitely. Candidates not elected retain 5Y	GC 81009(b)	
Original campaign statements of all others		7Y	GC 81009 (c)	
Original statements of economic interests for statewide office		Indefinitely	GC 81009 (d)	
All other Political Reform Act original statements and reports not specified above		7Y	GC 81009 (e)	
Copies of Political Reform Act statements and reports		1 copy for 4Y	GC 81009 (f)	

HEALTH SERVICES AGENCY

Administration

Type of Record	Description	Retention Period	Authority	Comments
Any record subject to threatened or pending litigation or pending audit		Minimum of 1Y after resolution		
Any records subject to a request for production		Until matter is resolved		
Master Client Database Records		No activity + 2Y	GC 26202	Electronic
Billing Records or Claims Processing – Including Midi-Cal		Current FY + 5Y minimum (Audit must be finalized)	GC 24356 & GC 26907	Electronic & paper, destroy paper after imaged fee receipts and forms are required for 5Y
Contracts, Agreements, RFP's, and related file materials		10Y Audit standards 7Y, statute of limitation Contracts – 4Y	CP 336(a), 337 et. Seq., GC 26202	Electronic & paper, destroy paper 2 Y from date the contract expires.
Cost Report		1Y after final settlement/audit with minimum of current FY + 5Y	State Managed Care Agreement (06-76021-000). Exhibit A, Attachment 1, Section O	Electronic & Paper, destroy paper after imaged.
Credential Checks		5Y	Physicians, Surgeons & Psychologists have impairment review procedures outlined in B&P 820-828	Electronic & Paper, destroy paper after imaged.
Reference Materials not generated by the department (i.e. newsletters, bulletins, etc); unofficial duplicates kept only for convenience or reference; rough notes, calculations or drafts used to prepare or analyze other documents; working papers and unused drafts		Until no longer needed		Electronic & paper, destroy paper after imaged.

Routine financial records	(claims, payroll, office forms budget files, etc)	Current FY + 5Y	GC 26202, 24356 & 26907	Electronic & paper, destroy paper after imaged, fee receipts & forms are required an additional 5Y
Employment, related files		5Y after termination of employee		Electronic & paper, destroy paper after imaged.
Employment – Specific disciplinary files		10Y after termination of employee		Electronic & Pers, destroy paper after imaged.
Route administrative records	Administrative documents from state/federal/county/private sources, internal minutes, phone message books, correspondence, etc.	5Y	GC 26202	Electronic & Paper, destroy paper after imaged.
Health Insurance portability and Accountability Act of 1996 (HIPPA)	Any policy or procedure manuals or similar documentation including notices of privacy practices, authorizations and other standard forms	6Y from date of creation, or date it was lat in effect, whichever is later	45 C.F.R. 164.524 (a)	Electronic & Paper, destroy paper after imaged.
Client requests for access, amendment or accounting of disclosure of protected health information		6Y from date of request	45 C.F.R. 164.524 (a)	Electronic & Paper, destroy paper after imaged.
HIPPA privacy rights violation complaints & documentation concerning handling of complaints		6Y from date of last activity	45 C.F.R. 164.524 (a)	Electronic & Paper, destroy paper after imaged.
HIPPA workplace training records, Privacy Rule & County's privacy policy	Includes processes and content of workplace training, including who received training	6Y from date of training		Electronic & Paper, destroy paper after imaged.
Mental Health Plan-all books & records necessary to disclose how GCMH discharged its obligations under state agreement to be in the Mental Health Plan	Includes all physical records, working documents, reports submitted to the State Department of Mental Health, documentation pertaining to services delivered to beneficiaries	3Y after final payment is made & all pending matters are closed or after any audit finalized, whichever is later	State Managed Care Agreement (06-76021-000), Exhibit A, Attachment 1, Section P	Electronic & Paper, destroy paper after imaged.

Medical Records

Type of Record	Description	Retention Period	Authority	Comments
Patient or client files, Adults		10Y from closing date	HS 123145, B&P 2919	Electronic & Paper, destroy paper 1 week after scanned & verification (HS 123149), Law is based upon if "license ceases operations", HS states a minimum of 7Y following discharge of patient, B&P Licensed psychologist shall retain patient's health record 7Y from patient's discharge date
Patient or client files, Minors		25Y from patient or clients date of birth	B&P 2919, HS 123145	Electronic & Paper, destroy paper 1 week after scanned & verification (HS 123149), B&P Licensed psychologist shall retain patient's health record 7Y from the date the patient reaches 18 years of age. HS states the records of un-emancipated minors shall be kept as lease 1Y after the minor has reached the age of 18Y, and in any case, not less than 7Y.

HUMAN RESOURCE AGENCY

Type of Record	Description	Retention Period	Authority	Comments
Adopt-a-Family Information		3Y – Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency Retention Schedule	
General Contracts/Agreements/MOU's		4Y beyond expiration, unless funding source requires longer retention. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings	Agency/Funding Source Retention Schedule.	
Asset Records	County issued inventory	5Y after equipment disposal	Agency/Funding Source Retention Schedule	
Audit Findings/Data		4Y, unless funding source requires longer retention. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	
Back-up Tapes (HRA System)		4 weeks. One tape per month retain for one year. Actual retention periods may vary due to current federal state/local law/rules/regulations and/or court rulings.	Agency Retention Schedule.	
Audit Findings/Data		4Y, unless funding source requires longer retention. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	
Account Receivable Records – Billing/Cash.		5Y after audit. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	

Budget Documents		5Y, unless funding source requires longer retention. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	
Building Maintenance Records		2Y, Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency Retention Schedule.	
Child Abuse Central Index (CACI) Grievance Hearings		3Y from date of grievance hearing.	CDSS Division 31 Regulations: Gomez v. Saenz settlement agreement; CDSS Manual of Policies and Procedures (CDSS/MPP)	
Child Abuse Reports	Reports made in conjunction with CA Penal Code section 11166	Indefinitely – Substantiated Reports; 10Y – Information from an inconclusive or unsubstantiated report filed pursuant to subdivision (a) of Section 11169 shall be deleted from the Child Abuse Central Index if no subsequent report concerning the same suspected child abuser is received within that time period; 3Y -Unfounded reports	CA Penal Code Section 11170(a)	
Child Welfare – Client Record		3Y after last service except as noted above or as required by current federal/state/local law/rules/regulations and/or court rulings.	Calif. Welfare & Institutions Code Section 10851; Calif Dept. of Social Serv. Manual Policy-Procedures/Agency Retention Schedule.	
Citizen Complaints – Written		2Y after final disposition. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	
Correspondence – Routine		2Y, unless funding source requires longer retention. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or	Agency/Funding Source Retention Schedule.	

		court rulings.		
County Burials – Gen. Assist/Gen. Relief		2Y. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency Retention Schedule.	
Delegation Agreements – Sub-contracts with outside entities for service provision		CDBG – 4Y/CSBG – 3Y/FESG – 6Y/HPRP – 6Y from dates of execution, unless funding source states otherwise. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	
Disciplinary Actions (Employee)	Internal to HRA; Supervisory Notes	1Y beyond termination of employment or final disposition.	Agency/County Retention Schedule.	Official Personnel records are kept by County Personnel Department
Discrimination Claims	Client complaints	2Y beyond final disposition, unless funding source states otherwise. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	
Equipment Records (Asset/Non-Asset Items)		5Y after disposal of equipment. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	
Financial Reports (journals, ledgers, reconciliations, etc.)		5Y after fiscal year-end or audit, unless funding source requires longer retention. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	
Finger Print Imaging		2Y. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency Retention Schedule	
Food Stamp Related Records – Eligibility/Fiscal		10Y or last activity. Retain longer if in litigation or audit. Actual retention periods may vary due to current federal/state/local law/rules/regulations	Calif. Welfare & Institutions Code Section 10851; Calif. Dept. of Social Serv. Manual Policy-Procedures/Agency Retention Schedule.	

		and/or court rulings.		
Foster Care Records – No Adoption		3Y from case resolution..	Calif. Welfare & Institutions Code Section 10851; Calif Dept. of Social Serv. Manual, Agency Retention Schedule.	
Fraud Investigation Records		3Y from case resolution.	Calif. Welfare & Institutions Code Section 10851; Calif Dept. of Social Serv. Manual Policy-Procedures/Agency Retention Schedule.	
General Assistance/ General Relief- Application Records including indigent burials		3Y from date of last case activity, longer if in litigation or audit.	Agency Retention Schedule.	
Grant Accounting/Fiscal Records – Community Action Programs		CDBG – 4Y/CSBG – 3Y/FESG – 6Y/HPRP – 6Y from date of execution of standard agreement, unless funding source states otherwise. Actual retention periods may vary due to current federal/state/local law/rules/ regulations and/or court rulings.	Funding Source Retention Schedule.	
Grant Administrative Records, including state contracts, grant application & supporting documentation.		CDBG – 4Y/CSBG – 3Y/FESG – 6Y/HPRP – from date of execution of standard agreement, unless funding source states otherwise. Actual retention periods may vary due to current federal/state/local law/rules/ regulations and/or court rulings.	Funding Source Retention Schedule.	
IHSS/Adult Services – Client Files		3Y beyond last activity. Retain longer if in litigation or audit. Actual retention periods may vary due to current federal/state/ local law/rules/regulations and/or court rulings.	Calif. Welfare & Institutions Code Section 10851; Calif Dept. of Social Serv. Manual Policy-Procedures/Agency Retention Schedule.	
IHSS Timesheets		4Y – Actual retention periods may vary due to current federal/state/local law/rules/ regulations and/or court rulings.		
Inventory Records– General		10Y. Actual retention periods may vary due to current federal/state/local law/rules/	Agency Retention Schedule.	

		regulations and/or court rulings.		
Job/Employment Applications; Postings, etc.		1Y. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency Retention Schedule.	
Material Safety Data Sheet – MSDS		1Y beyond update or product is no longer in use. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency Retention Schedule	
Medi-Cal Client Records		10Y beyond last activity. Retain longer if in litigation or audit. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Calif. Welfare & Institutions Code Section 10851; Calif Dept. of Social Serv. Manual Policy-Procedures/Agency Retention Schedule.	
Agency Meeting Minutes – Mandated bodies		2Y from meeting date, unless funding source requires longer retention.	Agency/Funding Source Retention Schedule.	CDBG, CAP Board, CICC

OSHA Records – General		3Y. Actual retention periods may vary due to current federal/state/ local law/rules/ regulations and/or court rulings.	Agency Retention Schedule.	
OHSA – Form 300 Information		5Y after calendar year-end. Actual retention periods may vary due to current federal/state/ local law/rules/regulations and/or court rulings.	Federal/State/County Retention Schedule.	
Participant Time Sheets – Work Exp.		5Y from end-date of work experience assignment. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	
Payroll Information		5Y from ending date of pay period. Actual retention periods may vary due to current federal/state/ local law/rules/ regulations and/or court rulings.	Agency /County Retention Schedule.	
Performance Outcome Measurements		2Y from performance measurement end date. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency Retention Schedule.	
Personnel Files (Agency Copy and Supervisor notes)		2Y after separation of employment or resolution of pending litigation, whichever comes later.	County of Glenn Retention Schedule	
Personnel Files – Medical – Agency copies		Forward to Personnel Department immediately upon separation	Agency Retention Schedule.	
Personnel Files – Training		5Y after employee termination. Actual retention periods may vary due to current federal/state/local law/rules/ regulations and/or court rulings.	Agency Retention Schedule.	
Policies/Procedures – Internal to HRA		2Y after superseded.	Agency Retention Schedule.	
Postings -		2Y after posting date, unless funding source requires a longer retention. Actual retention	Agency/Funding Source Retention Schedule.	

		periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.		
Press Releases		2Y after date of release/publication	Agency Retention Schedule.	
Proclamations – Commendations		2Y after date of proclamation/commendation..	Agency/Funding Source Retention Schedule.	
Public Hearing Notices		2Y after date of hearing unless funding source requires a longer retention. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	
Public Hearing Records		Retain Permanently. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	
Purchase Orders/Purchase Agreements.		3Y after date of transaction or agreement. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	
Reference/Regulation Materials – General		2Y after item is superseded unless funding source requires a longer retention. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	
Reports/Studies – As Required by Funding Source		3Y after report date , unless otherwise required by funding source	Agency/Funding Source Retention Schedule.	
Requests for “reasonable accommodation”		1Y after date of action. Retain longer if legal or audit action is pending. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	
Safety Check Lists		5Y after date of action. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or	Agency/County Retention Schedule.	

		court rulings.		
Safety Inspection Data		3Y after inspection date. Retain longer if legal or audit action is pending..	Agency/County Retention Schedule.	
Safety Records – Incident Reports		3Y after date of incident	Agency/County Retention Schedule.	
Safety Records (General) & Safety Training Records		3Y after date of record or training. Retain longer if legal or audit action is pending. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/County Retention Schedule.	
Salary/Pay Schedules		2Y after item is superseded. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/County Retention Schedule.	
Social Service Case Records – Public Assistance & Program Services	Delivered through Social Services Division	3Y after last date of service unless involved in litigation or audit. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	CDSS Manual of Policies and Procedures	General Assistance, Food Stamps, Cash Aid, Child Welfare Services, Adult Services/IHSS
Special Event Materials		4Y after event, unless funding source requires longer retention. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	
Surveys/Questionnaires Summary data only.		2Y after date of survey/questionnaire, unless funding source states otherwise.	Agency/Funding Source Retention Schedule.	
Time Sheets (Cards) – County Employees		5Y after date of time sheet, unless otherwise required by funding source.	Agency/Funding Source Retention Schedule.	
Time Sheets (Cards) - Volunteers		2Y after date of time sheet, unless otherwise required by funding source.	Agency/Funding Source Retention Schedule.	
Training Materials (course outlines, other general items – including training rosters)		7Y after date of training, unless funding source requires longer retention. Actual retention periods may vary due to current federal/state/local law/rules/	Agency/County/Funding Source Retention Schedule.	

		regulations and/or court rulings.		
Travel Authorizations – Internal documents		3Y unless otherwise required by funding source	Agency/Funding Source Retention Schedule.	
Victim Witness Files with Grant Program Client Files	Client/Case Files	7Y after final case closure. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	See also Grant Project files.
Volunteer/Intern Files (General)		2Y after volunteer separation unless otherwise required by funding source.	Agency/Funding Source Retention Schedule.	
Warrants/Checks		5Y after close of fiscal year unless otherwise required by funding source.	Agency/County/Funding Source Retention Schedule.	
WIA Grant Information (including participant files/worksheets, grant documents, etc.)		5Y after grant closure. Retain longer if legal or audit action is pending. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	
Work Orders – Internal to HRA		2Y after work completion. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency/Funding Source Retention Schedule.	
IHSS Time Sheets		5.5Y Retain longer if legal or audit action is pending. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Calif. Welfare & Institutions Code Section 10851; Calif. Dept. of Social Serv. Manual Policy-Procedures/Agency Retention Schedule.	

PLANNING & PUBLIC WORKS AGENCY

Administration

Type of Record	Description	Retention Period	Authority	Comments
Audit	Annual Financial Reports	Closed + 2Y	GC 34090	Independent Auditor Analysis
	Bonds	Closed + 10Y	GC 34090; CCP 337.5	Final bond documentation
	Budget	Permanent	GC 34090	Annual operating budget approved by Legislative Body
	Budget Operating (copies)	Supersede	GC 34090	Departmental Reference
	Reports	Audit + 5Y	GC 34090; OMB A-128	Internal and/or external
	Reviews, Internal/External Periodic	Current Year	GC 34090; GC6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report
General Subject	Correspondence/ Originating Department	CY + 2Y	GC 34090 (d)	If not attached to agreement or project file
	Polices & Procedures - Departmental	CY +2Y	GC 34090	Reproduction, printing, postal/ mailing services, other internal resources
	Support Services	CY + 2Y	GC 34090	Reproduction; printing; postal/ mailing services, other internal resources
	Travel Records	CY + 2Y	GC 34090	
Grants	CDBG	4Y after grant ends	GC 34090, 24 CFR 570.502 24 CFR 85.42	Applicants, reports, contracts, supporting documents; *OMB Cir. A-102, A-110, A-128
	Federal and State	5Y after grant ends	GC 34090	Refer to grant application close-out procedure
	Unsuccessful	2Y after Closed	GC 34090	Applications not entitled
Human Resources	Motor Vehicle Pulls (DMV)	7Y after Closed	GC 12946	CA 91009; 8 USC 1324 (a)
	Recruitment	3Y after Closed	GC 12946; GC 6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	Examination materials; examination answer sheets, eligibility; electronic database
	Training Records – Non-Safety	CY + 7Y	GC 6250 et seq	Employee applications, volunteer program training, class training materials, internships
	Personnel (by name)	Termination + 7Y	GC 34090	Paperwork documenting officers internal and external training
	Safety	CY + 2Y	GC 34090	Certifications/designations
	Employee Programs	2Y after Closed	GC 34090; GC 12946	Includes EAP and Recognition

Information Services	Internet, World Wide Web	Supersede + 2Y	GC 34090	Management/Policies and supporting documentation
	Inventory, Information Systems	Supersede + 2Y	GC 34090	Hardware/Software Inventory logs; systems manuals
	Network Information Systems (LAN/WAN)	CY + 4Y	GC 34090; CCP 337.2;343	Configuration maps and plans
	Program Files and Directories	CY + 2Y CY + 2 months CY + 1Y CY + .5Y	GC 34090 GC 34090.7	Annual Backup Daily Backup Monthly Backup Weekly Backup
	Tapes Information Systems	CY + 2Y	GC 34090	System Generation
Legal/Legislative	Agendas	CY + 2Y	GC 34090	Original agendas and special meeting notices, including certificates of posting, original communications and action agendas
	Minutes	Permanent	GC 34090(d); GC 36814; GC 40801	Official minutes and hearing proceedings of governing body or board, commission or committee
	Contracts and Agreements – Excluding Capital Improvement	Termination + 5Y	CCP 337.2, 343; B & P 7042.5; PU7685; 48 CFR:2; GC 53066	Includes leases, equipment, services or supplies
	Including Capital Improvements	Permanent	2.08.110; GC 37090a; 4004; H&S 19850	Construction
	Legal Advertising	CY + 4Y	CCP 343, 349 et seq; GC 911.2; GC 3400	Includes public notices, legal publications
Public Information	Brochures, publications, newsletter, bulletins	CY + 4Y	CCP 343, 349 et seq; GC 911.2; GC 34090	Includes public notices, legal publications
Payroll	Adjustments	Audit + 4Y	GC 34090 29 CFR 516.5-516.6	Audit purposes
	Employee Time Sheets	Audit + 6Y	GC 34090; 29 CFR 516.2, 20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)	Signed by employee for audit & FEMA Reports
Purchasing	Bids, REQ's, RFP's Successful Unsuccessful	Audit + 4Y Audit + 5Y CY + 2Y	GC 34909; CCP 37; GC 25105-1; GC 34090	RFP's regarding goods & services
	Purchase Orders	Audit + 4Y	GC 34090; CCP 337	Original documents
	Audits	Permanent	GC 34090	

Building Division

Type of Record	Description	Retention Period	Authority	Comments
Building Permits		Permanent	GC 34090(a), H&S 19850;	Plans, building, signs, grading,

			4003, 4004	encroachment permits
Building Plans	Residential	6 months	GC 34090(a), H&S 19850; 4003, 4004	
	Commercial	Permanent	GC 34090(a), H&S 19850; 4003, 4004	
Case Files		CL + 2Y	GC 34090(d)	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
Code Books		Permanent	GC 34090 (e)	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Liens & Releases		Closed + 2, Permanent	GC 34090(d)	Utilities, abatement, licenses
Violations – Building, Property & Zoning		Closed + 2Y	GC 34090(d)	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Abandoned Vehicles		Closed + 2Y	GC 34090(d)	
Projects, Not completed or denied		Closed + 2Y	GC 34090(d)	Building, engineering, planning
Certificates		Life	GC 34090(a)	Compliance, elevation, occupancy which affect real property
Construction		Permanent	GC 34090(a); 4003; 4004; H&S 19850, 19853	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds

Engineering Division

Type of Record	Description	Retention Period	Authority	Comments
Records of Surveys		Permanent	GC 34090(d)	
Benchmark Data		Permanent	GC 34090(d)	
Bonds Development		Closed + 10Y	CCP 337.5	
Land Uses – Non-Conforming		Permanent	GC 34090(a)	
Maps & Plats		Permanent	GC 34090(a)	
Photographs (Aerial)		Permanent	GC 34090(d)	
Capital Improvement Projects		Permanent	GC 337.15	
Construction Tracking		Permanent	CC 337.15	Assesses value of real property

Drawings, Traffic Control Plan		Permanent	GC 34090(a)	Signs, signing & striping, road construction
Flood Control		Closed + 2Y	GC 34090(d)	Storm Drains
Special Districts		Permanent	GC 34090(a)	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley		Permanent	GC 34090(a)	Relinquishment of rights and fee title
Traffic Signals		Closed + 2Y	GC 34090(d)	Counts, collisions, accidents
Bonds		Closed + 4Y	CCP 337	
Redevelopment Budgets		Permanent	GC 34090, 40802	
Bond Issues		Permanent	53901, GC 43900	
Capital Improvements		Permanent	2.083aa0, GC 34090(a), 4004, H&S 19850, GC 34090(a)	Supporting documents, including bidders list, specifications, reports, plans, work orders, schedules, etc.
Soils Reports		Permanent	GC 34090(d)	Final Reports
Case Files, Planning & Zoning		Permanent	GC 34090(a), H&S 19850, 4003, 4004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body.

Planning Division

Type of Record	Description	Retention Period	Authority	Comments
Flood Records		CY + 2Y	GC 34090	
General Plan (Master Plan)		Permanent	GC 34090	Includes sphere of influence
General Plan			GC 65103	
	Amendments	Closed + 2Y	GC 34090	
	Denied	CY + 3Y	GC 65103; GC 50110	
Maps, Plans, Drawings, Exhibits, Photos		Permanent	GC 34090, H&S 19850, GC 34090.7	Zoning, tentative subdivision, parcel, land sue map, aerial photos, specific plans
Lot Splits		Permanent	GC 34090	
Base Maps		Permanent	GC 34090(d)	
EIR's		Permanent	GC 34090(a)	

Land Use Maps		Permanent	GC 34090(a)	
Planning Commission Minutes		Permanent	GC 34090(d), 36814, 40801	
Re-Zoning Applications		Permanent	GC 34090(d)	
CUP's		Permanent	GC 34090(a)	
Site Plan Reviews		Life	GC 34090	
Administrative Permits		Life	GC 34090	
Appeals		Permanent	GC 34909(a)	
Certificate of Compliance		Permanent	GC 34090(a)	
Parcel Maps		Permanent	GC 34090	
Variance		Permanent	GC 34090(a)	
Voluntary Merger		Permanent	GC 34090(a)	
Williamson Act		Permanent	GC 34909(a)	
Incomplete Applications		Closed + 2Y	GC 34090(d)	
Land Use – Non-Conforming		Permanent	GC 34090(a)	
Development Conditions		Life	GC 34090(a)	
911 Records		Permanent	GC 34090(a)	
Rec. Plans		Permanent	GC 34090(a)	
Maps, City Boundary		Permanent	GC 34090(d)	Recorded maps, surveys, monuments

Public Works Roads

Type of Record	Description	Retention Period	Authority	Comments
Reports – Accident		Closed + 2Y	GC 34090	Patrons, employees
Reports – Others		Closed + 2Y	GC 34090	
Reports – Studies		Closed + 2Y	GC 34090	Future Sites, Expansions
Reports – Bridges & Overpasses		Life	GC 34090	Life of Structure
Reports – Inspection		CY + 2Y	GC 34090	Includes intersection, sidewalks, bridges and overpasses, keep life of structure
Reports – Studies		Closed + 2Y	GC 34090	Traffic volume, accident history, requests, statistics, drawing supporting traffic devices
Reports – Traffic Count		Closed + 2Y	GC 34090	Evaluation of traffic volume
Reports – Vehicle Accident		Closed + 2Y	GC 34090	
Easements,		Permanent	GC 34090	

Dedications, Rights-of-way				
Intersection Records		CY + 2	GC 34090	Includes correspondence, volume counts, accident history
Inventory, Traffic Control Device		Supersede + 2Y	GC 34090	Signs, lights
Permits – Encroachment		Permanent	GC 34090	
Permits – Oversize Load		Closed + 2Y	GC 34090	
Permits - Paving		Closed + 2Y	GC 34090	
Permits – Use (Temporary)		CY + 2	GC 34090	
Photographs		Supersede + 2Y	GC 34090	Includes aerials
Plans Capital Improvement, Projects		Permanent	GC 34090	Streets, curbs, gutters, sidewalks, storm drains
Policies and Procedures		Supersede + 2Y	GC 34090	Includes rules, regulations, standards
Policies and Procedures – Naming & Numbering		Permanent	GC 34090	
Policies and Procedures – Speed Limits		Supersede + 2Y	GC 34090	
Signage		Life + 2Y	GC 34090	Log books, index register cards, inventory lists, records of traffic signs
Flood Control – Drainage Facilities		Permanent	GC 34090	Include dams, lakes, basins, creeks
Flood Control – Flood Zones		Permanent	GC 34090	Include Flood maps
Inventory, Equipment		CY + 2Y	GC 34090	
Locations		Permanent	GC 34090	Mains, valves, hydrants, wells
Maintenance and Operations		CY + 2Y	GC 34090	Include work orders, inspections, repairs, cleaning, reports, complaints
Maps		Permanent		Line locations; easements
FEMA or Emergency repair projects		Permanent or Audit + 7Y	PL 84-99	
Construction, Maintenance projects		Audit + 5Y	Written into law by each funding source	Prop42 & Prop 1B are State Funded Projects; HBRR & HES are Federal Funded Projects

Fleet Services

Type of Record	Description	Retention Period	Authority	Comments
Vehicle/Equipment Repair & Maintenance Records		Life + 2Y	GC 34090	
Inventory		Audit + 4Y	GC 34090; 26 CFR 301, 65-1(f)	
Surplus Property	Auction Disposal	Audit + 2Y Audit + 4Y	GC 34090 CCP 337	Listing of Property Sealed bid sales of equipment

Solid Waste

Type of Record	Description	Retention Period	Authority	Comments
Collections/Landfill		CY + 2Y	GC 34090	Daily records, usage
Facilities		CY + 2Y	GC 34090	Correspondence, maps, patron list
Maintenance & Operations		CY + 2Y	GC 34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Rates		CY + 2Y	GC 34090	
Regulations		Supersedes + 2Y	GC 34090	Includes legislation
Recycling Programs		Supersedes + 2Y	GC 34090	
Cal Recycle Grants		CY + 5Y	BMP	
Cal Recycle Reports	Tonnage	CY + 2Y	GC 34090	
Cal Recycle Reports	Studies	Closed + 2Y	GC 34090	
Cal Recycle Inspections		CY + 5Y	BMP	
Cal Recycle Correspondence		CY + 5Y	BMP	
Water Board Reports		CY + 5Y	BMP	
Water Board Inspections		CY + 5Y	BMP	
Water Board Correspondence		CY + 5Y	BMP	
Local Regulator reports, inspections, correspondence		CY + 5Y	BMP	
Facility Information		Permanent	BMP	
Permits		Permanent	BMP	
Waste Discharge Requirements		Permanent	BMP	
Equipment		Lifetime of piece	BMP	
Facility Logs		CY + 5Y	BMP	
Tonnage Records		CY + 7Y	BMP	

Scale tickets, cash register data		CY + 7Y	BMP	
Customer complaints		CY + 5Y	BMP	
Accounts		CY + 7Y	BMP	
Fiscal Reports, audits, related		CY + 7Y	BMP	
Diversion Records		CY + 5Y	BMP	
Manifests		CY + 5Y	BMP	
EIR's, CEQA		CY + 5Y	BMP	
Commissioned reports, analysis, Strategic Plan, Engineering		CY + 5Y	BMP	
Interdepartmental Reports, Correspondence		CY + 5Y	BMP	

Flood Road

Type of Record	Description	Retention Period	Authority	Comments
FEMA or Emergency repair projects		Permanent or 10Y after final audit	PL 84-99	

Fleet Management

Type of Record	Description	Retention Period	Authority	Comments
Vehicle/Equipment repair & maintenance records		Life + 2Y	GC 34090	

Road

Type of Record	Description	Retention Period	Authority	Comments
Construction, Maintenance Projects		Prop 42, Prop 1B are State Funded Projects for 5Y	Written into law by each funding source	
Construction, Maintenance Projects		HBRR, HEW are federally funded projects for 5Y after audit	BMP not specific for retention	

Transportation

Type of Record	Description	Retention Period	Authority	Comments
Administration	Agreements	Termination + 4Y	CCP 337	Including concessionaire, slip rental, facility storage
	Applications: Aircraft Storage, Parking, Slip Rentals	Termination + 2Y	GC 34090	Payment invoices, inventory listings, billing correspondence and other related documents
	Special Events	CY + 2Y	GC 34090	Permits, correspondence, related documents re use of rights of way
	Fueling	Audit + 3Y	CCP 337	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
	Hazardous Waste Disposal	CY + 10Y	CAL OSHA: 40 CFR 122.21	Documentation re the handling and disposal of hazardous waste
	Licenses, Permits	CY + 2Y		Forms related documentation re licenses and permits required by federal and state agencies

	Maintenance/Operations	Life + 2Y	GC 34090	Related to request for services and work orders for fuel, vehicle and equipment maintenance and repairs
	Report, Accident (Copies)	CY + 2Y	GC 34090	Memos and working documents
Airports	Airport Certification	Permanent	14 CFR 139.207b & 171.12-171.213	Federal Aviation Administration (FAA) required manuals
	Airport Noise Monitoring and Complaint	CY + 10Y		Correspondence, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints
	Inspection, Runway	CY + 10Y		Maintenance including inspection reports, work orders and related records
	Inspection, Safety Self	CY + 2Y	CFR 139.327	Safety inspection and related document include reviews and analysis of all aspects of airport operation
	Maintenance, FAA	Permanent	14 CFR 171.13-171.213	Forms and reports required by FAA including Forms FAA-198, -418, -6030-1, -6790-4
	Reports – Accident and Incident (Aircraft)	Closed + 8Y		Accidents, injuries, property damages, general conditions re pilot aircraft
	Reports – Airport Operational (Regulatory)	Permanent		Annual and special reports to federal and state regulatory agencies
	Reports – Airport Operation (Administrative)	CY + 2Y		Logs, statistical summaries, administrative records
	Reports – NOTAM (Notice to Airmen)			Reports re conditions affection airport maintenance/operations

PROBATION

Type of Record	Description	Retention Period	Authority	Comments
Juvenile Misdemeanors & Felonies		5Y after date of discharge	W&I 826	
Juvenile Traffic		5Y after dater of conviction	Vehicle Code/Departmental policy/Per DMV notice	
Juvenile Traffic (DUI)		10Y after date of conviction	Per Vehicle Code	
All Juvenile Hall Records (non medical)		3Y after minor turns 18	GC 26201, 26205.1	
Juvenile Hall Log Books		5Y after entry	GC 26201.1	
Juvenile Hall Medical Records		7Y (as least 1Y after minor turns 18)	22 CCR 73543, 74731, 75343, 75055	
Adult Investigations and Reports		5Y after termination of probation	Penal Code Section 131.4, 1203.10	

PUBLIC GUARDIAN ADMINISTRATOR

Type of Record	Description	Retention Period	Authority	Comments
Conservatorship Case Files		5Y after closed & no activity	GC 26201, 26202, Board approval (4/5)	
Administrator Case Files		5Y after closed & no activity	GC 26201, 26202, Board approval (4/5)	
Financial Records		7Y	GC 26201, 26202, appendix D "Record of Retention" State of California Accounting Standards & Procedure Manual	
All General Public Guardian/ Administrator files		5Y	GC 26202, Board approval (4/5)	

RECORDER

Type of Record	Description	Retention Period	Authority	Comments
Documents Undeliverable by mail & uncalled for		10Y		Paper records may be destroyed after 2Y if imaged
Indices: All official records, vital statistics, etc.		Permanent	GC 26202, 27320-27336, 27360-27388	
Maps		Permanent	GC 26202, 66464-66468, 66469-66472	
Vital statistics: Births, Death & Marriage Certificates		Permanent	GC 26202, 27320-17336, 27360-27388	

SHERIFF

Type of Record	Description	Retention Period	Authority	Comments
Recording of Telephone & Radio Communications	Not evidence in any claim filed or pending litigation (or potential claims & litigation)	Over 6 months old	GC 26202 & 26202.6	
Recording of Telephone & Radio Communications	Evidence in any claim filed or pending litigation (or potential claims & litigation)	6 months after conclusion of litigation	GC 26202 & 26202.6	
Auction receipts and records		2Y	GC 26202 & 26202.6	
Records of expired licenses & Permits		2Y	GC 26202 & 26202.6	
Records of lost & found items	Lost & found items have been lawfully disposed of	2Y	GC 26202 & 26202.6	
Miscellaneous Non- Criminal reports		2Y	GC 26202 & 26202.6	
Sheriff's Daily activity records & logs		2Y	GC 26202 & 26202.6	

Crime & Supplemental reports of infractions, misdemeanors, & felonies	They do not relate to an arrest, un-served warrants, identifiable items which have not been recovered, registrants covered by Sections 290 or 457.1 of the Penal Code or Section 11590 of the Health & Safety Code, a criminal death case, violations listed in Penal Code Sections 799 and 800, and not presently involved in either civil or criminal litigation	5Y	GC 26202 & 26202.6	
Index cards & logs relating to case documents destroyed		Unknown	GC 26202 & 26202.6	
Dispatch Records		2Y	GC 26202 & 26202.6	
Field Interview Cards		2Y	GC 26202 & 26202.6	
Duplicates of all reports		When duplicates no longer needed	GC 26202 & 26202.6	
Records pertaining to arrest or conviction of any person for a violation of Subdivision (b), (c), (d) or (e) of Section 11347 or Subdivision (b) of Section 11360 of the Health & Safety Code occurring after January 1, 1976		2Y from date of conviction or arrest if there was no conviction	GC 26202 & 26202.6	
Documents Relating to Citizen Complaints or Investigations in response to citizen complaints relating to members of Sheriff's Department and Internal Affairs Investigation files	Documents are not evidence in any claim filed or pending litigation for potential litigation	5Y	GC 26202 & 26202.6	

Documents relating to citizen complaints or investigations in response to citizen complaints relating to members of Sheriff's Department and Internal Affairs Investigation files	Documents are evidence in any claim filed or pending litigation (or potential litigation)	5Y after conclusion of litigation	GC 26202 & 26202.6	
Arrest Warrants		Recall Schedule established by the Courts for timely return of warrants	GC 26202 & 26202.6	
Copies of expired court orders, Probation records and other such records		No retention	GC 26202 & 26202.6	Maintained by other County Offices.
Bank Statements & Financial records		7Y	GC 26202 & 26202.6	
Receipt books containing confidential information		5Y	GC 26202 & 26202.6	
Prison files which have had no activity		5Y	GC 26202 & 26202.6	