

**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& Fire Prevention Plan	Plan adopted by Department; include fire, earthquake, safety and chemical spills	Until plan is superseded		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	Chapters 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 -Program will determine which documents	CY + 3		

	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 + 5Y	GC 26202	Originals maintained by Department of Finance. Includes Indigent Defense Claims.
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	PEN 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

COMMUNITY ACTION DIVISION

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	
OSHA Records – General		5Y. Actual retention periods may vary due to current federal/state/ local law/rules/ regulations and/or court rulings.	CSD Contract	
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.	CSD Contract	
WIOA 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.	

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
General client advice files	Memoranda, correspondence, research, attorney notes and any other written communications	9 years after last activity in the file	Gov. Code § 26205.1	Administrative Value
Labor Commissioner wage claim files	Pleadings, correspondence, attorney notes, documentary evidence, and orders	7 years after final disposition of the cases	Gov. Code § 26205.1	Administrative Value
Formal legal opinions to the Board of Supervisors and all other County departments and agencies	Final memoranda or other documents stating the County Counsel's formal legal opinion	Permanent	Gov. Code § 26205.1	Legal, Archival and Historical Value
Litigation records	Impact/affirmative, collections, tax, and general litigation case files and claim files	7 years after final disposition of the case	Gov. Code § 26205.1	Administrative Value
Office policies and procedures	County Counsel's Office policies and procedures	2 years after expiration of policy	Gov. Code § 26202, 26205.1	
Pitches motions	Pleadings, correspondence, attorney notes, orders	2 years after the ruling on the Pitches motions	Gov. Code § 26202, 26205.1	
Probate files	Case files, including pleadings, discovery, legal action requests, attorney notes and research, and correspondence	Conservatorship case files: 5 years after the death or dismissal of the conservatorship; Public Administrator case files: 10 years after last file activity	Gov. Code § 26205.1	Administrative Value
Whistleblower investigation	Documented reports from whistleblower investigative records, documented actions taken in response to reports from whistleblowers, and correspondence	10 years from final disposition	Gov. Code § 26205.1	Administrative Value
Worker's Compensation case files	Case files, including pleadings, discovery, legal action requests, attorney notes and research, and correspondence	7 years after final disposition of the case	Gov. Code § 26205.1	Administrative Value
Audit records	Records pertaining to audits of litigated matters	2 years after completion of the audit	Gov. Code § 26202, 26205.1	
Bail bond forfeiture files	Pleadings, letters to sureties, court orders to collect, acknowledgment of judgments	7 years after final disposition of the case	Gov. Code § 26205.1	Administrative Value
California public Records Act Requests	Record of requested items and County's written response	3 years after response to the request	Gov. Code § 26205.1	Administrative Value
Child Dependency case files	Case files, including pleadings, discovery, legal action requests, attorney notes and research and correspondence	7 years after termination of jurisdiction	Gov. Code § 26205.1	Administrative Value

Closed Session Memoranda	Final closed session memoranda delivered to Board of Supervisors and County Administrative Officer	Permanent	Gov. Code § 26205.1	Legal, Archival and Historical Value
County Counsel MCLE Provider Records	Attendance Records Evaluation Forms	4 years 1 year	State Bar, Title 3, Division 5, Chapter 1, Article 1, Rule 3.602	
Financial records	Accounting records and billing records	10 years after the close of the fiscal year to which the records pertain	Gov. Code § 26205.1	Administrative Value
Contracts/Agreements (GOVERNMENT)	The binding agreement between a County department and another government agency to provide good or services. May include the original contract or agreement, all change orders and amendments, thereto. May also include accounting records, procedure documentation, and salary administration. May also include work files if they relate to negotiations or changes.	Active + 6/10	48 CFR 4.805	Active until contract terminates/+6/10 after final payment
Contracts/Agreements (GENERAL)	Record of binding agreement to provide goods or services including employment, but excluding those for land, buildings or major improvements. May include accounting records, procurement documentation and salary administration. May also include working files if they relate to negotiations or changes.	Active + 4/7	Gov. Code § 26202	Active until contract terminates/+4/7 if subject to audit
Contracts/Agreements (DUPLICATE)		No requirement to retain.	Gov. Code § 26201	Destruction of duplicate Contracts/Agreements retained by the Clerk of the Board

COUNTY SERVICES DIVISION

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

Fleet Management

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

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.
Closed Title IV-D Case Records	All closed Title IV-D case records shall be retained for four years and four months from the date of case closure, except case records that are the subject of any of the following, which shall be retained until the closure of: a) An open Federal or State audit b) A pending civil litigation, or a court order requiring such records be maintained for an extended period.	4Y + 4 months from date of closure	California Code of Regulations Title 22, Social Security Division 13, Department of Child Support Services section 111450. Authority cited: Family Code Sections 17306, 17310, and 17312. Reference: 45 Code of Federal Regulations, Sections 302.15 & 303.11(d).	Record retention on a IV-D case is 7 years if IRS Collection is received on the case.
Closed Title IV-D Case Records	When a local child support agency closes a child support case containing summary criminal history information, the local child support agency shall delegate or purge from the file and destroy any documents or information concerning or arising from offenses for or of which the parent has been arrested, charged, or convicted, other than offenses related to the parent's having failed to provide support for minor children, no later than four years and four months, or any other timeframe that is consistent with federal regulations controlling child support records retention , after the date the local child support agency closes the case.	4Y + 4 months from date of closure	California Code of Family Code Section 17531	

DEPARTMENT OF FINANCE

**See Appendix D: Department of Finance under Title 17/Records Retention Schedules for a complete list of all records and their required retention periods.
Please see attached at end of Appendix A**

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 AND HUMAN SERVICES AGENCY

General Administration and Fiscal Information

Type of Record	Description	Retention Period	Authority	Comments
Any Records pertaining to claims filed against the County		Final disposition + 5Y	GC 25105.5	
Any records subject to a request for production		Until matter is resolved		
Agency Meeting Minutes – Mandated bodies		2Y from meeting date, unless funding source requires longer retention.	Agency/Funding Source Retention Schedule. GC 26202	CICC
Building Maintenance Records	Repair requests for both county-owned and leased facilities	2Y	GC 26202	
Fiscal Records including A/R, A/P, Payroll Information, Time Sheets, Journals, Invoices, Budget Documents, and associated backup		Current FY + 5Y minimum (Audit must be finalized) Actual retention periods may be longer due to federal/state or funding source requirements.	GC 24356 & GC 26907	Electronic & paper, destroy paper after imaged
General Contract Agreements and MOUs		Termination + 5 years unless funding source requires longer retention	CCP337.2, 343	Statute of limitations for contracts is 4 years
Grant Administrative Records, including state contracts, grant application & supporting documentation.		Current FY + 5Y minimum (Audit must be finalized) Actual retention periods may be longer due to federal/state or funding source requirements.	CCP 343; various funding source documents	Statute of limitations for contracts is 4 years
Health Insurance portability and Accountability Act of 1996 (HIPAA)	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 last in effect, whichever is later	45 C.F.R. 164.316(b)	Electronic & Paper, destroy paper after imaged.
HIPAA -Client requests for access, amendment or accounting of disclosure of protected health information		6Y from date of request	45 C.F.R. 164.316(b)	Electronic & Paper, destroy paper after imaged.

HIPAA privacy rights violation complaints & documentation concerning handling of complaints		6Y from date of last activity	45 C.F.R. 164.316(b)	Electronic & Paper, destroy paper after imaged.
HIPAA 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	45 C.F.R. 164.316(b)	Electronic & Paper, destroy paper after imaged.
Postings		2Y after posting date, 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. GC 26202	
Press Releases		2Y after date of release/publication	Agency Retention Schedule. GC 26202	
Proclamations – Commendations		2Y after date of proclamation/commendation..	Agency/Funding Source Retention Schedule. GC 26202	
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. GC 26202	
Public Hearing Records		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. GC 26202	
Reports/Studies – As Required by Funding Source		2Y after report date , unless otherwise required by funding source	Agency/Funding Source Retention Schedule. GC 26202	
RFPs and related files	Successful Unsuccessful	Current FY + 5Y minimum (Audit must be finalized) Actual retention periods may be longer	GC 24356 & GC 26907	

		due to federal/state or funding source requirements.		
Route administrative records	Administrative documents from state/federal/county/private sources, internal minutes, phone message books, correspondence, etc.	2Y	GC 26202	Electronic & Paper, destroy paper after imaged.
Safety Check Lists		3Y after date of action. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	Agency Injury Illness Prevention Program	
Safety Inspection Data		3Y after inspection date. Retain longer if legal or audit action is pending..	Agency Injury Illness Prevention Program	
Safety Records – Incident Reports		5Y after date of incident	Agency Injury Illness Prevention Program	
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 Injury Illness Prevention Program	
Special Event Materials		2Y 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. GC 26202	
Surveys/Questionnaires Summary data only.		2Y after date of survey/questionnaire, unless funding source states otherwise.	Agency/Funding Source Retention Schedule. GC 26202	
Training Materials (course outlines, other general items – including training rosters)		2Y after date of training, 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/County/Funding Source Retention Schedule. GC 26202	

Behavioral Health Division

Type of Record	Description	Retention Period	Authority	Comments
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 CA Department of of Health Care Services documentation pertaining to services delivered to beneficiaries	10 years from the final date of the contract period or from the date of completion of any audit, whichever is later.	42 CFR part 438.3(h)	Electronic & Paper, destroy paper after imaged.
Credential Checks		10 years from the final date of the contract period or from the date of completion of any audit, whichever is later.	42CFR part 438.3(h) Physicians, Surgeons & Psychologists have impairment review procedures outlined in B&P 820-828	Electronic & Paper, destroy paper after imaged.
Mental Health Cost Report		10 years from the final date of the contract period or from the date of completion of any audit whichever is later.	42 CFR part 438.3(h)	Electronic & Paper, destroy paper after imaged.
Patient or client files, Adults		10 years from the final date of the contract period or from the date of completion of any audit, whichever is later.	42 CFR part 438.3(h), 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 or 10 years from the final date of the contract period or from the date of completion of any audit, whichever is later.	42 CFR part 438.3(h), 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 at least 1Y after the minor has reached the age of 18Y, and in any case, not less than 7Y.
Substance Abuse Disorder Cost Report		10 years from the date year-end cost settlement report approved by DHCS for interim settlement.	DHCS Drug Medi-Cal Contract Exhibit B A1, Part IV, Section 1A3.	

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.
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Public Health Division

CCS	CA Children's Services Medical Records	7Y from date of last service and until the age of 21	CCS Guidelines	
CHDP	PM 160's from medical providers	7Y for nurse care follow-up. All other PM 160's can be kept for 1Y.	CHDP Guidelines	
Communicable Disease	Communicable Disease Records (TB and Typhoid) Outbreak investigations, Lead investigations, Communicable Disease Cases (TB) investigations, and foodborne outbreaks	Disease is reported through Cal REDIE System (permanent) Indefinitely: Outbreak investigations, Lead investigations, and Environmental Health Investigations.	CDPH Contract	
IZ Registry	CAIR Registry-Immunization Record Database VFC Medi-Cal verifications (CAIR Form)	Permanent 3Y	CDPH Contract	
WIC	Women, Infants & Children program records	3Y after closure	7 CFR 246.25; 7 CFR 246.26 (d);	
Vital Records	Birth and Death Certificates-copies, permit for disposition	3Y	Program Guidelines	

Social Services Division

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	
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 GC 26202	
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.	GC 26202	

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. GC 26202	
Finger Print Imaging		2Y. Actual retention periods may vary due to current federal/state/local law/rules/regulations and/or court rulings.	GC 26202	
Food Stamp Related Records – Eligibility/Fiscal		3Y from 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.	
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 set to mirror Medi-Cal, CalWORKs, and Food Stamps	
IHSS/Adult Services – Client Files		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.	
IHSS Timesheets		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.	Scanned and retained at central processing facility.

Medi-Cal Client Records		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.	
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.	
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.	GC 26202	
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.	
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
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.	

PERSONNEL

Type of Record	Description	Retention Period	Authority	Comments
Recruitment, Hiring and Job Placement Records	Job Applications, resumes, other job inquiries sent to employer, employment referral records, applicant identification records, help wanted ads, opportunities for training, promotion and overtime, job opening notices sent to employment agencies or labor unions, screening tools/tests and results, interview notes and other records related to hire/no hire decision, salary information (pay rates, market factors, job classifications), terms and conditions of employment.	3Y (or the duration of any claim or litigation involving hiring practices)	Title VII, FEHA, ADA, ADEA, GINA, Cal. Fair Pay Act, Federal Contractors: Sec. 503 of Rehabilitation Act of 1973, Vietnam Era Veterans Readjustment Assistance Act	
Employment Eligibility Forms Verification (I-9 Forms)		3Y from hire date or 1YR after termination, whichever is later	Immigration Reform and Control Act	
Child Labor Certificates and Notices		3Y	FSLA CA Labor Code Sections 1174, 1175	
Employment Contracts		3Y		
Employee Personnel Files	Disciplinary notices, promotions and demotions, performance evaluations, discharge, layoff, transfer, and recall files, training and testing files, physical files, job classifications, terms and conditions of employment	3Y after termination of employment	Title VII, FEHA, ADA, ADEA, GINA, CA Labor Code Section 1198.5, CA Fair Pay Act, Federal Contractors: Sec. 503 of Rehabilitation Act of 1973, Vietnam Era Veterans Readjustment Assistance Act, Executive Order 11246, Service Contract Act, Davis-Bacon Act, Walsh-Healy Act	
Affirmative Action Programs and Documents		5Y	OSHA, CA OSHA	
Unlawful Employment Practices, Claims, Investigations and Legal Proceedings Records	Personnel and payroll records about complaining parties, personnel	Until disposition of case	Title VII, FEHA, ADEA, ADA, NLRA, FLSA, GINA, Federal Contractors: Sec. 503 of Rehabilitation Act of 1973, Vietnam Era Veterans Readjustment Assistance Act	
Union and Employee Contracts		3Y	FLSA	
Employee Benefits Data	Documentation of benefit elections, beneficiary designations, COBRA notices, summary plan descriptions and earnings.	6Y but not less than 1Y following a plan termination	ERISA	Records required to determine retirement benefits must be kept indefinitely.
Health Care Continuation	Written Notice to employees/dependents of option to continue group health coverage upon qualifying event.	6Y	No requirement, however recommended 6 years from date of record to mirror ERISA	

PLANNING & COMMUNITY DEVELOPMENT SERVICES 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, RFQ'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 Department

Type of Record	Description	Retention Period	Authority	Comments
Building Permits		Permanent	GC 34090(a), H&S 19850; 4003, 4004	Plans, building, signs, grading, 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		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		Permanent	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

Environmental Health Department

Type of Record	Description	Retention Period	Authority	Comments
Assessor Parcel Number Files (APN)	May Include: Permits, Complaints, Correspondence, Hazmat, UST, Land Use, Inspections, Reports etc.	Permanent	GC 26202	Hard Copy and/or Electronic Copy
Housing & Institutions	May Include: Inspection Reports, Complaints, Owner Information, Correspondence, Permits, Plans etc.	Permanent	GC 26202	Hard Copy and/or Electronic Copy
Food Facilities	May Include: Inspection Reports, Complaints, Owner Information, Correspondence, Permits, Plans etc.	5 years following closure	GC 26202	Hard Copy and/or Electronic Copy
Temporary Food Facilities	May Include: Permits, Application, Inspections Reports etc.	Event + 2 years	GC 26202	Hard Copy and/or Electronic Copy
Recreational Health	May Include: Inspection Reports, Complaints, Owner Information, Correspondence, Permits, Plans etc.	5 years following closure	GC 26202	Hard Copy and/or Electronic Copy
OWTS Permits	May Include: Inspection Reports, Complaints, Owner Information, Correspondence, Permits, Plans etc.	Permanent	GC 26202	Hard Copy and/or Electronic Copy
Pumper Trucks	May Include: Inspection Reports, Complaints, Owner Information, Correspondence, Permits, Plans etc.	5 years following closure	GC 26202	Hard Copy and/or Electronic Copy
Solid Waste Site/Facility	May Include: Inspection Reports, Complaints, Owner Information, Correspondence, Permits, Plans etc.	Permanent	GC 26202	Hard Copy and/or Electronic Copy
Well Permits	May Include: Inspection Reports, Complaints, Owner Information, Correspondence, Permits, Plans etc.	Permanent	GC 26202	Hard Copy and/or Electronic Copy
Small Water Systems	May Include: Inspection Reports, Complaints, Owner Information, Correspondence, Permits, Plans etc.	Permanent	GC 26202	Hard Copy and/or Electronic Copy
Body Art	May Include: Inspection Reports, Complaints, Owner Information, Correspondence, Permits, Plans etc.	5 years following closure	GC 26202	Hard Copy and/or Electronic Copy

Planning Department

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
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		Permanent	GC 34090	
Administrative Permits		Permanent	GC 34090	
Appeals		Permanent	GC 34909(a)	
Certificate of Compliance		Permanent	GC 34090(a)	Recorded at Recorder's Office
Parcel Maps		Permanent	GC 34090	
Variance		Permanent	GC 34090(a)	
Voluntary Merger		Permanent	GC 34090(a)	
Williamson Act		Permanent	GC 34909(a)	Recorded at Recorder's Office
Incomplete Applications		Closed + 2Y	GC 34090(d)	
Land Use – Non-Conforming		Permanent	GC 34090(a)	
Conditions of Approval		Permanent	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

Planning Commission and ALUC Records

Type of Record	Description	Retention Period	Authority	Comments
Agendas & Minutes		Permanent	GC 26202	
Audio & Recordings		Permanent	GC 26202	
Staff Reports		Permanent	GC 26202	
Bylaws		Permanent	GC 26202	
Public Notices (Newspaper) including: Notices of Determination Notices of Exemption Notices of Preparation Notices of Completion Project Specific correspondence (including emails) provided to the Planning Commission or BOS		Permanent	GC 26202	
Applications--Use Permits		Permanent	GC 26202	
Environmental Documents (CEQA) including: Initial Study Negative Declarations Environmental Impact reports Technical Studies		Permanent	GC 26202	

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
Personnel	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	

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, Dedications, Rights-of-way		Permanent	GC 34090	
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 – Transportation Permits		Closed + 2Y	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 (Locations/Maps)		Permanent	GC 34090	Include dams, lakes, basins, creeks
Inventory, Equipment		CY + 2Y	GC 34090	
Maintenance and Operations		CY + 2Y	GC 34090	Include work orders, inspections, repairs, cleaning, reports, complaints
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

Solid Waste

Type of Record	Description	Retention Period	Authority	Comments
Collections		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	

Airports

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
	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)	Log CY + 2Y		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	