



SECRETARY OF STATE

LOCAL GOVERNMENT

RECORDS MANAGEMENT GUIDELINES

SECRETARY OF STATE KEVIN SHELLEY

ARCHIVES AND MUSEUM DIVISION
RECORDS MANAGEMENT

(916) 653-1537

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**LOCAL GOVERNMENT
RECORDS MANAGEMENT GUIDELINES**

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LOCAL GOVERNMENT RECORDS MANAGEMENT

GUIDELINES

California Government Records Management Program

2-1000

Background

2-1010

In 1968 the Legislature passed the California Public Records Act (PRA) ([Government Code, Section 6250 et seq.](#)) which is modeled after the federal Freedom of Information Act and details what government information is, and is not, available to the public. In general, all records are open to the public except 28 specific exemption categories listed in PRA, Section 6254. The PRA applies to all records, in whatever form, maintained by either state or local public agencies.

In 1978 the Information Practices Act (IPA) ([California Civil Code, Section 1798 et seq.](#)) became effective to protect personal privacy rights for individuals. The IPA is modeled after the Federal Privacy Act of 1974 and supercedes portions of the PRA. It does not apply to local public agencies except under voluntary contractual agreements.

The State Records Management Act ([Government Code, Section 14740-14774](#)) requires the Director of the Department of General Services (DGS) to establish and administer the state's records management program. The program applies "... to the creation, utilization, maintenance, retention, preservation, and disposal of state records." DGS administers the program through the State Administrative Manual (SAM), Chapter 1600 and the California Acquisition Manual (CAM).

SAM and CAM require every state agency to establish Records Retention Schedules which, when approved, become the legal authority for the agency to dispose of official public records. Retention schedules are the key element in effective records management programs for both government and private industry. State agencies must revise and update their schedules every five years or whenever a change occurs that impacts the keeping or disposing of agency records. The Records Management Act, SAM and CAM do not apply to local public agencies.

Since, with the exception of the PRA, legislation and directives establishing the state Records Management Program **do not** apply to local government, county and/or city government agencies do not have a standardized program of accountability for their treatment of public records. Nor does local government have standard retention periods for various record categories other than certain record types identified in government codes that mandate specific local programs. To alleviate this situation the 1999 legislature added [Section 12236](#) to the Government Code, which states in Section 12236 (a) "The Secretary of State shall establish the Local Government Records

Program to be administered by the State Archives to establish guidelines for local government retention and to provide archival support to local agencies in this state.”

These guidelines are an initial attempt to provide some standards and structure to the local government records management effort. Other attempts at standardization include the California City Clerks Association’s 1998 list of common local government records and recommended retention periods. The goal of the State Archives in compliance with GC 12236 is to consolidate information resources and provide local government with a single source for archival and records management support and guidance.

Authority

2-1020

- California Public Records Act (Government Code, Section 6250 et seq.)
- Government Code, Section 12236

Definitions

2-1030

- **Active Records** – As a measure of activity for records that are referred to at least once a month per cubic foot of records. Also – As a retention period for a Perpetual Record that remains “active” until some event occurs to change its status, at which time it has fulfilled its function. (See also **Perpetual Record**)
- **Administrative Records** – Records commonly found in all offices and typically retained only for short time periods – less than five years. Examples include subject, chronological, budget, and policy files.
- **Archival Records** - Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.
- **Discovery** – The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists – even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by opposing attorney or the court.
- **Local Government** – Government Code, Section 6252 states: “‘Local Agency’ includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code, [Section 54952](#).”

- **Non-Records** - Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also **Discovery**)
- **Permanent Records** – Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include original birth certificates, death certificates, Spanish land grants, etc.
- **Perpetual Records** – Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.
- **Program Records** - Records that relate to the primary function of the agency in response to its daily mission. Examples include lien files, recorders files, election files, probate records, medical records, etc.
- **Public Records** - Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
- **Records** - All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics.
- **Records Retention Schedule** - A list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".
- **Retention Period** – The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.

Records Management

2-2000

Principles

2-2010

According to Government Code, Section 14740, California's Records Management Program is designed to "...apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of state records". Effective Records Management ensures that records are kept **only** as long as they have some administrative, fiscal, or legal value.

When records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance. If that is the case the records should be preserved by an appropriate historical agency. Staff members should realize that an effective records management program is not only cost effective, it will also make their jobs easier. They should also know that records retained beyond their value "just in case" only extend the agency's legal liability in the event of adverse litigation.

These principles apply to all levels of government.

Inventory

2-2020

The first step in records management is a records inventory. Agencies need to know what records they have, where the records are kept, the volume, and how the records are used. This information is essential for developing a Records Retention Schedule to document the agencies normal course of doing business.

The Records Inventory Worksheet, state form STD 70, is available to assist agencies in gathering information needed in a records management program. Regardless of the form used, the following information should be obtained during any inventory of agency records:

- **Record Series** - A record series is a group of similar records arranged under a single filing system or kept together as a unit. They deal with a particular subject (budget, personnel, etc.), result from the same activity (arrest reports, property assessments, etc.), or have a special form (blueprints, maps, etc.). The title of each record series should be as accurate as possible, since future references to the records will be by the record series name. Avoid vague titles such as "Corporate Papers", "Official Documents", or "Vital Correspondence".
- **Media** – Determine the media for each record series such as paper, microfilm, etc. Also note if the same record exists in several medium.

- Years covered – Determine the period of years covered by each record series. (Example: 1994-98).
- Activity Level - The amount of activity involving a record determines where the record should be stored. Active records need to be readily available and are generally stored in the office because they are accessed frequently. Inactive records that are still needed but only accessed occasionally should be warehoused in low cost storage.
- Volume – Note the volume of each record series by the cubic feet of space they occupy. This number is a spot count and should represent only those records on hand at the time of inventory. A typical file drawer or archive box contains approximately one cubic foot of actual records. Folders, separators, tab cards, etc. are not considered part of a record.

Appraisal and Scheduling

2-2030

After the inventory, sound records management requires a realistic appraisal of records in relation to their period of usefulness and their value to the agency that owns them. The appraisal will:

- Establish reasonable retention periods.
- Identify records that can be destroyed immediately.
- Identify records that should be transferred to low cost storage.
- Identify vital and/or confidential records.
- Identify records with historic and/or research value.
- Determine the method of disposition.

Once records are inventoried, determine the immediate and future usefulness of the records. In general, records should be retained only as long as they serve the immediate administrative, legal and/or fiscal purposes for which they were created. When records no longer serve these purposes, they should be disposed of or preserved for archival purposes, whichever is appropriate.

Records with administrative value are created to help accomplish the functions for which an agency is responsible and have administrative value only as long as they assist the agency in performing current or future work. Their administrative use is exhausted when the transactions to which they relate are complete and from that point on they lose value rapidly.

Records with legal value contain evidence of legally enforceable rights or obligations of the agency. Examples are records that provide the basis for action, such as legal decisions and opinions; fiscal documents representing agreements, such as leases, titles and contracts; and records of action in particular cases, such as claim papers and legal dockets.

Fiscal records pertain to the financial transactions of the agency, such as budgets, ledgers, allotments, payrolls and vouchers. After some records have served a basic administrative function, they may still have sufficient fiscal value to justify additional retention to protect the agency against court action and/or audits.

Some records will also have enduring value because they reflect significant historical events or document the history and development of an agency. Others contain accumulated data that can be useful for both scientific and genealogical research. At the local level historical societies and/or public libraries may be able to assess this potential value for the agency.

The final step in appraising records is determining their retention period. Keeping records, either in offices or storage areas, is very expensive and the actual or potential value of the records must be weighed against the cost. Most managers tend to keep records too long “just in case” and unwittingly extend the agency liability for as long as the records exist. Except for perpetual records, most administrative records should only be kept two or three years and certainly not more than five. Program records (unique and representative of the function of the office) are typically large files and kept for longer periods of time. Attachment A contains recommended retention periods for common administrative records maintained by several state agencies.

Questions to ask are how serious would it be if a particular record 5 or 10 years from now were unavailable? What are the chances of it being needed? Are the consequences serious enough to justify keeping a large volume of records for long periods of time at considerable cost? Is the information available anywhere else? What would it cost to reconstruct the record if necessary? Answering these questions will lead to a more realistic approach to the problem of determining how long records should be kept.

Establishing retention periods may also involve negotiation with the people who use the records. They should be encouraged to look realistically at their need for the records. Don't accept the answer that 'the records are used all the time and therefore must be kept permanently'. “Permanent” retention is very expensive, rarely necessary, and usually must be justified by a specific written requirement such as a statute, legal opinion, government code, etc. The State assumes “permanent” to mean 500 years! Will your records really have any value 500 years from now?

Once retention periods have been established for all records, a Records Retention Schedule can be developed. The schedule formalizes the retention and disposition of the agency's records and establishes the agency's “normal course of doing business”.

Retention Schedules**2-2040**

A properly prepared and approved Records Retention Schedule is an agency's legal authority to do whatever needs to be done with records and documents entrusted to the agency's care. It certifies the life, care, and disposition of all agency records. If subpoenaed records have been destroyed, agency schedules (AND EVIDENCE OF COMPLIANCE WITH THOSE SCHEDULES) will defend the agency's actions. However, to prove there was no adverse intent when records were destroyed, schedules must be specific and consistently used. Adverse intent (to keep records out of court) is both a civil and criminal offense.

The state uses two forms to create Records Retention Schedules: the Records Retention Schedule Approval Request, [STD Form 72 \(pdf\)](#); and the Records Retention Schedule, [STD Form 73 \(pdf\)](#). The Form 72 contains signature elements from the agency involved, the Records Manager, the approval authority, and an archival review. The Form 73 is the schedule itself and contains an agency description or mission statement plus the listing of all agency records. Both of these forms are for state agencies but could easily be adapted/modified for use by local government.

Use of these or similar forms help an agency ensure their schedule contains all the elements necessary to withstand legal scrutiny. The signatures of the program manager (record custodian) and agency Records Manager attest to the completeness and accuracy of the information on the schedule. The approval authority should be the government body having administrative authority over the agency. For local government this authority could be the County Board of Supervisors, County Administration, Mayor's Office, City Administrator or similar government functions. Archival review at the local level could be from a county or city historical society, historical museum, library, or similar organization.

In state government schedules are considered current for five years unless amended sooner due to a significant change in an agency's record keeping practices. A change of mission, added functions, new programs, etc. would all trigger an amendment to an existing schedule. Regardless of any amendments, a new schedule must be prepared and approved after five years to ensure the schedule accurately and completely reflects the agency's records holdings and disposition. Renewing schedules more frequently is always an option, and is required in some states. Local government agencies should adopt whatever cycle is most practical within their jurisdiction.

Physical location, complexity, and activity levels of records are some of the factors to consider when determining how many schedules are needed to support an agency's records management program. Small agencies housed in one facility with narrowly focused missions may only need one schedule for the entire agency. Larger, more complex agencies may need many schedules to efficiently and effectively document the varied records maintained by the agency. For example, County Health Services in a large populous county would probably require separate schedules for Children's Services, Mental Health, Health Promotion, Elder Care Services, etc. On the other

hand, a small county Health Services Agency might use a single schedule and list record series in groups under each different agency function.

Disposition of Records

2-2050

Once records have fulfilled their administrative, fiscal, or legal function they should be disposed of as soon as possible in accordance with their Records Retention Schedule. A properly completed schedule provides an agency with the legal authority to dispose of records entrusted to its care. Disposition may include sending appropriate records to an archival facility, recycling unneeded records, and/or destroying unneeded confidential records. Remember, in the event of litigation the court will want to know what the agency does in the normal course of doing business. Your Records Retention Schedule spells out the normal course of business for how your agency handles and disposes of its records.

In general, most agencies keep records well beyond the record's administrative, fiscal, or legal value "just in case" the records may be desired for future purposes. That is one of the worst reasons to retain records because excess records over-burden staff, slow response times to public requests, and extend the agency's legal liability. A court can not demand an agency produce documents that have been destroyed in accordance with accepted and documented (your retention schedule) industry practices.

Summary

2-2060

Records Management's primary concern is the efficient, effective and economical management of information. The guiding principle of Records Management is to insure that information is available when and where it is needed, in an organized and efficient manner, and in a well-maintained environment. Records Management is more than retention schedules and the disposition of records; records management also encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations. Records Management seeks to control and manage records through the entirety of their life cycle, from their creation to their final disposition.

In today's litigious society Records Management is more important than ever but unfortunately is still overlooked and under-funded at all levels of government. In court an astute attorney can discredit an agency in the eyes of a judge or jury by attacking the way the agency handles its records. The fact that the records may refute or support a particular position is obscured by the attack on how the agency accounts for and handles those records. The agency's legal position in the litigation may be influenced by how well or how poorly they comply with accepted records management practices.

A sound records management program doesn't cost – it pays. It pays by improving customer service, increasing staff efficiency, allocating scarce resources, and providing

a legal foundation for how an agency conducts its daily mission. It helps identify and justify opportunities for new technology. Microfilm, optical disk, optical character recognition, workflow, e-mail, bar code, and other related technologies cannot be adequately evaluated and cost justified without a good records management program. Other benefits of effective records management include:

- Space Savings
- Reduced expenditures for new filing equipment
- Increased efficiency in information retrieval
- Compliance with legal, administrative, and fiscal retention requirements
- Identification and protection of vital records
- Control over creation of new records
- Identification of records with research value
- Identification of records with historical value

Acknowledgement

2-2070

The California State Archives would like to acknowledge the League of California Cities, the City Clerks Association of California, and Tuolumne County for their major contribution to these guidelines. Attachment C represents several years of effort by the League and the Association to provide standard retention periods for record series common to most city jurisdictions. Attachment D is based on research conducted by Tuolumne County to standardize county record retention.

Please forward comments and/or corrections to these retention periods to the California State Archives.

For assistance in developing a Records Management Program or to comment on this web site please contact:

*Blaine Lamb
Local Government Records Coordinator
Secretary of State
Archives and Museum Division
1020 O Street
Sacramento, CA 95814
(916) 657-3634, Fax (916) 653-7363
blamb@ss.ca.gov*

Administrative Records - Typical Retention Periods

Type of Record	Years	Remarks
<u>Correspondence</u>		
Chron Files	2	
General/Public	3	
Controlled	2	
Reports	3	
Subject Files	3	
Reproduction/Printing Requests	2	
<u>Financial</u>		
		>4/7 = 4 yrs for state funds/7 for federal funds<
Expense Reports	4/7	Or until audited, whichever is first
Budgets	4/7	Or until audited, whichever is first
Billing/Accounting Reports	4/7	Or until audited, whichever is first
Budget Change Proposals	4/7	Or until audited, whichever is first
Budget Change Concepts	4/7	Or until audited, whichever is first
Audits	4/7	
Invoices	4/7	Or until audited, whichever is first
Fees/Receipts	4/7	Or until audited, whichever is first
Checks/Ledgers/Registers	4/7	Or until audited, whichever is first
Cal Stars Reports	Active+1	Active until new budget approved*
Cost Recovery - Federal	Active+7	Active until claim paid then 7 or until audited, whichever is first*
Cost Recovery - State	Active+4	Active until claim paid then 4 or until audited, whichever is first*
Grants	Active+2	Active until end of grant year*
<u>Equipment/Supplies/Space</u>		
Inventory	Active	Active until revised*
Purchase Request/Order	Active+4/7	Active until items received(4/7 if subject to audit)*
Service Orders/Authorizations	Active	Active until service performed*
Vendor Information	Active	Active until revised*
Building Maintenance/Leases	Active	Active until lease terminates*
Inspection Reports/Moves/Space	Active	Active until revised/rescinded/superseded*
Equipment Maintenance	Active+2	Active until maintenance complete*
Hardware/Software Documentation	Active	Active until revised/rescinded/superseded*
Vehicle Files	2	
<u>Personnel</u>		
Duty Statements	Active	Active until revised*

Employee Records	Active+1	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, Confidential Destruction. (CD)*
Attendance	Active+1	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, CD.*
Travel	Active+1	Active until travel complete. PRA 6254, IPA 1798.40, CD.*
Training	3	PRA 6254, IPA 1798.40, CD.
Applications	2	PRA 6254, IPA 1798.40, GC 12946, CD.
Interview Documents	2	PRA 6254, IPA 1798.40, CD.
Affirmative Action	Active	Active until revised*
Merit Awards	3	PRA 6254, IPA 1798.40, CD.
Superior Accomplishments	3	PRA 6254, IPA 1798.40, CD.
Labor Relations	2	
Production/Assignment Logs	2	
Overtime Logs	2	PRA 6254, IPA 1798.40, CD.
Action Requests/Grievances	2	PRA 6254, IPA 1798.40, CD.
Toxic Exposure Reports	Active	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, CD. Transfer Rpt with employee.*
<u>Policy/Procedure/Organization</u>		
Policies (All)	Active	Active until revised*
Procedures (All)	Active	Active until revised*
Compliance Requirements	Active	Active until revised*
Organization Charts	Active	Active until revised*
Mission Statements	Active	Active until revised*
Associations	Active	Active while membership is current*
Meetings/Minutes/Agendas	2	
Activity Reports	2	
Studies/Statistics	3	
Feasibility Studies	5	
Request for Proposals	3	
Delegation Orders	Active	Active until revised/superseded/Revoked*
Conferences/Committees	3	
Contracts	Active+4/7	Active until contract terminates/+4/7 if subject to audit*
Emergency Preparedness	Active	Active until revised*
Public Hearings	5	
Health/Safety	3	
Plans and Goals	Active	Active until revised/rescinded/superseded/Complete*
<u>Records Management</u>		
Records Retention Schedule	Active	Active until revised*
Records Transfer List (STD 71)	Active	Active until disposal of records*
Records Destruction Authorization	4	

Forms File	Active+1	Active until revised/rescinded/superseded*
Legislation/Regulations/Legal		
Bill Analysis	3	PRA 6254
Research Information	3	PRA 6254
Proposed Legislation/Regulations	4	PRA 6254
Legal Opinions	Active+1	Active until issues resolved*
Law Suits/Small Claims	Active+1	Active until litigation complete*
Enrolled Bill Report	4	PRA 6254
PRA/IPA Files	2	
Public Relations		
Clippings	2	
Press Releases	2	
Speeches	2	

* “Active” retention is for Perpetual Records that remain “active” until some event occurs. After the event occurs the records are disposed of or may require retention for an additional short period of time.

The “Remarks” section of a retention schedule also identifies records not subject to public disclosure because of code or statute, as well as any other unusual or significant characteristics about a record series. PRA refers to the California Public Records Act and IPA refers to the Information Practices Act. CD stands for Confidential Destruction.

Most administrative records are small in volume and the records retained for less than five years.

Program Records:

There are no typical retention periods for program records because they are unique to the individual office. They represent the reason the office exists and their retention is usually specified in some statute or regulation that established the office or program. A few program records may be identified for permanent retention however most will be retained for a specific number of years, or as perpetual records with an “Active” period, just like administrative records.

Most program records are large in volume and may be required much longer than administrative records. As with administrative records, program records should be retained only as long as they have some administrative, fiscal, or legal value. After that they should be disposed of in accordance with an approved Records Retention Schedule.

Records Management and Archives Resources

Many resources exist to assist you in your records management program. This list is not all-inclusive but will provide you with several contacts where you can ask questions and receive professional answers to many records management issues. All of these resources provide information free of charge and some also offer membership in the organization, which entitles you to additional benefits.

AIIM - Association for Information and Image Management, International.

AIIM is a global industry association connecting users and suppliers of enterprise content management (ECM) technologies - tools and methods that help capture, manage, store, preserve and deliver content in support of business processes. AIIM is a neutral and unbiased source of information. They produce educational events and conferences, provide up-to-the-minute industry information, and are ANSI/ISO-accredited for standards development. Local chapters provide networking and educational opportunities throughout the country.

World Headquarters

1100 Wayne Avenue, Suite 1100

Silver Spring, MD 20910

1-800-477-2446

<http://www.aiim.org/>

ARMA International – Association of Records Managers and Administrators.

The mission of ARMA International is to provide education, research, and networking opportunities to information professionals, to enable them to use their skills and experience to leverage the value of records, information, and knowledge as corporate assets and as contributors to organizational success. ARMA has a network of local chapters that provide educational opportunities for members and non-members alike.

ARMA International

4200 Somerset Dr., #215

Prairie Village, KS 66208

1-800-422-2762

<http://www.arma.org/>

NAGARA – National Association of Government Archives and Records Administrators.

NAGARA is an association dedicated to the improvement of federal, state, and local government records and information management. Their goal is to promote the availability of our documentary legacy by improving the quality of records and information management at all levels of government

NAGARA
48 Howard Street
Albany, NY 12207
1-518-463-8644
<http://www.nagara.org/>

NARA – National Archives and Records Administration
Major source for national archives and records management issues and policies.
Develops standard Record Retention Schedules for federal agencies.

National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, D.C. 20408
1-800-234-8861
<http://www.archives.gov/index.html>

Archive Builders

Archive Builders provides access to free white papers and in depth understanding of document imaging as related to records management. White papers dealing with electronic records and e-mail issues are available.
<http://www.archivebuilders.com/>

COSHRC

Council of State Historical Records Coordinators
Provides internet links to all State Archives and Records Management Offices.
<http://www.coshrc.org/arc/states.htm>

InterPARES

International Research on Permanent Authentic Records in Electronic Systems
Source for international research papers seeking to recommend standards in the electronic records industry.
<http://interpares.org/>

CA Secretary of State

Provides records management guidelines for local government agencies through the California State Archives web site.

http://www.ss.ca.gov/archives/level3_locgovrec.html

CA Department of General Services – California Records and Information Management (CalRIM)

CalRIM establishes guidelines for state agencies to manage their records programs, including the management of electronic records and using technology such as imaging. CalRIM provides training, Master Service Agreements to streamline the contracting process for records and imaging technologies and consultation, and other services to help customers establish and maintain effective records programs. CalRIM also reviews and maintains all state agency records retention schedules.

Department of General Services
Procurement Division
California Records and Information Management Program
1500 5th Street, Suite 101
Sacramento, California 95814
(916) 324-4809
<http://www.pd.dgs.ca.gov/calrim/default.htm>

LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

**August 1999
City Clerks' Association of California
California State Archives 2002 Version**

LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

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Disclaimer

Local Government Retention Schedule Guidelines

The guidelines as enclosed have been endorsed by resolution of the General Assembly of the League of California Cities, and by the City Clerks Association of California. They represent extensive research as to the *minimum legal requirements* for the retention of local government records and do not reflect the administrative, operational, financial or historical needs of the jurisdiction. It is strongly recommended that cities consult with legal counsel when formulating their retention schedules so as to best meet their particular needs.

The committee's research was as complete as possible and reviewed by many legal officers but may not include every record series pertinent to local government. The guidelines are just that and are fluid, very much subject to additions and updates which will be coordinated through the office of the State Archivist under the Secretary of State.

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown. For example, Cu + 2 refers to the Current year plus two, or 1998 plus years 1997 and 1996.

RECORDS RETENTION CLASSIFICATIONS – CITY GOVERNMENT**August 1999****ADMINISTRATION**

Audit
 Community Services
 Elections
 General Subject
 Grants
 Human Resources
 Information Services
 Legal/Legislative
 Municipal Clerk
 Policies & Procedures
 Public Information
 Public Financing Authority
 Risk Management

DEVELOPMENT

Administration
 Building
 Code Enforcement
 Engineering
 Environmental Quality
 Housing
 Municipal Facilities
 Planning
 Property
 Redevelopment

FINANCE

Accounting
 Administrative Services
 Fixed Assets
 License
 Payroll
 Purchasing
 Reports
 Treasurer

PUBLIC SAFETY

Animal Control*
 Emergency Management
 Fire Safety
 Administration
 Personnel
 Property
 Reports
 Hazardous Materials
 Health & Welfare
 Law Enforcement
 Administration
 Investigations
 Patrol
 Services

PUBLIC WORKS

Parks
 Sanitation/Solid Waste/
 Wastewater
 Streets/Alleys
 Utilities
 Water

TRANSPORTATION

Administration
 Airport
 Ground Transportation
 Harbor

*Anticipate will be addressed by County Officials

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LEGEND

Records Retention

AC = Active
AU = Audit
CU = Current Year
E = Election
P = Permanent
T = Termination

AD = Adoption
CL = Closed/Completion
DOB = Date of Birth
L = Life
S = Supersede

CITATIONS

B&P – Business and Professions

H&S – Health & Safety

CAC – California Administrative Code

**HUD – Housing and Urban
Development**

CCP – Code of Civil Procedure

**OSHA – Occupational Safety & Health
Act**

CCR – Code of California Regulations

PC – Penal Code

**CEQA – California Environmental
Quality Act**

**POST – Police Officers Standards
Training**

CFR – Code of Federal Regulations

UFC – Uniform Fire Code

EC – Election Code

USC – United States Code

**FMLA – Family & Medical Leave Act,
1993**

WIC – Welfare & Institutions Code

GC – Government Code

ADMINISTRATION

Record Series	Retention	Citation	Descriptor
AUDIT			
Annual Financial Report	CL + 2	GC34090	Independent auditor analysis
Bonds	CL + 10	GC34090; CCP 337.5	Final bond documentation
Budget	P	GC34090	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	GC34090	Departmental Reference
Hearing or Review	AU + 2	GC34090; OMB A-128	Documentation created and or received in connection with an audit hearing or review
Reports	AU + 4	GC34090; OMB A-128	Internal and/or external
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report
COMMUNITY SERVICES			
Libraries	CU + 2	GC 34090	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.
Plaques	P		Historic value
Sports Organization	S + 2		
ELECTIONS			
Affidavit Index	CL + 5	EC 17001	
Applications, Absentee Ballots and Envelopes	E + .5	EC 17505; EC 17302	From date of election
Assisted, Challenged Voters List	E + .5	EC 17304	From date of election
Ballots	E + .5	EC 17302	From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC 17302(c)) retention by court order
Ballots Prop. 218 (Assessment Districts)	P	California Constitution Art. XIII	Property related fees (Assessment Ballot proceeding)
Calendar	E + 2	GC 34090	
Canvass	P	GC 22932; EC 17130; EC 2653	Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results
Certificates of Election	T + 4	GC 81009(a) (d)	Certificates of election; Original reports and statements
Charter Amendments/ Measures	P	GC34458-60; GC34090	Chapter designations by Secretary of State following adoption of voters

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Fair Political Practices			
Administration/ Campaign Statements and Conflict of Interest	CU + 5		FPPC Opinions
Campaign disclosure, Elected	P	GC81009(b) (g)	FPPC Filings
Campaign disclosure, Not Elected	E + 5	GC81009(b)	FPPC Filings
Campaign disclosure - Unsuccessful (all other committees)	E + 7	GC81009	FPPC Filings
Candidate Statements	E + 4		Sample ballot retained permanently.
History	P	GC 34090	History of elections, sample ballots, certificates of destruction, other resolutions re: elections
Statement of economic interest - Elected Officials	T + 7	GC 81009(e)	FPPC Filings
Statement of economic interest - Not Elected	E + 5	GC 81009(b)	FPPC Filings
Lobbyist Registration	P	EC 81009(b)	Statements
Maps, Precincts/Voter Information	E + 2	GC 34090; EC 17501; EC 17301	
Nomination Papers Successful Unsuccessful	E + 4 E + 2	EC 17100 GC 81009(b)	
Notifications and Publications	E + 2	GC 34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election
Oaths of Office	T + 6	GC34090; 29 USC 1113	Elected Officials
Petitions	.75	EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756:8	From date of filing or election; Initiative, referendum, recall, Charter Amendments

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Precinct Records	E + .5	EC 17503	From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places Includes notice of appointment of office and record of service
Roster (Of Voters)	E + 5	EC 17300	From date of election; Initiative, referendum re call, general municipal election, Charter Amendments
Voter Affidavits	CL + 5	EC 17000	
Voter Registration Signature Copy	CU + 5	EC 17000	Fire, special or school district
GENERAL SUBJECT			
Administration	P	GC 34090	
Biographies	CU + 2	GC34090	
Classifications and Appointments	P	GC 34090; GC 12946; 29 CFR 516.6(2); 29 CFR 1602.4	Includes supplemental Personnel records. Wage rate tables 2 years.
Correspondence/ Originating Department	CU + 2	GC34090(d)	If not attached to agreement or project file
Goals & Objectives	CU + 2	GC34090	Departmental goals & objectives
Policies & Procedures, Departmental	S + 5	GC34090(d)	Retain while current
Promotional Marketing			
External	CU + 7		
Internal	2		
Reports			
Departmental	CU + 2	GC34090	Special/or final summary, review or evaluation
Staff	CU + 2	GC34090	Non-agenda related, includes supporting documentation
Special Projects	CU + 2	GC34090	
Support Services	CU + 2	GC34090	Reproduction; printing; postal/mailing services, other internal resources
Travel Records	CU + 2	GC34090	
GRANTS			
Community Development Block Grant and Urban Development	T + 4	GC34090; 24 CFR 570.502 24 CFR85.42*	Applications, reports, contracts, supporting documents; *OMB Cir. A-102, A-110, A-128
Federal and State	CL + 5	GC34090	Refer to grant application close-out procedure
Financial Records	CL + 5	GC34090	Refer to grant application close-out procedure
Unsuccessful	CL + 2	GC34090	Applications not entitled

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
HUMAN RESOURCES			
Benefit Plan Claims	P	GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174*	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113
Benefit Plan Enrollment, Denied	CL + 4	GC34090; OMB A-128	
Bond, Personnel Fidelity	T + 2	GC34090	Employee Fidelity Bonds
Employee Handbook	S + 2	GC 34090	General employee information including benefit plans
Employee Programs	CL + 2	GC 34090; GC 12946	Includes EAP and Recognition
Employee Rights General Employees Safety (Police)	T + 2 T + 5	GC12946; 29 CFR 1602; 29 USC 211 (e); 203(m); 207(g)	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions
Hourly Employees	T + 6	GC12946; GC34090*	*29 CFR 1627.3, Labor Relations Section 1174
Immigrant		Immigration Reform/Control Act 1986 Pub. L 99-603	I-9's
Medical Leave	CL + 30	FMLA 1993 US OSHA; 29 CFR ; 1910.20*	May include Family leave; certifications; tests; W-4's; *29 CFR 1602.30.32; 49 CFR 193-9;
Motor Vehicle Pulls (DMV)	CL + 7	GC12946, *	*CA 91009; 8 USC 1324 (a)
Negotiation	P	29 USC Sections 211(c), 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Non-Safety Employees	T + 3	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC 12946, 34090*	Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID=s) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Personnel Records (copies)	CU + 2	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings
PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
Recruitment	CL + 3	Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
Reports	CU + 2	GC34090	Employee statistics, benefit activity; liability loss
Safety Employees	T + 5	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; *	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre employee medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Surveys and Studies	CU + 2	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates
Training Records Non-Safety	CU + 7	GC6250 et seq	Employee applications, volunteer program training, class training materials, internships;
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers internal and external training
Safety	CU + 2	GC34090	Certifications/designations
Vehicle Mileage Reimbursement Rates	S + 2	GC 34090	Annual mileage reimbursement rates

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
INFORMATION SERVICES			
Internet, World Wide Web	S + 2	GC34090	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC34090	Hardware/Software Inventory logs; systems manuals
Network Information Systems (LAN/WAN)	CU + 4	GC34090; CCP 337.2; 343	Configuration maps and plans
Program Files and Directories	CU + 2 CU + (2 mos.) CU + 1 CU + .5	GC34090; GC34090.7	Annual backup Daily backup Monthly backup Weekly backup
Tapes Information Systems	CU + 2	GC34090	System Generation
LEGAL/ LEGISLATIVE			
Agendas	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda Reports (Master, Subject Files)	CU + 2	GC34090 (d)	Documentation received, created and/or submitted to Council
Appeals, Civil	CU + 3	CCP 583.320(a)(3); GC 34090	
Applications, Boards, Commissions, Committees	CL + 2	GC34090	Not selected
Applications, Boards, Commissions, Committees	T + 5	GC34090; GC40801	Selected
Articles of Incorporation	P	GC34090; CCP 337.2	
Case Log	CL + 7	CCP 337.2; 343	From Close of cases listed; Chronological listing of cases
Case Records - (High Profile)	P	GC6254	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
Case Records	CO + 7	42 USC s1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
Contracts and Agreements Excl. Capital Improvement	T + 5	CCP 337.2, 343; B&P7042.5; *	Includes leases, equipment, services or supplies *PU7685; 48 CFR:2; GC53066
Incl. Capital Improvement	P	2.08.110;*	Construction *GC37090a; 4004; H&S 19850
Index, Attorney Case	L	GC6254	Including notations on activities related to case

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC 34090	Includes public notices, legal publications
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
Minutes	P	GC34090(d) ; GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	CU + 2	GC 34090.7, 54960.1(c)(1)	Special meetings
Opinions	S + 2	GC34090; GC6254	Confidential
Ordinances	P	GC34090(d) 40806	Charter amendments; municipal code
Petitions	CU + 1	GC50115; GC6253	Submitted to legislative bodies
Resolutions	P	GC34090(d) 40801	Legislative actions
Tapes, Audio/Video	CU + 3 mos.	GC 34090.7	When used for minute preparation and may have historical value.
MUNICIPAL CLERK			
Assessment Districts	P	GC 34090	Original documentation
Inventory, Records	CU + 2	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Municipal Code	P	GC 34090	Supplements included
Public Records Request	CL + 2	GC 34090	
Records Management	CL + 2	GC34090	Document includes retrieval, transfers - inactive
Records Management Disposition Certification	P	GC34090	Documentation of final disposition or records
Records Retention Schedules	S + 4	CCP 343	
POLICIES/ PROCEDURES			
General Administrative	S + 2	GC34090; 40801	All city policies and procedures
Policy, Council/ Proclamations	S + 2	GC34090	Policies, directives rendered by Council not assigned a resolution or ordinance number
PUBLIC FINANCING AUTHORITY			
Administration	P	GC 34090	

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Financial Records	P	GC 34090, 40802, 53901	
Management Reports	2	GC 34090	
PUBLIC INFORMATION			
Brochures, publications, newsletter, bulletins	S + 2	GC 34090	
Calendar, City	CU + 2	GC 34090	
Media Relations	CU + 2	GC 34090	Includes cable, newspaper, radio, message boards, presentations.
RISK MANAGEMENT			
Accident Reports - City Assets	CL + 7	29 CFR 1904.2; 29;* 343	Reports and related records * CFR 1904.6
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring city property and other assets
Claims, Damage	CL + 5	GC34090; GC25105.5	Paid/Denied
Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)
Insurance, ACCEL JT Powers Agreement	P	GC34090	(Authority California Cities Excess Liability Insurance) B Accreditation/ MOU=s/agreement/agendas
Insurance, Certificates	P	GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	GC6410; 29 CFR 1910.20	Indemnity; PERS - working files - originals with Administrator
Photographs, Negatives, Film	CL + 2	GC34090	
Risk Management Reports	CL + 5	OMB 1220- 0029; 29 CFR1904.4; GC 34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies
Workers Compensation	P	CCR 14311; 15400.2; CA Labor Code 110-139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator

DEVELOPMENT

Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Benchmark Data	CU + 2	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	
Bonds	CL + 10	CCP 337.5	Housing; Industrial Development
Development Security	CL + 2	GC34090	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work
Code Books	P	GC34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Contractor	CU + 2	GC34090d	Current listing
Correspondence	CU + 2	GC34090d	Working documentation
Development Conditions	L	GC34090	Mitigation measures; filed with case files
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090;4 8 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction
Drawings, Project Plan	CU + 2	GC34090d	Does not include those usually filed with case or project
Franchises	P	GC65864, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/pr involving construction of improvements *CCP 337.2, 343; AC16023
General Subject Files	CU + 2	GC34090d	Internal working files including correspondence
Grants, Community/Urban Development (includes CDBG)	CL + 4	24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A-110, Attach. C; *	Project files, contracts, proposals, statements, reports, sub-recipient docket, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
Historic Preservation Inventory	2	GC34090d	Historic structures & landmarks
Incident Files	2	GC34090d	Emergency Call Outs
Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Maps & Plats	P	GC34090a	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning
Permits, Construction	P	GC34090a; H&S19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications
Permits, Other	CL + 2	GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
Photographs	S + 2	GC34090d	Aerial photographs
Projects, Not Completed or Denied	CL + 2	GC34090d	Building, engineering, planning
Reports	CU + 2	GC34090	Activity, periodic
Seismic Retrofit Program	P	GC34090a	Includes Certificates of Compliance
Street Names and House Numbers	P	GC34090a	Street dedications, closings, address assignment/changes
Studies, Special Projects & Areas	CL + 2	GC34090d	Engineering, joint powers, noise, transportation
Surveys	P	GC34090a	Recording data and maps
BUILDING			
Blueprints, Specifications	CL + 2	GC34090d	Submitted by contractors with application for permit and builds for Certificate of Occupancy
Certificates	L	GC34090a	Compliance, elevation, occupancy which affect real property
Construction (Approved)	P	GC34090a; 4003; 4004; H&S 19850, 19853	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds
Inspection	CL + 2	GC34090d	Correspondence, fees, appeal requests, reports
Permits	P	GC34909a; H&S 19850; 4003;4004	Plans, building, signs, grading, encroachment permits
Signs (Temporary)	S + 2	GC34090d	Home occupations, off-premise signs
CODE ENFORCEMENT			
Abandoned Vehicles	CL + 2	GC34090d	
Case Files	CL + 2	GC34090d	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
Liens & Releases, Supporting Recorded	CL + 2 P	GC34090	Utilities, abatement, licenses

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Logs	CU + 2	GC34090d	Lien Recovery, citations, complaints
Regulations	S + 2	GC34090d	Includes rules
Reports, Federal and State	P	GC34090a	Code enforcement statistics; may contain records affecting title to real property or liens thereon
Violations, Building, Property & Zoning	CL + 2	GC34090d	Supporting code enforcement activity
ENGINEERING			
Capital Improvement Projects	CL + 10	CC337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Construction Tracking, Daily	P	CC337.15	Assesses value of real property
Drawings, Traffic Control Plan	P	GC34090a	Signs, signing & striping, road construction
Flood Control	CL + 2	GC34090d	Storm Drains
Special Districts	P	GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley (Abandonment/ Vacation)	CL + 2	GC34090d	Relinquishment of rights and fee title
Traffic Signals	CL + 2	GC34090d	Counts, collisions, accidents
ENVIRONMENTAL QUALITY			
Air Quality (AQMD)	CU + 7	CCP 338(k); GC34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P	GC34090a	Documents abatement projects, public buildings
California Environmental Quality Act (CEQA)	P	GC34090a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	CU + 2	GC34090d	Ride sharing, trip reduction
Environmental Review	CL + 2	GC34090d	Correspondence, consultants, issues, conservation
Pest Control	CU + 2	GC34090d	Pesticide applications, inspections & sampling, documents
Soil	CL + 2	GC34090d	Analysis, construction recommendations
Soil Reports	P	GC34090d	Final Reports
HOUSING			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Programs	CL + 3	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Redevelopment Budgets	P	GC 34090, 40802, 53901	Includes annual audit
Bond Issues	P	GC43900 et seq.	
MUNICIPAL FACILITY			
Capital Improvements, Construction	P	2.083110; GC34090a; 4004; H&S 19850; GC34090a	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
Facility Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	CU + 2	GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
PLANNING			
Case files, Planning and Zoning	P	GC34909a; 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
Certificates	L	GC34090	Retain during life of structure
Flood Records	CU + 2	GC34090	
General Plan and Elements	P	GC34090	Includes sphere of influence
General Plan Amendments Approved Denied	CL + 2 CU + 3	GC34090 GC65103; *	* GC50110
Interpretations	CU + 2	GC34090	
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans
PROPERTY			
Abandonment	P	GC34090a	Buildings, Condemnation, Demolition
Acquisition/Disposition Disposition	CL + 10	GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City
Annexation Case Files	P	GC34090a	Reports, agreements, public notices
Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained
Deeds & Promissory Notes	P	GC34090a *	* 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110
Maps, City Boundary	P	GC34090d	Recorded maps, surveys, monuments
Lot Split Cases	P	GC34090	
Relocation Files	CL + 2	GC34090	e.g., Redevelopment

FINANCE

Record Series	Retention	Citation	Descriptor
ACCOUNTING			
Accounts Payable	AU + 4	GC34090	Invoices, check copies, supporting documents
Accounts Receivable	AU + 4	GC 34090	
Applications	CL + 2	GC34090	Utility connections, disconnects, registers, service
Assessment Districts	P	GC 34090	Collection information; Original documentation files with municipal clerk
Bank Reconciliation	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation
Billing Records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations
Budget	AU + 2	GC 34090	
Budget adjustments, journal entries	AU + 2	GC34090	Account transfers
Checks	AU + 5	GC34090; CCP 337	Includes payroll, canceled & voided checks
Deposits, Receipts	AU + 4	GC 34090; CCP 337	Checks, coins, currency
Invoices	AU + 2	GC34090	Copies sent for fees owed, billing, related documents
Journals			
Utility Billing	CU + 2	GC34090	Billing including monthly activity
Ledger, General	P	GC34090; *	* CCP 337
Voucher	AU + 4	GC34090; CCP 337	Account postings with supporting documents
Taxes, Receivable	AU + 3	CCP338	
Warrant Register	AU + 2	GC 34090.7	
ADMINISTRATIVE SERVICES			
Budget Operating (copies)	S	GC34090	Departmental Reference
Budget, Proposed	CU + 2	GC34090	Presented to Council
Adopted	P	GC 34090	
FIXED ASSETS			
Inventory	AU + 4	GC34090; 26 CFR 301 65-1(F)	Reflects purchase date, cost, account number
Surplus Property			
Auction	AU + 2	GC34090	Listing of property
Disposal	AU + 4	GC34090; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
LICENSE			
Business	T + 4	GC34090; CCP 337	Paid & reports

FINANCE (CONTINUED)

Record Series	Retention	Citation	Descriptor
PAYROLL			
Adjustments	AU + 4	GC 34090 29 CFR 516.5 – 516.6	Audit purposes
Employee Time Sheets	AU + 6	GC34090; 29 CFR 516.2*	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
PERS Employee Deduction Reports	T + 4	GC34090; CAC 22- 1085-2	Record of deductions (<i>PERS Public Employee Retirement System</i>) *26CFR 31.6001-1;29 CFR 516.5, 516.6, LC 1174(d)
Register	P	GC34090; GC37207	Labor costs by employee & program
Salary Records	T + 3	GC34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments
PURCHASING			
Bids, RFQ's, RFP's Successful Unsuccessful	AU + 4 AU + 5 CU + 2	GC34090; CCP 337; *	Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1; GC 34090
Requisitions			
Purchase Orders	AU + 4	GC34090; CCP 337	Original documents
Stores	CU + 2	GC34090	Completed forms for ordering
Vendor Register	P	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date
REPORTS			
Audits	P	GC 34090	
Deferred Compensation	T + 5	GC34090; 26 CFR 16001- 1*	Records of employee contributions and city payments *29 CFR 1627.3(2)
Federal and State Tax	AU + 4	GC34090; 29USC 436 *	Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5-516.6
Financial, Annual	AU + 7	GC 34090.7	
Investment Transactions	P	GC34090; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
Labor Distribution	AU + 2	GC34090	Costs by employee & program
Meter Reading	CU + 2	GC34090	
State Controller	P	GC34090	Controller may destroy after 5 years
Utility Rebates	CU + 2	GC34090	
TREASURER			
Bank Statements	AU + 2	FC 3368, 30210; GC 43900 et seq.	Financing authority

FINANCE (CONTINUED)

Record Series	Retention	Citation	Descriptor
Bonds			
Account Statements	CL + 10	GC34090; CCP 337.5	Monthly statement of transactions.
Administration	CL + 10	GC34090; CCP 337.5	Supporting documents
Bonds and Coupons	CL + 2	GC34090; 53921	Paid/canceled

PUBLIC SAFETY

Record Series	Retention	Citation	Descriptor
EMERGENCY MANAGEMENT			
Mutual Aid, Strategic Plans	S + 2	GC34090	
FIRE SAFETY ADMINISTRATION			
Books, Fire Code	S + 3	GC34090.7 CCP 340.5	Include OPS manuals
General Orders, Policies/Procedures	S + 2		
Inspections, Fire Prevention	CL + 3	UFC 103.34	Alarm/sprinkler systems, prevention efforts
Investigations, Evidence Arson	P	PC 799	Support prosecution resulting in homicide
Investigations, Evidence Arson	CL + 6	PC 800	Great bodily harm, inhabited structure or property
Journals, Fire Station	CU + 2	GC34090	Activities, personnel, engine company
Permits, Uniform Fire Code	CL + 2	GC34090	
PERSONNEL			
Exposure	T + 30	29 CFR 1910.1020	Sampling results, collection methodology, background
Exposure	T + 1	29 CFR 1910.1020	Laboratory reports and worksheets
Medical	T + 30	29 CFR 1910.1020	
Medical	T + 2	29 CFR 1910.1020; *	Employees less than one year *GC34090
Training	T + 2	GC34090	Certifications/designations
PROPERTY			
Apparatus/Vehicle	CU + 2	GC34090 CCP 340.5 *	Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1)
Inventory, Equipment & Supplies	CU + 2	GC34090	
Logs, Fire Equipment/Gear	CU + 2	GC34090	
REPORTS			
Incident	CL + 3	GC34090 CCP338 *	Dispatch and daily logs *CCP 340.5
Field, Non-fire and Logs	CU + 2	GC34090	
Fire, Non-arson and Logs	CU + 2	GC34090	

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Investigations, Evidence Arson	CL + 3	PC 801; UFC 104.32	Structure
Weed Abatement	CL + 2	GC34090	Reports, assessments, resolutions, documentation
HAZARDOUS MATERIALS			
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re handling and disposal of hazardous waste
Permits, Hazardous Materials Storage	CU + 2	GC34090	Departments consistently recommend permanent retention of environmentally sensitive materials.
Programs, Household Hazardous Waste	S + 2	GC34090	
Training Materials	S + 2	Cal Code *	Standards and Administration *Reg. 3204(d), et seq.
Underground Storage Tank Compliance Maintenance & Operation.	P CU + 2	GC34090a GC34090	Documents re: storage Location, installation, removal, remediation
LAW ENFORCEMENT ADMINISTRATION			
Accounting/Cash Reconciliation	CU + 2	GC34090	
Alarm Records	CU + 2	GC34090	
Claim Files	CL + 6	PC 832.5	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens
Department Manual	S		Changes to manual are recorded in the General Orders (permanent)
Equipment Communication Inventory	T + 2 S + 2	GC34090 GC34090	Retained until termination of equipment use; Manuals, instructions, procedures Listing of equipment assigned to division, to whom it is assigned
Reports Activity	CU + 2	GC34090	Weekly/monthly/quarterly/ annual activity/statistical reports by division. Retain only one form for retention period
Chemical Emissions Survey	CU + 2	GC34090	
Response Files	CU + 2	GC34090	Surveys, responses, correspondence with other agencies requesting statistical data
INVESTIGATIONS			
Administrative/Internal	CL + 5	PC 832.5 EVC 1045 GC 12946 PC 801.5; 803(c) VC 2547	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Asset Forfeiture	CL + 2	GC34090	
Investigations/ Proceedings Case File			
Notifications	CU + 2	GC34090	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.
Case Books, Investigative	CL + 2	GC34090	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file
Case Files Homicide Investigator's File	P	PC 799	
Narcotics (No arrest, Narcotics Cases)	CL + 2	GC34090	Retained by division until no longer useful for investigative purposes
Officer Involved Shootings	CL + 25	GC34090	
Court Daily Schedule	CU + 1	GC34090.7	Printouts of daily court scheduling
Sign-In Logs	CU + 2	GC34090	Logs officers' names, time in/out for court appearances
Tracking System Records	CU + 2	GC34090	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition
Evidence, Disposition Forms			Attach to duplicate Property Report, file w/DR in Records Division
Fingerprint Applicants Files	T + 2	GC34090	Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants
Inked/Palm Cards	AC + 20		Persons booked into detention facility; (Copies distributed to county, state, federal agencies)
Records Latents		Approp. PC Section	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized
Suspect, Adult/Juvenile	CL	Law Enforcement Management Guide by POST	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved
Guns, Dealers Record of Sale	CU + 6	PC 12070	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)
Informant Files	T + 10		Legal notifications, identification information, payment information, activities information

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Record Series	Retention	Citation	Descriptor
Jail Daily Logs	CU + 6	GC34090	Daily report of staffing, bookings/releases, transfers, transportation
Inmate Record			Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)
Inspection Files	CL + 6		Inspections by various agencies
Surveys	CL + 2	GC34090	Prepared quarterly, forwarded to State Board of Corrections
Licenses Bicycle	CU + 2	GC34090	
Bingo, Mace	CU + 2	GC34090	
Business License Review Board Administrative Files	T + 1	GC34090	
Duplicate (Pink), Secondhand Dealer, Pawn Brokers	CU + 2	GC34090	Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency
Logs Auto Theft	S		
Case Assignment	CU + 1		
Daily Activity Officer	CU + 2	GC34090	
Report Summary	CU + 2	GC34090	Daily activity of incidents not reported by use of official report
Investigative (Pre-Arrest)	CL + 10	GC34090	Report numbers, type, names, dates retained for research value
Detention Property Control	CU + 2	GC34090	Retained by division until cases are suspended and closed
Rap Sheet	CU + 2	GC34090	Logs document juvenile processing per CYA
Subpoena	CU + 2	GC34090	Logs items coming into and going out of property room
Pawn Slips/Tickets	CU + 3	B & P 21628	Requests for criminal history
Photographs			Subpoenas received/served daily
Daily Report (Negatives)	T	GC34090	Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association.
Inmates (Negatives)	CU + 20		Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed
			By Prisoner number

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Registration Files, Arson, Sex and Narcotics	Life of registrant within jurisdic- tion		Fingerprint Card, photo, information also forwarded to DOJ
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	2 (Man- datory destruc- tion from date of convic- tion or date of arrest with no convic- tion)	H&S 11361.5	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5
Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996)	Man-datory Destruc- tion (Upon notice from Depart- ment of Justice)	H&S 11361.5 (c)	Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550
Crime Felony Crimes With Or Without Arrests	See descriptor	PC 800 PC 801	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 - Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.
Misdemeanor/ Infractions	CL + 2	GC34090	No arrests, identifiable property or missing persons (See: Note 1)
Supplemental Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	P	PC 799	No statutory limitation for prosecution. Includes Murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death
Destruction Guns	P		
Narcotics	P		
Disposition of Arrest/Court Action			Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)
False Alarm (Duplicate)	CU + 2	GC34090	
Non-Criminal Occurrences	CU + 2	GC34090	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Property Original	Until case is adjudicated/disposition determined		Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST)
Range Inventory	S + 2	GC34090	Quarterly reports of inventories of weapons and ammunition held by Department Range
Reports	CU + 2	GC34090	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp.; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports
Statistical (Crime Analysis)	CU + 2	GC34090	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage
Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Know to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting.	CU + 2	GC34090	Originals sent to FBI, DOJ
Research Project Files	CL + 2	GC34090	May include request forms, background materials, staff reports, final project reports and supporting data

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Sealed Adult Found Factually Innocent	Manda-tory Destruc-tion Upon and Pursu- ant to Court Order	PC 851.8	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.
Juvenile	Manda-tory Destruc-tion upon and pursu- ant to court order	WIC 826 (a) & (b) WIC 781 (a)	Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court
Subpoenas (Duplicate)	CU + 2	GC34090	
Tapes Audio, Telephone and Radio Communications	CU + 180 days	GC34090.6	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
Surveillance/Se curity Video (Jail)	CU + 13 mos.	GC34090.6	
Use of Force Supervisory Review Files	CU + 2	GC34090	Includes review forms, arrest report copies, logs
Warrants Felony	Recall after 10 years. Excep-tion: Murder/ Escape		Recommended by the California Law Enforcement Warrant Officer's Association
Misdemeanor Criminal	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Served	CU		Includes Warrant Service Information Card, alpha index card
Unserved (Local)	Until served, recalled or purged		
PATROL			
Cards Dispatch	CU + 2	GC34090	
Field Interview	CL + 2	GC34090	
Citations 11357(e), Juvenile	CL + 2	11361.5 H&S	
11357b H&S, 11357c H&S, 11360b H&S Violations	CL + 2	11361.5 H&S*	*CA Admin Code, Chapter 1, Title II, Sec. 708
Cite and Release	CL + 2	GC34090	

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
California Vehicle Code Infractions (Duplicates)	CU + 90 days	GC34090	Original is forwarded to court.
Parking/Traffic, Duplicates	CU + 2	GC34090.7	Originals are forwarded to court after agency processing; includes citations electronically created
Transmittals	CU + 2	GC34090	Listing of citations forwarded to court, filed for reference
Equipment Radio Logs (Communication)	CU + 2	GC34090	Documents problems, malfunctions, resolution to provide equipment performance history
General Orders	P		
Patrol Requests (Correspondence)	CU + 2	GC34090	From citizens for patrol presence
Radar Calibration Records	T + 2	GC34090	Documentation of Radar instruments retained during use/ownership
Reports Accident	CL + 2	GC34090	Non-Jury
Traffic Collision Fatalities	P		
Vehicle Assignment Reports	S		Record of assignments
Down Reports	CU + 1		Printouts reporting which vehicles are down for repair, maintenance, etc.
Repossession/Private Impounds	CU + 2	GC34090	
Service Schedules	S	GC34090	
Vests, Bulletproof Letters	CU + 2	GC34090	Authorization to purchase
Warrants Parking	Recall after 1 year		Recommended by the California Law Enforcement Warrant Officer's Association
Traffic	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Weapons, Database	P		Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports
SERVICES			
Chemicals/Film Inventories	S		
Equipment Inventory/Sign-out Cards- Photo Lab	T		
Operations Files - Photo Lab	T		Retain until equipment no longer owned/used by department; Manuals, instructions, procedures for use/operations of photographic equipment

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Grievance Files	CL + 2	GC34090	Grievance filed by employees, supporting documentation
Investigations, Background	CL + 2	GC34090	Non hired
Background Hired	P		Include original reports re: PC 832.5 investigations
Parades & Special Events File	CL + 2	GC34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
Permits Alcoholic Beverage Control License	L + 2	GC34090	Approval process
Concealed Weapons	CL + 2	GC34090	
Photographs Personnel	S + 2	GC34090	
Negative Log	CU + 2	GC34090	
Negatives, Misc.	CU + 2	GC34090	Not case-related (Public relations, promotions, events, ceremonies, staff photos)
Press Releases	CU + 2	GC34090	
Press, Video Programs (Community Relations)	CU + 2	GC34090	Collection of videos of programs and events; outside press coverage of department
Property Files	CU + 2	GC34090	Original reports and supplemental documentation (Lost, Found, Safekeeping)
Property, Pawn Broker/Secondhand	CU + 2	GC34090	Sales, slips. Dealer required to file duplicate with agency
Reports Dealer of Gun Sales, Duplicate	CU + 6 mos.	GC34090.7	Original maintained by DOJ. Dealer required to file duplicate with agency
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU (See descriptor)		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired.
Rosters (Divisional)	S + 2	GC34090	Personnel assigned to division.
Schedules Daily	CU + 2	GC34090	Schedules of Officers on duty
Watch Assignment/ Timekeeping Records	CU + 2	GC34090	
Speaker Requests	CU + 2	GC34090	Community and business requests for public appearances, speakers
Tests, Densitometer Results (Photo Lab)	T + 2	GC34090	Daily tests of development chemicals/processes for quality control.

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Training Bulletins	P		
Event Files	CU + 2	GC34090	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents
Lesson Plans, Range	CL + 15		Scope, content, time period of courses
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers' internal and external training
Schedules, Range	CU + 2	GC34090	Daily, weekly, monthly schedules of training events at range
Volunteer Card Files	T + 2	GC34090	Volunteers' identification, contact information

Note 1: The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing:

1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations;
2. They do not relate to unserved warrants;
3. They do not involve identifiable items which have not been recovered;
4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants;
5. They do not relate to violations listed in PC Sections 799 and 800;
6. The case s are not presently involved in either a civil or criminal litigation.

PUBLIC WORKS

Record Series	Retention	Citation	Descriptor
PARKS			
Agendas, Board	CU + 2	GC34090	
Grants (<i>refer to Admin.</i>)			
Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders
Landscape	CU + 2	GC34090	Drawings, contracts, complaints, specifications, photos, reports
Maintenance/ Operations	C + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps	P	GC34090	Irrigation, plot plans
Minutes, Board	P	GC34090	
Photographs	S + 2	GC34090	
Plans, Proposed	CU + 2	GC34090	Future plans, new sites, expansions
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Railroad Right-of-way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements, statutory records
Reports			
Accident	CL + 2	GC34090	Patrons, employees
Others	CL + 2	GC34090	
Studies	CL + 2	GC34090	Future sites, expansions
Resolutions, Board	P	GC34090	
Schedules, Class & Events	CU + 2	GC34090	Enrollment, liability releases, evaluations, attendance, flyers
SANITATION/ SOLID WASTE/ WASTEWATER			
Collections/Landfill	CU + 2	GC34090	Daily records, usage
Facilities	CU + 2	GC34090	Correspondence, maps, patron list
History, Sanitation	P	GC34090	Where City-owned
Incineration Plants, Sludge	CU + 2	40 CFR 61.54	Sludge, sampling, charging rate to measure mercury content
Incinerator Operations, Treatment Plant	CU + 2	40 CFR 60.153	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps, Septic Tank	P	GC34090	Location maps
Rates	CU + 2	GC34090	
Recycling Programs	S + 2	GC34090	
Regulations	S + 2	GC34090	Includes legislation
Reports			
Studies	CL + 2	GC34090	
Tonnage	CU + 2	GC34090	

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
STREETS/ALLEYS			
Abandonment/ Vacations	P	GC34090	
Closures	P	GC34090	
Easements, Dedications, Rights-of- Way	P	GC34090	
Field Books	P	GC34090	
Grants (see Admin.)			
Intersection Records	CU + 2	GC34090	Includes correspondence, volume counts, accident history
Inventory, Traffic Control Device	S + 2	GC34090	Signs, lights
Landscaping	CU + 2	GC34090	Plants, tree maintenance, work orders
Lighting	CU + 2	GC34090	Maintenance, work orders
Maintenance/ Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Maps	P	GC34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers
Master Plans	CU + 2	GC34090	Copies
Parking			
Lots	CU + 2	GC34090	
Regulations	S + 2	GC34090	
Reports/Studies	CL + 2	GC34090	
Permits			
Encroachment	P	GC34090	
Improvement	CL + 2	GC34090	May include curbs, sidewalks; Applications for excavation, fill, alterations
Oversize Load	CL + 2	GC34090	
Parking	CL + 2	GC34090	Residential
Paving	CL + 2	GC34090	
Use (Temporary)	CU + 2	GC34090	Includes Special Events
Photographs	S + 2	GC34090	Includes aerials
Plans, Capital Improvement, Projects	P	GC34090	Streets, curbs, gutters, sidewalks, storm drains
Policies and Procedures	S + 2	GC34090	Includes rules, regulations, standards
Naming and numbering	P	GC34090	

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Speed Limits	S + 2	GC34090	
Programs			
Federal Aid Urban	CL +	23 CFR 633 (a) & (c)	
Traffic Safety	S + 2	GC34090	Drivers Education, Pedestrian Safety, Bicycle Lanes
Reports			
Bridges & Overpasses	L	GC34090	Life of structure
Inspection	CU + 2	GC34090	Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure
Studies	CL + 2	GC34090	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices
Traffic Count	CL + 2	GC34090	Evaluation of traffic volume
Vehicle Accident	CL + 2	GC34090	
Routes, School Bus & Truck	S + 2	GC34090	Truck routes, access ramps, rest areas
Signage	L + 2	GC34090	Log books, index register cards, inventory lists, records of traffic signs
Traffic Signals	L		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.
Weigh Scales	S + 2	GC34090	
UTILITIES			
Facilities	T + 2	GC34090	If city owned
Gas & Electric Rates	S + 2	GC34090	
Underground	P	GC34090	GC4003, GC4004; H&S 19850
WATER			
Billing/Customer Records	CU + 2	GC34090	Billings, correspondence, complaints
Connection Records	P	GC34090	Maps, water line connections
Flood Control			
Drainage Facilities	P	GC34090	Includes dams, lakes, basins, creeks
Flood Zones	P	GC34090	Includes flood maps
Insurance Programs	S + 2	GC34090	Includes copies of policies, rules, programs

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Policies/ Procedures	S + 2	GC34090	Rules and Regulations
Reports/ Studies	CL + 2	GC34090	
Grants (see Admin.)			
Inventory, Equipment	CU + 2	GC34090	
Locations	P	GC34090	Mains, valves, hydrants, wells
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Service	CU + 2	GC34090	Includes work orders, entry cards, manholes, service to property owners
Well & Pumping	CU + 2	GC34090	Times operational, power used and quantity
Maps	P	GC34090	Line location; easements
Master Plans	CU + 2	GC34090	Copies
Meter Operations	CU + 2	GC34090	Reader reports, orders, tests Maintenance Reports
Permits			
National Pollutant Discharge Elimination System NPDES)	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants
Others	CU + 2	GC34090	May depend on terms of state or federal agency
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Rates	S + 2	GC34090	
Reclamation	CU + 5	40 CFR 122.41	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis re sults, etc.
Reports			
Conservation	CU + 2	GC34090	
Consumption	CU + 2	GC34090	
Corrosion Control	CU + 12	40 CFR 141.91	Compliance documentation
Discharge Monitoring	CU + 5	40 CFR 122.41	Average amount of pollution discharged into waters of municipality.
Drinking Water Corrections	CU + 10	40 CFR 141.33	
Hydrograph	P	GC34090	Daily flow of streams
Lead Service Line	CU + 12	40 CFR 141.91	Compliance documentation

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Public Education	CU + 12	40 CFR 141.91	Compliance documentation
Quality Parameters	CU + 12	40 CFR 141.91	Compliance documentation
Sanitary Surveys	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Source Water	CU + 12	40 CFR 141.91	Compliance documentation, e.g. lead & copper
State Certification	CU + 12	40 CFR 141.91	Compliance documentation
Variances, Water System	CU + 5	40 CFR 141.33	
Well Level	CU + 2	GC34090	
Sources	CU + 2	GC34090	May include wells, rivers, lakes, districts
Surveyor Field Notes	P	GC34090	Notes preparatory to maps of water installations
Surveys, Water System Sanitary	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Tests			
Bacteriological Analysis	CU + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content
Chemical Analysis	CU + 10	40 CFR 141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content
Quality	CU + 12	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.
Valve Main Records	P	GC34090	
Violations, Drinking Water	CU + 3	40 CFR 141.33	Retention applies to each violation

TRANSPORTATION

Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Agreements	T + 4	CCP 337	Including concessionaire, slip rental, facility storage
Applications Aircraft Storage Parking Slip Rentals	T + 2	GC34090	Payment invoices, inventory listings, billing correspondence and other related documents
Special Events	CU + 2	GC34090	Permits, correspondence, related documents re use of rights of way
Fueling	AU + 3	CCP 337	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re: the handling and disposal of hazardous waste
Inventory, Equipment Parts & Supplies	L + 2		Includes vehicles, aircraft, vessels and related documents re repairs
Inventory, Vehicle Ownership and Title	L + 2		Owners manual, warranty documents, Department of Motor Vehicle title and registration, and related documents
Licenses, Permits	CU + 2		Forms, related documentation re: licenses and permits required by federal and state agencies
Maintenance/ Operations	L + 2	GC34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs
Report, Accident (Copies)	CU + 2	GC34090	Memos and working documents
Vehicle Assignment	CU + 2	GC34090	Log books, request forms, lists
AIRPORT			
Airport Certification	P	14 CFR 139.207b & 171.13- 171.213	Federal Aviation Administration (FAA) required manuals
Airport Noise Monitoring and Complaint	CU + 10		Correspondence, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints
Inspection, Runway	CU + 10		Maintenance including Inspection reports, work orders and related records
Inspection, Safety Self	CU + 2	CFR 139.327	Safety inspection and related document include reviews and analysis of all aspects of airport operation
Maintenance, FAA	P	14 CFR 171.13 - 171.213	Forms and reports required by FAA including Forms FAA-198, -418, -6030-1, -6790-4

TRANSPORTATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Reports			
Accident and Incident (Aircraft)	CL + 8		Accidents, injuries, property damages, general conditions re pilot and aircraft
Airport Operational (Regulatory)	P		Annual and special reports to federal and state regulatory agencies.
Airport Operational (Administrative)	CU + 2		Logs, statistical summaries; administrative records
NOTAM (Notice to Airmen)	CU + 3		Reports re: conditions affecting airport maintenance/operations
GROUND TRANSPORTATION			
Auto for Hire	T + 4	GC34090	License, permits for Taxicabs, shuttles, etc
HARBOR			
Registers, Transient Vessel Reservation	AU + 3		Reservation applications, receipts, and index registers relating to boats in transit, temporarily moored
Slip Rental Index	CU + 5		Annual and periodic reports of slip renters
Slip Rental Permits	CL + 2		Applications, statement of rental conditions, vessel inspection check sheets, copy of DMV registration, boat owner information, and other documents re: dock slip spaces
Slip Rental Waiting List	CU + 2		

LOCAL GOVERNMENT
RECORDS RETENTION
GUIDELINES

County Records
June 2002
California State Archives

Disclaimer

The enclosed record retention guidelines represent retention periods endorsed by the County Counsel and then adopted by the Tuolumne County Board of Supervisors. Shaded areas represent information added and/or modified by the Secretary of State's Records Manager. Collectively these retention periods represent our best judgement for the proper and legal management of public records entrusted to county jurisdiction. Remember these are guidelines only and each jurisdiction should have their own county legal counsel review and approve specific retention schedules and/or retention periods.

These guidelines are not all-inclusive and will be amended and/or corrected as more record series are identified and reviewed.

The legend of abbreviations appears on **Page 35**.

A. Recommended County Records Retention Periods

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Admin		ACCOUNTING FILES	4/7 years	4 years for state funds, 7 years for federal funds
Admin		BOATING GRANTS	15 years	
Admin		CITIZEN COMPLAINTS	5 years	Providing they are not presently involved in civil litigation
Admin		CORRESPONDENCE	2 years	Includes DSA, Internal, Sheriff and Under-sheriff correspondence.
Admin		CORRESPONDENCE FILES	2 years	
Admin		DAMAGE CLAIMS	5 years	Claim must be filed within 1 year
Admin		FALSE ALARM BILLS	2 years	
Admin		LIVESCAN BILLING	2 years	
Admin		MEDICAL FILES	Termination + 30 years	29 CFR 1010.1920. If employed less than one year records may be destroyed upon termination. See CFR for more details.
Admin		MEGANS LAW RELEASE FORM	5 years	
Admin		MEGANS LAW REQUEST TO VIEW OFFENDER CD	5 years	
Admin		OSHA RECORDS	5 years	
Admin		OTHER GRANTS	3 years	
Admin		PERSONNEL FILES	Duration of Employment plus 1 year	Human Resources is OFR for official personnel files; Departments are to maintain and destroy departmental files pursuant to policy issued by the Human Resources Department GC § 26201
Admin		PROJECT FILES	Permanent	
Admin		SAFETY COMMITTEE MINUTES	2 years	
Admin		STAFF MEETINGS MINUTES	2 years	
Admin		TRAINING FILES	2 years	
Admin		VEHICLE ACCIDENT REPORT	2 years	
AG/WAM/APC	CDPR	ACTIVITY REPORTS-county activities e.g., report 5	4 years	For DPR audit purposes; prepare for storage in HQ. Alphabetize by county -use divider cards/recycle
AG/WAM/APC	CDPR	ACTIVITY REPORTS-federally funded programs, e.g. USEPA, USDA timesheets & data sheets	8 years	
AG/WAM/APC	CDPR	ACTIVITY REPORTS-regional office activities	4 years	
AG/WAM/APC	CDPR	ANNUAL REPORTS AND PUBLICATIONS	3 years	Retain for Library; Do not archive
AG/WAM/APC	CDPR	CALENDARS & APPT BOOKS	2 years	
AG/WAM/APC	CDPR	CIVIL PENALTY - APC	5 years	
AG/WAM/APC	CDPR	CIVIL PENALTY ACTIONS-AG/structural/WAM	5 years	
AG/WAM/APC	CDPR	CIVIL PENALTY APPEALS-AG/structural/AM	5 years	
AG/WAM/APC	CDPR	CIVIL PENALTY APPEALS-APC	5 years	
AG/WAM/APC	CDPR	CODES	3 years	Retain for Library; Do not archive
AG/WAM/APC	CDPR	CONTINUING EDUCATION COURSE APPLICATIONS & APPROVALS	5 years	
AG/WAM/APC	CDPR	CONTINUING EDUCATION SIGN-IN SHEETS	5 years	
AG/WAM/APC	CDPR	CONTRACTS & MOU'S, E.G. USDA, USEPA, SPCB, CDFG, CDFA, shem lab, etc.	Duration of contract + 5 years	Contract & MOU archive boxes should only contain info related to contract or MOU - No data entry sheets, investigations, etc.
AG/WAM/APC	CDFA	CONTROL & ERADICATION - spray records	5 years	
AG/WAM/APC	CDPR	CORRESPONDENCE - enforcement letters (ENF letters)	Indefinite	
AG/WAM/APC	CDPR	CORRESPONDENCE-from HQ to CDFA, CDFG, CAL/EPA	5 years	

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
AG/WAM/APC	CDPR	CORRESPONDENCE-unnumbered commissioner letters (CAC Letters)	5 years	
AG/WAM/APC	CDPR	COUNTY INVESTIGATIONS MISC. NOT RESIDUE OR ILLNESS	5 years	May be retained by Regional Office until investigation or case file is closed
AG/WAM/APC	CDPR	COUNTY LAB ANALYSES	5 years	
AG/WAM/APC	CDPR	DATA COLLECTION FORMS-data for federal programs, e.g. USDA, USEPA	5 years	
AG/WAM/APC	CDPR	DATA COLLECTION FORMS-state residue samples & ECONO MIC POISON SAMPLES - no data collected for Fed. Programs, e.g. residue	Indefinite	
AG/WAM/APC	CDPR	DRAFT DOCUMENTS	No Retention Required	Draft documents should be destroyed immediately after the final document is published
AG/WAM/APC	CDPR	EMPLOYEE TIME CARDS	2 years	Retained by Personnel Services Office for 2 years
AG/WAM/APC	CDFA	F & V, EGG, & HONEY *direct marketing certificates	5 years	
AG/WAM/APC	CDFA	F & V, EGG, & HONEY *legal actions	5 years	
AG/WAM/APC	CDFA	F & V, EGG, & HONEY *non compliance notice, disposal orders, etc.	5 years	
AG/WAM/APC	CDFA	F & V, EGG, & HONEY *worksheets	5 years	
AG/WAM/APC	CDPR	HAZARDOUS/TOXIC SUBSTANCE EXPOSURE RECORDS	Indefinite	
AG/WAM/APC	CDPR	ILLNESS INVESTIGATIONS	Indefinite	Retained by WH&S on microfilm may be retained by Regional Offices until investigation file is closed.
AG/WAM/APC	CDPR	INVESTIGATIONS	5 years	Individual cases may be marked for permanent retention
AG/WAM/APC	CDPR	INVOICES NOT RELATED TO FEDERALLY FUNDED PROGRAMS	2/4 years	2 years + current year; unless related to mill assessment or disbursement, then 4 years.
AG/WAM/APC	CDPR	INVOICES RELATED TO FEDERALLY FUNDED PROGRAMS, E.G. USEPA, USDA, PDP, ETC.	5 years	
AG/WAM/APC	CDPR	LABEL INTERPRETATIONS	5 years	Archive after 5 years; Effective 1997 all interpretations are incorporated into ENF system
AG/WAM/APC	CDPR	LICENSE APPLICATION	5 years	
AG/WAM/APC	CDPR	LICENSING ACTIONS	5 years	5 years after case closed; Individual cases may be marked for permanent retention.
AG/WAM/APC	CDPR	LITIGATION DOCUMENTS-legal office may also retain some documents	5 years	5 years after case closed; Individual cases may be marked for permanent retention.
AG/WAM/APC	CDPR	MANUALS - operations, preparations, policy and/or reference	Until superseded	Retain indefinitely, consider sending to Library after 5 years
AG/WAM/APC	CDPR	MILL ASSESSMENT QUARTERLY REPORTS	2 years	
AG/WAM/APC	CDPR	NEGOTIATED WORK PLAN	5 years	
AG/WAM/APC	CDPR	NOTES & NOTEBOOKS	2 years	If the notes are related to a particular investigation, destroy after case file is completed.
AG/WAM/APC	CDFA	NURSERY *INSPECTION REPORTS	5 years	
AG/WAM/APC	CDFA	NURSERY *INVOICES	5 years	
AG/WAM/APC	CDFA	NURSERY *LEGAL ACTIONS	5 years	
AG/WAM/APC	CDFA	NURSERY *NO NONCOMPLIANCE	5 years	
AG/WAM/APC	CDPR	PERSONNEL FILES & RELATED MEMOS	Duration of Employment plus 1 year	Human Resources is OFR for official personnel files; Departments are to maintain and destroy departmental files pursuant to policy issued by the Human Resources Department GC § 26201
AG/WAM/APC	CDFA	PEST DETECTION/EMERGENCY *A & I slips	5 years	

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
AG/WAM/APC	CDFA	PEST DETECTION/EMERGENCY *fiscal displays/work plans, invoices, daily time sheets	5 years	
AG/WAM/APC	CDFA	PEST EXCLUSION *enforcement actions	5 years	
AG/WAM/APC	CDFA	PEST EXCLUSION *gypsy moth notices	5 years	
AG/WAM/APC	CDFA	PEST EXCLUSION *origin certificates, photo's, QC Certificates., etc.	5 years	
AG/WAM/APC	CDFA	PEST EXCLUSION *rejection notices	5 years	
AG/WAM/APC	CDPR	PHONE MESSAGE BOOKS	2 years	
AG/WAM/APC	CDPR	PRIORITY EPISODE INVESTIGATIONS, REPORTS AND TRANSMITTALS (related to federal programs)	5 years	
AG/WAM/APC	CDPR	REPORTS TO COLLECTIONS/REFUND VOUCHERS (mill assessment)	4 years	
AG/WAM/APC	CDPR	RESIDUE INVESTIGATIONS	5 years	
AG/WAM/APC	CDPR	RULEMAKING FILES AND ACCOMPANYING DOCUMENTS	Indefinite	Send to DPR Library one year after implementation.
AG/WAM/APC	CDFA	SEED *LEGAL ACTION	5 years	
AG/WAM/APC	CDFA	SEED *seed certification records, inter-county permits, mill inspections	5 years	
AG/WAM/APC	CDFA	SEED *stop sale orders	5 years	
AG/WAM/APC	CDPR	SPECIAL PROJECTS OR EXCEPTIONAL EVENTS, e.g. emergency eradication projects, significant residue project, special investigation	5 years	
AG/WAM/APC	CDPR	SURNAME CORRESPONDENCE	2 years	
AG/WAM/APC	CDPR	TRAVEL EXPENSE CLAIM	1 year	
AG/WAM/APC	CDPR	VIOLATION NOTICES - all types, including PCP and residue	5 years	
AG/WAM/APC	CDPR	WEEKLY REPORTS	2 years	
All County Depts.		COUNTY RECORDS, GENERALLY	2 years	Board resolution required. Unless expressly required to be retained by other statutes; GC § 26205
All County Depts.		COUNTY RECORDS, GENERALLY.	2 years	4/5 vote required if record required by statute or chapter; GC § 26202
All County Depts.		DUPLICATE RECORDS	None	Duplicate may be destroyed when originals on file; GC § 26201
Animal Control		ANIMAL IMPOUND AND DISPOSITION RECORDS, ADOPTION CONTRACTS	5 years	Department preference. Food & Ag C § 32003 requires 3 years
Animal Control		BITE REPORTS, STATE RABIES CONTROL REPORTS	10 years	Department preference. Could reduce to County-wide standard of 2 years GC § 26202
Animal Control		CITATIONS, CRIMINAL COMPLAINTS, NOTICES OF VIOLATION, PRE & POST SEIZURE PROCEEDINGS, NOTES, PHOTOS, EVIDENCE, ACO LOGS	10 years	Department preference. Could reduce to county -wide standard of 2 years GC § 26202
Animal Control		CONTROLLED SUBSTANCE INVENTORY RECORDS AND EUTHANASIA LOGS	3 years	CCF § 4827(d)
Animal Control		LEDGER, CLAIMS, PURCHASE ORDERS, DEPOSIT PERMITS, BILLING RECORDS	5 years	Department preference. Could reduce to County-wide standard of 2 years GC § 26202
Animal Control		LICENSE FORMS, CALL OUT SLIPS, RADIO LOGS, TIME CARDS	7 years	Department preference. Could reduce to County-wide standard of 2 years GC § 26202
Animal Control		MISC. RECORDS: lost & found, trap contracts, activity logs, work schedules	2 years	GC § 26202
Assessor		ASSESSOR'S DOCUMENTS	4 years	not Stated; R&TC § 465

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Assessor		AIRCRAFT & VESSEL RECORDS (active)	Change of Ownership + 5 years	Assessor or Board may destroy any taxpayer's document lien date + 6 years GC § 26202, R&TC §§ 465, 834
Assessor		APPEALS: denied or granted	5 years	Clerk of BOS maintain the originals GC § 25105.5
Assessor		APPRAISAL RECORDS (ACTIVE)	Permanent	Department preference: administration purposes GC § 26202
Assessor		APPRAISAL RECORDS (inactive)	Permanent	Department preference: administration purposes GC § 26202
Assessor		ASSESSMENT ROLLS (unsecured & secured)	Permanent	Assessor maintains the originals GC § 26201
Assessor		ASSESSMENT ROLLS STATISTICS	2 years	GC § 26202
Assessor		ASSESSOR PARCEL MAPS (active & historical)	Permanent	All assessor maps maintained permanently for administrative purposes.
Assessor		BOARD ORDERS OR ROLL CORRECTIONS	6yrs	Department Preference: Administration purposes GC § 26202
Assessor		BUILDING PERMITS	1 year	County or City maintain the originals
Assessor		BUSINESS PROPERTY RECORDS	6 years	Assessor or Board may destroy any taxpayer's document lien date + 6 years R&TC § 465
Assessor		CHANGE OF OWNERSHIP	Permanent	Assessor maintains the originals GC § 26201
Assessor		ESCAPE NOTICE	6 years	Assessor or Board may destroy any taxpayer's document lien date + 6 years R&TC § 465
Assessor		EXEMPTION CLAIMS: homeowners veterans or other (active)	Permanent	Assessor or Board may destroy any taxpayer's document lien date + 6 years R&TC § 465
Assessor		EXEMPTION CLAIMS: homeowners veterans or other (inactive)	6 years	Consistent with Auditing standards
Assessor		MAILING ADDRESS CHANGES	2 years	GC § 26202
Assessor		PERSONAL/BUSINESS PROPERTY RECORDS- CANCELLED ACCOUNTS	6 years	Consistent with Auditing standards.
Assessor		PRELIMINARY CHANGE OF OWNERSHIP (PCOR)	Permanent	Department Preference: Assessor or Board may destroy any taxpayers document lien date + 6yrs: R&TC § 465
Assessor		PROBLEM LETTER FILES	Permanent	Department Preference: Administration purposes GC § 26202
Assessor		SUBVENTION APPLICATIONS	Permanent	Department preference, administration purposes.
Assessor		VESSEL & AIRCRAFT RECORDS (cancelled)	Change of Ownership + 6 years	Assessor or Board may destroy any taxpayer's document lien date + 6 years R&TC § 465
Auditor		CANCELLED COUNTY, SCHOOL, SPECIAL DISTRICT BONDS & COUPONS	5 years	GC § 26907.1
Auditor		COUNTY, SCHOOL, SPECIAL DISTRICT CLAIMS, WARRANTS, WARRANT VOUCHERS	5 years, if index or register kept	GC § 26907
Auditor		DEPOSIT PERMITS	5 years	GC § 26907.2
Auditor		DUPLICATE LISTS OF CLAIMS ALLOWED	5 years	Specifies content of list; GC § 29747
Auditor		MONTHLY CASH STATEMENTS	5 years	May be destroyed; GC §§ 24356, 26907
Auditor		MONTHLY REPORTS (revenue expenditures)	Copies- Destroyed at any time	Auditor maintains originals, final must be filed with county auditor
Auditor		STATEMENTS OF CASH IN TREASURY	Original-permanent; Duplicate, 1 month	Copy filed with clerk; GC §§ 26920, 26922
Auditor		WARRANTS INDEX OR REGISTER	15 years	GC § 26907
Auditor		WELFARE ACCOUNTING RECORDS	2 years	GC § 26202
Auditor & Library		CASH RECEIPTS (CRQ)	Current + 5 years (6 years)	Originating department maintains receipt with all backup information; Auditor is required to maintain for 5 years; Consistent with Accounts Receivable; Published articles show 2-6 years; GC §§ 26202, 24356
Auditor & Recreation		CASH RECEIPTS (CRQ)	Current + 5 years	Originating department maintains receipt with all backup information; Auditor is required to maintain for 5 years; Consistent with Accounts Receivable; Published articles show 2-6 years; GC §§ 26202, 24356

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Auditor & Recreation Department		TIME CARDS	4 years	Data is submitted electronically to Auditor; IRS requires 4 years; CA. requires 2 yr. Min.; FTB keeps 3 years; Cal. Dept. of Fair Requirements 4 years; Published articles show 7 10 years; IRS Req. §§ 31.6001-1(e)(2), R&TC § 19530; LC § 1174(d); GC § 26202
Auditor and Farm Advisor		CASH RECEIPTS (CRQ)	Current + 5 years (6 years)	Originating department maintains receipt with all backup information; Auditor is required to maintain for 5 years; Consistent with Accounts Receivable; Published articles show 2-6 years; GC §§ 26202, 24356
Auditor & Recreation		JOURNAL VOUCHERS	Copies - Destroy at any time	Auditor maintains originals; Financial records are audited annually; GC § 26201
Auditor, Tax Collector, Redemption Officer		SECURED DELINQUENT TAX ROLLS	12 years	Abstract must have been certified by auditor; 1912-1913 original secured roll must be retained; R&TC § 377
Auditor/ Columbia Airport		DEPOSIT PERMITS WITH BACKUP RECEIPTS	Current +2 years (3 years)	Auditor maintains originals, final must be filed with county auditor
Auditor/ Columbia Airport		MONTHLY CASH STATEMENT	Current +2 years (3 years)	Auditor maintains originals, final must be filed with county auditor
Auditor/ Columbia Airport		PAYROLL PRINTOUTS	Current +2 years (3 years)	Auditor maintains originals, final must be filed with county auditor
Auditor/ Columbia Airport		RECEIPT BOOKS	Current + 5 years (6 years)	Originating Department maintains receipt with all backup information; Auditor maintains for 5 years
Auditor/ Columbia Airport		RECEIPTS	Current + 5 years (6 years)	Originating Department maintains receipt with all backup information; Auditor maintains for 5 years
Auditor's Office		AUDITS: all others (special districts, trust funds etc.)	Permanent	The department supervising the audit maintains the original permanently; GC § 26201
Background Investigator		BACKGROUND INVESTIGATION FILES ON APPLICANTS HIRED	2 years after termination of employment	
Background Investigator		BACKGROUND INVESTIGATION FILES ON APPLICANTS NOT HIRED	2 years	
Board of Supervisors		UNSOLD BONDS	2 years	notice of intent; public destruction; cannot be reissued without new election; GC §§ 29940, 29943
CAO		AGREEMENTS UNDER \$10,000 "delegated agreements" (RFP/RFQ, successful bid, change orders)	2 years	
CAO & Library		LEASES - real estate information on real estate leased to the library. Includes: leases, correspondence, etc.	Expiration + 4 years	Destroy records 4 years after termination of expiration of lease. CCP § 337.2 Statute of Limitations on actions is 4 years after termination or occupancy.
CDD		1980 GENERAL PLAN FIRE, TIMBER, RANGE DIAGRAMS	Permanent	
CDD		1980 GENERAL PLAN GEOTECHNICAL INTERPRETIVE DIAGRAMS	Permanent	
CDD		1980 GENERAL PLAN LAND USE DIAGRAMS	Permanent	
CDD		1996 GENERAL PLAN UPDATE BACKUP DOCUMENTS	10 years	
CDD		8MM BACK-UP TAPES DAILY	3 years	Recycle and updated with new data frequently
CDD		8MM BACK-UP TAPES MONTHLY	Permanent	Kept at ISS indefinitely
CDD		8MM BACK-UP TAPES WEEKLY	7 years	Kept at ISS storage for 1 year
CDD		ASSEMBLY BUILDINGS "A" OCCUPANCY FILES	Permanent	Maintain original comment & plans permanently
CDD		BOS - agendas, minutes	2 years	Originals on file with Board Clerk
CDD		BOS - resolutions, ordinances related to CDD/Development	Permanent	

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
CDD		BOSPC agendas, notices, correspondence	2 years	GC § 26202
CDD		BOSPC meeting minutes	10 years	GC § 26202
CDD		BOSRAC agendas, notices, correspondence	2 years	GC § 26202
CDD		BOSRAC meeting minutes	10 years	GC § 26202
CDD		BUDGET - drafts, adoptions, monthly financial statements, reporting transactions	Destroy at anytime	
CDD		BUILDING CENSUS REPORTS	3 years	Monthly report for the year end census report
CDD		BUILDING PERMITS/PROJECT FILES	Permanent	Must be able to reproduce permit on request
CDD		BUSINESS "B" OCCUPANCY FILES	Permanent	Maintain original comment & plans permanently
CDD		CAMP "C" OCCUPANCY FILES	Permanent	Maintain original permanently
CDD		CASH RECEIPTS	Current + 5 years (6 years)	Maintain receipt with all backup
CDD		CDD ANNUAL REPORT	Permanent	
CDD		CENTRAL SIERRA PLANNING - misc. NOD's, NOE's, NOA's	4 years	
CDD		CEQA EXEMPT BLA & MERGER MAPS REVIEWED	2 years	
CDD		CERTIFICATE OF COMPLIANCE APPLICATIONS REVIEWS	2 years	Originals kept in DPW files
CDD		CHRONOLOGICAL FILES (copies of director's/staff's correspondence)	2 years	GC § 26202
CDD		CODE COMPLIANCE COMMITTEE AGENDAS, NOTICES, CORRESPONDENCE	2 years	GC § 26202
CDD		CODE COMPLIANCE COMMITTEE MEETING MINUTES	10 years	GC § 26202
CDD		CODE VIOLATION CASE FILES	6 years	
CDD		COMMERCIAL PLANS	Permanent	Must be able to reproduce plans on request. H&SCC §§ 19850 & 19851
CDD		COMPLAINTS	5 years	
CDD		CONSULTANT CONTRACTS	Until completion	
CDD		CONTRACTS ADMINISTRATION RECORDS	10 years	
CDD		CONTRACTS WITH STATE AGENCIES	Until completion	
CDD		CULTURAL RESOURCE INDEX	Permanent	
CDD		DEMOLITION PERMIT APPLICATIONS (<50 years old) (planning)	2 years	Originals in Building & Safety Division project files
CDD		DESIGN REVIEW GUIDELINES	Until superceded	
CDD		DIRECTOR'S DECISION LETTERS	4 years	
CDD		EDUCATION BUILDINGS "E" OCCUPANCY FILES	Permanent	Maintain original permanently
CDD		EQUIPMENT RECORDS, OPERATOR'S MANUALS, WARRANTIES	Until equipment is disposed	
CDD		FEE SCHEDULE	Until superceded	
CDD		FINAL BUILDING INSPECTION REPORTS	3 years	Report of all final inspections submitted to Assessor's Office
CDD		FIRE PROTECTION SYSTEM - automatic fire sprinkler system plans	Permanent	Maintain original plans permanently
CDD		FIRE PROTECTION SYSTEM - fire alarm system	Permanent	Maintain original plans permanently
CDD		FIRE PROTECTION SYSTEM - fire hydrant & underground pipe	Until superceded	Maintain original comment & plans permanently

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
CDD		FIRE PROTECTION SYSTEM - kitchen hood & duct	Permanent	Maintain original plans permanently
CDD		FISH & GAME ENVIRONMENTAL FILING FEE RECORDS	9 months	F&GC § 711.4; 14 CCR § 753.5
CDD		GENERAL PLAN Geo-technical interpretive diagrams	2 years after superceded	
CDD		GENERAL PLAN LAND USE DIAGRAMS	2 years after superceded	
CDD		GENERAL PLAN OVERLAYS	2 years after superceded	
CDD		GENERAL PLAN TEXT amendment files	Permanent	
CDD		GIS "archive CD" CD 8/4/99	7 years	Various files
CDD		GIS "archive CD" CD1 2/2/99	7 years	Various files
CDD		GIS "archive CD" CD2 6/17/98	7 years	Various files
CDD		GIS "archive CD" CDI 6/17/98	7 years	Various files
CDD		GIS CULTURAL RESOURCES OVERLAYS	4 years	
CDD		GOLDEN POND COMMITTEE AGENDAS, NOTICES, CORRESPONDENCE	2 years	GC § 26202
CDD		GOLDEN POND COMMITTEE MEETING MINUTES	10 years	GC § 26202
CDD		GRANT ADMINISTRATION DOCUMENTATION	6 years	HUD § 2228.2 rev.-3, 29 CFR § 97.42, GC § 26202
CDD		GRANT APPLICATIONS	6 years	HUD § 2228.2 rev.-3, 29 CFR § 97.42, GC § 26202
CDD		HAZARDOUS OCCUPANCY "H" OCCUPANCY FILES	Permanent	Maintain original permanently
CDD		HOSPITALS, NURSING HOMES, JAILS "I" OCCUPANCY FILES	Permanent	Maintain originals permanently
CDD		INDEX CARD FILES	Permanent	
CDD		INSPECTION & MILEAGE REPORTS	3 years	This is the daily log of the Building Inspectors' inspections & mileage
CDD		INVENTORY RECORDS (assets)	3 years	
CDD		LAND DEVELOPMENT APPLICATION FILES	Permanent	
CDD		LIC. CARE FACILITY "R" - 2 residential care facility files	Life of facility + 3 years	
CDD		LIC. GROUP CARE FACILITY "R" - 6 FILES	Life of facility + 3 years	
CDD		MANUFACTURING BUILDINGS "F" OCCUPANCY FILES	Permanent	Maintain original permanently
CDD		MERCHANDISING OCCUPANCY "M" OCCUPANCY FILES	Permanent	Maintain original permanently
CDD		MISC EIR/EYES NOT RELATED TO LAND DEVELOPMENT APPLICATIONS	5 years	
CDD		MOBILEHOME PARK FILES	Permanent	Includes permit to operate - rent control - general info
CDD		MONTHLY BUILDING & SAFETY REPORTS	5 years	Includes numerous reports
CDD		MULTI-UNIT OCCUPANCY "R" - 1 OCCUPANCY FILES	Permanent	Maintain original permanently
CDD		OBSOLETE GENERAL PLAN DIAGRAMS 3 SETS	10 years	
CDD		OFFICE LAYOUT FLOOR PLANS	Until superceded	
CDD		ORDINANCE CODE AMENDMENT FILES	Permanent	
CDD		PARCEL INFORMATION SHEETS (yellow sheets)	Until superceded	

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
CDD		PERMITS ISSUED - fireworks, flammable LIQ., LPG gas	Life of permit + 3 years	
CDD		PERSONNEL FILES	Destroy upon termination	GC § 26201, Human Resource policy
CDD		PHOTOCOPIER RECORDS	1 year	
CDD		PLANNER'S WORKLOAD STATUS REPORTS	For current evaluation period	
CDD		PLANNING COMMISSION, COMMITTEE, HPRC, BBA, ALUC AGENDAS	Permanent	GC § 26201
CDD		PLANNING COMMISSION, COMMITTEE, HPRC, BBA, ALUC CASSETTE TAPES	2 years	80 AGO 1006, (4/18/81)
CDD		PLANNING COMMISSION, COMMITTEE, HPRC, BBA, ALUC MINUTES & RECORDS	Permanent	GC § 26201
CDD		PLANNING COMMISSION, COMMITTEE, HPRC, BBA, ALUC VIDEO TAPES	3 months	GC § 26202
CDD		PRINT ORDER RECORDS	1 year	
CDD		PROCEDURES MANUALS	Until superceded	
CDD		PROJECTS LOGS	Permanent	
CDD		PUBLIC HANDOUTS - other CDD publications not specifically listed herein	Until superceded	
CDD		PUBLICATIONS IN LIBRARY - reference materials	Until out of date	
CDD		PURCHASE ORDER RECORDS	1 year	
CDD		REFERENCE - Arial photography	Permanent	
CDD		REFERENCE - cultural resource surveys	Permanent	
CDD		REFERENCE - deer herd maps	Until superceded	
CDD		REFERENCE - special status species database	Until revised	
CDD		REFERENCE - wildland fire hazard maps	Until superceded	
CDD		REFERENCE - wildlife habitat maps	Until superceded	
CDD		REFERENCE MATERIALS - clerical	Until superceded	
CDD		REQUESTS FOR PROPOSALS	Until completion	
CDD		REQUESTS FOR QUALIFICATIONS	Until completion	
CDD		RESIDENTIAL PLANS	90 days	Building standards law. H & S code, §§ 19850 & 19851
CDD		ROAD EASEMENT ABANDONMENT APPLICATIONS REVIEWED	2 years	
CDD		SECURITY AGREEMENTS	10 years	
CDD		SOILS REPORTS	Permanent	Reports on soils received on projects
CDD		STAFF'S WEEKLY REPORTS	For current evaluation period	
CDD		THREE-PARTY CONTRACTS (county, property owner, consultant)	Until completion	
CDD		TIMBER HARVESTING PLANS REVIEWED FOR CDF	2 years	
CDD		TIMBERLAND CONVERSION APPLICATIONS REVIEWED FOR CDF	2 years	
CDD		TUOLUMNE CO. HARDWOOD COMMITTEE AGENDAS, NOTICES, CORRESPONDENCE	2 years	GC § 26202
CDD		TUOLUMNE CO. HARDWOOD COMMITTEE MEETING MINUTES	10 years	GC § 26202

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
CDD		TUOLUMNE COUNTY GENERAL PLAN TEXT	2 years after superceded	
CDD		VEHICLE MAINTENANCE REPORTS	Until vehicle is surplus or otherwise disposed	Reports are for each vehicle
Child Support		CASH STATEMENTS	6 years	The California Department of Child Support Services has not developed a retention schedule at this time. The time period may change once they do.
Child Support		COUNTER RECEIPTS	7 years	The California Department of Child Support Services has not developed a retention schedule at this time. The time period may change once they do
Child Support		CREDIT REPORTING DETAIL REPORTS	6 years	The California Department of Child Support Services has not developed a retention schedule at this time. The time period may change once they do
Child Support		CS157-child support enforcement activities quarterly and annual data & accounts receivable report	5 years	Federal Regulation 45 CFR § 74.53 requires records be retained for three years from starting date specified in 45 CFR § 74.22
Child Support		CS356-ADMIN CLAIM	5 years	Federal Regulation 45 CFR § 74.53 requires records be retained for three years from starting date specified in 45 CFR § 74.22
Child Support		CS800-CHILD/FAMILY/SPOUSAL PAYMENTS- ASSISTANCE RELATED DISTRIBUTION/DISBURSEMENT SUMMARY	5 years	Federal Regulation 45 CFR § 74.53 requires records be retained for three years from starting date specified in 45 CFR § 74.22
Child Support		CS820-CHILD/FAMILY/SPOUSAL AND MEDICAL SUPPORT COLLECTIONS AND NON- ASSISTANCE DISTRIBUTIONS AND DISBURSEMENTS SUMMARY	5 years	Federal Regulation 45 CFR § 74.53 requires records be retained for three years from starting date specified in 45 CFR § 74.22
Child Support		CS825-CHILD SUPPORT MONTHLY STATISTICAL REPORT	5 years	Federal Regulation 45 CFR § 74.53 requires records be retained for three years from starting date specified in 45 CFR § 74.22
Child Support		DEPOSIT PERMIT REPORTS	6 years	The California Department of Child Support Services has not developed a retention schedule at this time. The time period may change once they do.
Child Support		LEDGERS	6 years	The California Department of Child Support Services has not developed a retention schedule at this time. The time period may change once they do.
Child Support		PAY CARDS	6 years	The California Department of Child Support Services has not developed a retention schedule at this time. The time period may change once they do.
Child Support		TAX INTERCEPT REPORTS	6 years	The California Department of Child Support Services has not developed a retention schedule at this time. The time period may change once they do.
Child Support		YELLOW COPIES OF DEPOSIT PERMIT WITH SUPPORTING DOCUMENTATION REGARDING CHILD SUPPORT DISBURSALS	6 years	The California Department of Child Support Services has not developed a retention schedule at this time. The time period may change once they do.
City Officer		CITY PUBLIC RECORDS	7 years	Records having insufficient value to justify preservation of original; GC § 34090.5
Civil Clerk		CIVIL CASES AND REPORTS	3 years	Providing they do not involve real property sales.
Civil Clerk		EVIDENCE IN CIVIL CASES	6 months	Must be returned to owners upon application. Court order required for destruction. Exhibits conveying title to or creating lien on real property excluded; CCP §§ 1952, 1952.2
Civil Clerk		EVIDENCE IN CRIMINAL CASES	6 months	Must be returned to owners upon application. May be sold at public auction; PC §§ 1418, 1418.5

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Clerk		RESOLUTION BOOK IN LIEU OF ENTRY IN MINUTES	2 years	Board approval required. Minutes to refer to resolution by number & subject; GC § 25102.1
Clerk		SUPERIOR COURT DOCUMENTS	3-8 years	GC § 69503
Clerk		SUPERIOR COURT RECORDS	Varies	Permits photographic copies in lieu of minute books, decrees, etc.; GC § 69844.5 Court Rules 6.755
Clerk and Elections		400 FORMS CAMPAIGN STATEMENTS	Original statements are to be retained indefinitely	GC § 81009
Clerk and Elections		400 FORMS CAMPAIGN STATEMENTS THAT DID NOT WIN	5 years	GC § 81009
Clerk and Elections		700 FORMS STATEMENT OF ECONOMIC INTEREST	7 years	GC § 81009
Clerk and Elections		ABSENT VOTER BALLOTS FOR FEDERAL ELECTIONS	22 months	EC § 17504
Clerk and Elections		ABSENT VOTER BALLOTS FOR STATE AND LOCAL ELECTIONS	6 Months	EC § 17505
Clerk and Elections		AFFIDAVITS OF REGISTRATION	5 years	EC § 17000
Clerk and Elections		BALLOTS, ELECTION OF FEDERAL OFFICES	Final Disposition 22 months	EC §17302 the package contains voted polling place ballots, voted absent voter ballots, absentee vote identification envelopes, spoiled ballots, cancelled ballots, unused absentee ballots surrendered by the voter pursuant to EC § 3015.
Clerk and Elections		FORMS FOR PUBLIC INSPECTION	30 days after the election	EC § 20442 the election official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election
Clerk and Elections		INDEXES TO THE AFFIDAVITS OF REGISTRATION	5 years	It is being preserved for election, political research, and government purposes. Election code § 17001
Clerk and Elections		INITIATIVE OR REFERENDUM PETITIONS	8 months	EC § 17200 thereafter it shall be destroyed as soon as practicable unless it is evidence in some action or proceeding then pending or has received written request from the Attorney General, Secretary of State, FPPC, etc.
Clerk and Elections		LIST ON NEW RESIDENT VOTERS	22 months	EC § 17506 pursuant to Chapter 5 (commencing with § 3400) of Division 3 for 22 months from the date of the election
Clerk and Elections		MATERIALS, ELECTION OF FEDERAL OFFICES	22 months	EC § 17303: Material included the following. Two tally sheets, the copy of the index used as the voting record, the challenge lists, the assisted voters list.
Clerk and Elections		MATERIALS. ELECTION OF STATE OR LOCAL ELECTIONS	6 months	EC § 17304: Materials amount to the following, two tally sheets, the copy of the index used as the voting record, the challenge lists, the assisted voters list.
Clerk and Elections		NOMINATION DOCUMENTS AND SIGNATURES IN LIEU OF FILING FEE PETITIONS	8 years	EC § 17100
Clerk and Elections		PRECINCT MAPS	12 years by Secretary of State	EC § 17501 following each general election the county election official shall file with the secretary of state copies of all precinct maps if any changes were made. If no changes just a written statement

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Clerk and Elections		PRECINCT OFFICIAL MATERIAL, FEDERAL ELECTIONS	22 months	EC § 17502 the appointment of precinct officers declaration of intention by § 12321, precinct board members applications specified by § 12300, ordering appointing members of several precinct boards and designating the polling place specified in § 12326, nominations for appointment to the precinct board by the county central committee for each qualified political party and written orders appointing precinct board members
Clerk and Elections		PRECINCT OFFICIAL MATERIAL, STATE AND LOCAL ELECTIONS	6 months	EC § 17503 see above for description of material
Clerk and Elections		RECALL PETITIONS	8 months	EC §17400
Clerk and Elections		ROSTER OR COMBINED ROSTERS AND INDEXES	5 years from date of election	EC § 17300
Clerk and Elections		VOTED PAPER BALLOT CARDS OF FEDERAL OFFICES	22 months	EC § 17305
Clerk and Elections		VOTED PAPER BALLOT CARDS STATE AND LOCAL ELECTIONS	6 months	EC § 17306
Clerk of BOS/Airport		COUNTY ORDINANCES AND RESOLUTIONS	Destroy Once Updated	Auditor maintains originals, final must be filed with county auditor
Clerk of the BOS		ADVISORY BOARDS & COMMISSIONS - applications: appointed	Term of Office (Minimum 2 years)	Statewide guidelines propose Appointment + 5 years; GC § 26202 et seq.
Clerk of the BOS		ADVISORY BOARDS & COMMISSIONS - applications: unsuccessful	2 years	GC § 26202 et seq.
Clerk of the BOS		ADVISORY BOARDS & COMMISSIONS - correspondence	2 years	GC § 26202 et seq.
Clerk of the BOS		AFFIDAVIT OF PUBLICATION	2 years	Statute of limitations for mailings for annexations, special districts, bonds is 60 days; municipal government actions is 3-6 months; CCP § 337 et seq., § 349.4; GC § 26202
Clerk of the BOS		AGENDAS	2 years	GC § 26202
Clerk of the BOS		AGREEMENTS & CONTRACTS: infrastructure over \$10,000 (\$10,000 public works): buildings, parks, redevelopment, reservoirs, sewers, streets & alleys, utilities, water. exceptions: demolitions, landscaping, street paving (10 years)	1 year	CAO is OFR for under \$10,000; PW is OFR for under \$10,000; statute of limitations is 4 years; 10 years for errors & omissions; CCP § 337., 337.1(a), 337.15, GC § 26202, contractor has retention requirements in 48 CFR § 4.703
Clerk of the BOS		AGREEMENTS & CONTRACTS: mutual aid, joint powers (JPA)	1 year	GC § 16202
Clerk of the BOS		AGREEMENTS & CONTRACTS: non-infrastructure over \$10,000: RFP's & bids - consultants, franchises, slurry seals, leases, professional services, (not infrastructure projects: see below)	10 years	CAO is OFR for under \$10,000; Statewide guidelines propose completion + 5 years for Non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements.
Clerk of the BOS		AGREEMENTS & CONTRACTS: reports & memos re: any agreement (including infrastructure contracts)	10 years	statute of limitations is 4 years for contracts, (10 years for developers), CCP §§ 337., 337.1(a), 337.15, GC § 26202
Clerk of the BOS		AGREEMENTS & CONTRACTS: retirement, PERS, retirement agreements	1 year	EEOC/ADEA (Age) requires 1 year after benefit plan termination; state law requires 2 years after action; 29 CFR § 1627.3(2); GC §§ 12946, 26202
Clerk of the BOS		AGREEMENTS & CONTRACTS: subdivision, LLAS (lot line adjustments), & LSAS (lot split agreements)	1 year	Administrative & legal value, GC § 26202
Clerk of the BOS		AGREEMENTS & CONTRACTS: title insurance, land records	1 year	GC § 26202 et seq.

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Clerk of the BOS		AGREEMENTS OVER \$5000 (RFP/RFQ, successful bid, change orders)	Upon Completion	
Clerk of the BOS		ANNEXATIONS	1 year	GC § 26202 et seq.
Clerk of the BOS		ASSESSMENT APPEALS BOARD (includes records obtained from taxpayers)	6 years	Assessors can destroy taxpayer records after 6 years; statute of limitation for the validity of a local agency per parcel tax is 3 years; 6 months for recovery of goods seized for delinquent assessments/taxes, CCP §§ 338(m), 341 et seq.; GC § 25105.5, R&TC § 465
Clerk of the BOS		ASSESSMENT APPEALS BOARD: minutes	1 year	GC § 25102
Clerk of the BOS		ASSESSMENT APPEALS BOARD: hearings, files	5 years	Consistent with County Counsel's retention; statute of limitations for the validity of a local agency per parcel tax is 3 years; 6 months for recovery of goods seized for delinquent assessments/taxes, CCP §§ 338(m), 341 et seq.; GC § 215105.5, R&TC § 465
Clerk of the BOS		ASSESSMENT DISTRICTS (e.g. lighting districts): boundaries maps, diagrams, district folders	1 year	GC § 26202
Clerk of the BOS		AUDIO TAPES (board of supervisors meetings)	2 years	May destroy audio tapes after minutes are approved unless they are retained longer for public reference; Tapes may be recycled; statewide guidelines propose 3 months. 64 AGO 317; GC § 26201
Clerk of the BOS		AUDITOR/CHPRS: comprehensive annual reports	1 year	GC § 26202
Clerk of the BOS		AUDITOR'S FINANCIAL REPORTS (exempt from CAFR, audits & final budgets)	5 years	GC § 26202
Clerk of the BOS		BIDS - infrastructure	1 year	CAO is OFR for under \$10,000; PW is OFR for under \$10,000; statute of limitations is 4 years; 10 years for Errors & Omissions; CCP §§337., 337.1(a), 337.15, GC §26202, Contractor has retention requirements in 48 CFR § 4.703
Clerk of the BOS		BIDS - unaccepted	5 years	GC § 26202.1
Clerk of the BOS		BOND BINDERS (various types of bonds from bond counsel)	10 years	Statute of limitations for bonds issued by local governments are 10 years; Clerk of the BOS retains for Cancellation or Maturity + 10 years; there are specific requirements for disposal of unused bonds; CCP §§ 336(a)(1) & (2), 337.5(2).
Clerk of the BOS		BOND BINDERS (various types of bonds from bond counsel)	10 years	Statute of limitations for bonds issued by local governments are 10 years; Clerk of the BOS retains for Cancellation or Maturity + 10 years; there are specific requirements for disposal of unused bonds; CCP §§ 336(a)(1) & (2), 337.5(2).
Clerk of the BOS		BOOKS, RECORDS & ACCOUNTS OF SUPERVISORS	Indefinite	Authorizes the use of photograph, micrographics, photocopies of records; GC § 25105
Clerk of the BOS		BUDGET FILES	Copies- Destroyed at any time	Auditor maintains originals, final must be filed with county auditor
Clerk of the BOS		BUDGETS: final - includes CIP and treasurers report	1 year	Statewide guidelines propose completion + 2 years; GC § 26202
Clerk of the BOS		BUDGETS: primary, drafts, forecasts, line item, allocation to outside-agencies, etc.	2 years	Statewide guidelines propose completion + 2 years; GC § 26202
Clerk of the BOS		CLAIMS & LAWSUIT	2 years	Copy: GC § 26201
Clerk of the BOS		COMMUNITY DEVELOPMENT: conditional use permits (cups), lot divisions, parcel maps, planned unit developments (PUDs), plot plans, tract maps, sign permits, site plans, specific plans, subdivisions, variances, zone changes	1 year	GC § 26202
Clerk of the BOS		CONFLICT OF INTEREST	5 years	Code is revised at least biennially; FPPC opinion requires agency to retain forms and manuals for 5 years; GC § 26202

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Clerk of the BOS		CONSOLIDATED ANNUAL FINANCIAL REPORTS (CAFR)	1 year	Department preference; statewide Guidelines propose completion + 7 years: GC §§ 26202, 40802
Clerk of the BOS		CORRESPONDENCE: submitted to BOS on any subject	1 year	See Elections for initiatives, recall or referendum petitions
Clerk of the BOS		COUNTY- wide plan (draft EIR, correspondence to BOS, etc.)	2 years	GC § 26202
Clerk of the BOS		COUNTY-wide plan (adopted plans, elements, amendments, specific plans, final EIRS)	1 year	GC § 26202
Clerk of the BOS		CUSTODY OF BOOKS, RECORDS & ACCOUNTS OF SUPERVISORS	5 years	Required records to be kept in clerk's office & open to public inspection; GC §§ 25104, 25105
Clerk of the BOS		DEEDS: loan programs to others (e.g. housing)	Pay-off + 2 years	GC § 26202
Clerk of the BOS		DEEDS: property owned by county	1 year	GC § 26202
Clerk of the BOS		EASEMENTS	1 year	GC § 26202
Clerk of the BOS		ELECTION RESOLUTIONS (calling the election, canvass, etc.)	1 year	Retained for Historical Value, GC § 26202
Clerk of the BOS		GRAND JURY RECOMMENDATIONS, REPORTS	10 years	GC § 26202
Clerk of the BOS		HISTORICAL LIST OF ELECTED OFFICIALS AND APPOINTMENTS MADE BY BOS (BOARD/COMMISSION MEMBERS)	1 year	GC § 26202
Clerk of the BOS		HUMAN RESOURCES: classification/salary schedules	2 years	Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR § 516.6(2), 29 CFR § 1602.14, GC §§ 12946, 26202
Clerk of the BOS		HUMAN RESOURCES: MOU	Expiration + 5 years	EEOC/FLSA requires 3 years for MOUs; State requires 2 years; 29 CFR § 516.5, GC §§ 12946, 26202
Clerk of the BOS		INDEXES	1 year	GC § 26200
Clerk of the BOS		LEASE AGREEMENTS	Copies - Destroyed at any time	Clerk of BOS maintains all original Lease Agreements
Clerk of the BOS		LEGISLATION (PROPOSED): county, state or federal governments	2 years	GC § 26202
Clerk of the BOS		MASTER PLANS (i.e. general plan)	1 year	GC § 26202
Clerk of the BOS		MINUTES (BOS)	1 year	Brown Act challenges must be filed within 30 or 90 days of action; GC §§ 26202, 54960.1(c)(1)
Clerk of the BOS		OATHS OF OFFICE	Copies - Destroy at any time	Clerk of the Board maintains originals - copies may be destroyed at any time; GC § 26201
Clerk of the BOS		ORDINANCES	1 year	GC §§ 26202 et. seq.
Clerk of the BOS		PETITIONS	1 year	Law requires 1 year for petitions; GC § 50115
Clerk of the BOS		POLICIES/PROCEDURES	1 year	GC § 26202
Clerk of the BOS		POSTINGS (all subjects)	2 years	statute of limitations on Government Actions is 3-6 months; CCP § 337 et seq.; GC § 26202
Clerk of the BOS		PROJECTS - INFRASTRUCTURE (buildings, etc.)	10 years	GC § 26202
Clerk of the BOS		PROJECTS: misc. preliminary notices	Bid Opening + 2 years	Department Preference; Statewide Guidelines propose Completion + 7 years: GC §§ 26202, 40802
Clerk of the BOS		PROJECTS: performance bonds	10 years	Longest statute of limitations is 10 years; Conforms with Agreement Retention; statewide guidelines propose permanent; CCP §§ 336(a)(1&2), 337 et seq.; GC § 26202
Clerk of the BOS		PROJECTS-NON-INFRASTRUCTURE: contracts, notice of completion	10 years	Longest statue of limitations is 10 years; statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements; CCP §§ 36(a)(1&2), 337 et seq.; GC § 26202

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Clerk of the BOS		PROOF OF POSTING (declaration of the clerk of the board of supervisors)	2 years	Brown Act challenges must be filed within 30 or 90 days of action; GC §§ 26202, 54960.1© (1)
Clerk of the BOS		PROOF OF PUBLICATIONS (all subjects)	2 years	A copy is filed with subject file; statute of limitations on Government actions is 3-6 months; CCP §337 et seq.; GC § 26202
Clerk of the BOS		PUBLIC HEARING NOTICES (includes undeliverable envelopes)	2 years	
Clerk of the BOS		RECORDS MANAGEMENT: destruction/retention schedule	1 year	GC § 26202 et seq.
Clerk of the BOS		RESOLUTIONS	1 year	GC § 26202
Clerk of the BOS		ROSTER OF BOARDS AND COMMISSIONS	2 years	GC § 26202
Clerk of the BOS		SPECIAL DISTRICTS: boundary maps, diagrams, district folders	1 year	GC § 26202
Clerk of the BOS		SPECIFIC PLANS (adopted plans, final EIR)	1 year	GC § 26202
Clerk of the BOS		STREETS: adoption, acceptance, functional classifications, names, numbering	1 year	GC § 26202
Clerk of the BOS		STREETS: vacations	1 year	Statewide Guidelines show 2 years; GC § 26202
Clerk of the BOS		SUBDIVISIONS	1 year	GC § 26202
Clerk of the BOS		TITLE REPORTS: property owned by county	1 year	GC § 26202
Clerk of the BOS		UNSUCCESSFUL PROPOSED AMENDMENTS TO THE COUNTY ORDINANCE CODE (all material)	2 years	GC § 26202
Clerk of the Court		COURT MINUTES, OTHER RECORDS	Varies	Requirements for maintaining; GC § 69844, Court Rules 6.755
Clerk of the Court		MUNICIPAL AND JUSTICE COURT RECORDS IN CIVIL ACTIONS	10 years	Order of judge required; GC § 71008
Clerk of the Court		VOUCHERS FOR CIVIL ACTIONS	2 years	Court order required; GC § 68089
Columbia Airport		A.P.C. MINUTES / AGENDAS	2 Years	
Columbia Airport		CAMPGROUND FLY IN FILES (GROUPS ANNUAL)	Destroy After 30 Days	
Columbia Airport		CAPITOL IMPROVEMENT PLANS (ACIP)	2 Years	
Columbia Airport		CHRONOLOGICAL FILES	Current +2 years (3 years)	Chronological Files
Columbia Airport		CONTRACTS: services	Duration + 4 years	
Columbia Airport		EMPLOYER SAFETY	Current +2 years	Training Files
Columbia Airport		FLY IN FILES (airport annual)	Current +2 years (3 years)	
Columbia Airport		GRANT FILES	6 years	
Columbia Airport		HANGAR PERMITS	Duration + 4 years	
Columbia Airport		HANGAR WAITING LISTS	Destroy After Update	
Columbia Airport		HAZ MAT RULES AND REGS	Destroy Once Updated	Onsite Regulations
Columbia Airport		INVENTORY FILES	Current +2 years	
Columbia Airport		LICENSES	Duration + 4 years	
Columbia Airport		LONG-TERM PARKING PERMITS	Duration + 4 years	
Columbia Airport		NEWS LETTERS	Copies- Destroyed at any time	
Columbia Airport		NOTAMS	Current +2 years (3 years)	
Columbia Airport		PESTICIDE FILES	Destroy Once Updated	Onsite Regulations/Training Files

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Columbia Airport		STORM WATER RECORDS	Current + 5 years (6 years)	
Columbia Airport		TIE-DOWN CANCELLATION	2 years	
Columbia Airport		TIE-DOWN PERMITS	Duration + 4 years	
Columbia Airport		TRANSIENT TIE-DOWN LOGS	Current + 5 years (6 years)	
Coroner		CORONER REPORTS	3 years	
Coroner		CORONER'S OFFICIAL FILE	Various	Original file may be destroyed; GC § 27463.5
County Auditor/ Controller		ACCOUNTS PAYABLE	Copies- Destroyed at any time	County Auditor/Controller maintains the original
County Auditor/ Controller		INVOICES	Copies- Destroyed at any time	County Auditor/Controller maintains the original
County Counsel		ACCIDENT REPORTS/VEHICLES	Copies- Destroyed at any time	County Counsel and Sheriff (if appropriate) maintains originals
County Counsel		ACCIDENT (INVOLVING COUNTY VEHICLES) REPORTS	Copies – Destroy at any time	County Counsel and Sheriff (if appropriate) maintain originals; GC § 26201)
County Counsel		ACCIDENT (VEHICLE) REPORTS	2 years	Claim must be filed within 2 years; GC §§ 945, 25105.5
County Counsel		BAIL BOND MOTIONS	Hearing Conclusion + 6 months	PC § 1305
County Counsel		CHRONOLOGICAL FILES (copies of attorney correspondence)	4 years	Department preference; could reduce to the county-wide standard of 2 years total retention; GC § 26202
County Counsel		CLAIMS (filed against the county)	5 years	Claim must be filed within 2 years; complaints against peace officers within 5 years; statute of limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP § 337 et seq.; GC §§ 945.4, 25105.5; PC § 832.5
County Counsel		CLAIMS (initiated by the county)	5 years	statute of limitations for most contracts is 4 years; wrongful death for construction is completion + 5 years; CCP § 337 et seq. ; GC §§945, 25105.5; PC §832.5
County Counsel		DEPARTMENTAL/SUBJECT-human resources files: grievances, selection appeals, etc.	5 years	All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§ 12946, 26202; LC § 3212
County Counsel		DEPARTMENTAL/SUBJECT-originating files: establishing a	Permanent	Department of preference: GC §26202
County Counsel		DEPARTMENTAL/SUBJECT-regular files: county department support and/or subject files	10 years	Department of preference: GC § 26202
County Counsel		INCIDENT REPORTS	2 years	Claim must be filed within 2 years; GC §§ 945, 25105.5
County Counsel		INDEX (card file of cases and file in office)	Permanent	Vital record; GC § 26202
County Counsel		JUVENILE COURT CASE FILES (independency actions): matters handled for the department of social services	Termination of Juvenile Court Jurisdiction + 8 years	statute of limitations runs up to age of majority + 8 years (sexual abuse); Sealing for Juveniles and Wards of the Court retained for 5 years; CCP § 340.1, GC § 26202; W&C § 781(d)
County Counsel		LITIGATION FILES: pleadings, correspondence, etc.	10 years	Department Preference; statute of limitations for most contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 945, 25105.5; PC § 832.5
County Counsel		LITIGATION LISTING BINDER: records of all lawsuits filed against the county or its agencies	Current +2 years	Department preference: GC § 26202
County Counsel		OPINION BINDER: records of all opinions rendered	Permanent	Department Preference; Statewide guidelines propose superseded + 2 years; GC § 26202
County Counsel		OPINIONS, COUNTY COUNSEL (these are copies)	Superseded or Obsolete	Originals are maintained by County Counsel GC § 26201

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
County Counsel		OPINIONS/WORK REQUESTS LOG: records of all requests for an opinion, etc.	Permanent	Department Preference; GC § 26202
County Counsel		PROBATE & LPS CONSERVATORSHIP CASES FILES: matters for public guardian/public administrator	Closure + 10 years	Department Preference; statute of limitations for most contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 945, 25105.5; PC §832.5
County Dept. Heads		RECORDED RADIO AND TELEPHONE COMMUNICATIONS	100 days	Certificate of destruction required; GC § 34090.6
Dispatch		911 PRINTOUT	90 days	
Dispatch		911 TAPES	90 days	
Dispatch		AMBULANCE TICKET	2 years	
District Attorney's Office		CASE MANAGEMENT COMPUTER RECORDS	Permanent	These internal data files are maintained on the departmental computer server. There are no physical files involved.
District Attorney's Office		GENERAL CRIMINAL CASE FILES	10 years	Appeal usually takes 2 years from conviction or notice of appeal. Statutes of limitation vary from 1 year in misdemeanors to 6 years in felonies with a penalty of 8 years or more. (PC §§ 800, et. seq.)
District Attorney's Office		HOMICIDE CASE FILES	Permanent	There is no statute of limitation in murder cases. (PC § 799.) Homicide appeals and accompanying writs can take 10 to 15 years.
District Attorney's Office		JUVENILE COURT CASE FILES	10 years	Juvenile files should be maintained for 10 years or until the juvenile turns 18, whichever first occurs
District Attorney's Office		SERIOUS AND VIOLENT FELONY, AND SEXUAL ASSAULT, CASE FILES	Permanent	There is no time limit upon the charging of a serious or violent felony as a prior conviction under the "Three Strikes" Law. (PC § 667 (c).) Prior sexual assault files can be used to prove new allegations. (EC § 1108.)
District Attorney's Victim-Witness Unit		VICTIM WITNESS FILES	10 years	Victim-Witness files are maintained for contact with the victim and for purposes of filing Victims of Violent Crime Compensation Claims. Such claims must be filed within one year of the date of the crime or when the victim reaches 18 years of age, whichever is later. (GC § 13961.) The limitation period can be extended for up to three years upon a showing of good cause. (GG § 13961.01)
EHD	Admin	ADVISORY LETTERS, POLICIES, GUIDANCE DOCUMENTS	Permanent	Discard upon rescission/outdated
EHD	CUPA Admin & Accounting	ANNUAL ENFORCEMENT SUMMARY REPORT	Permanent	
EHD	CUPA Admin & Accounting	ANNUAL INSPECTION SUMMARY REPORT	Permanent	
EHD	CUPA Admin & Accounting	ANNUAL SINGLE FEE SUMMARY REPORT	Permanent	
EHD	CUPA UST	AUDIT REPORTS	Permanent	
EHD	Accounting	AUDIT REPORTS (includes audits & annual reports) for grants	Permanent	GC § 26202, archive at end of fiscal year
EHD	Small Public Water System	AUDITS – includes annual reports, quarterly reports & work plans	5 years after program reviewed	H&SC § 116345 requires monthly report and review of program every 3 years
EHD	Accounting	BANKING RECORDS (canceled, void or returned checks, deposits, etc.)	1 year	Tax Collector's retains original
EHD	Accounting	BILLING LEDGER FOR FISCAL YEAR	1 year	
EHD	Accounting	BUDGET BACKGROUND (funds requests, including supporting docs & working papers)	8 years	
EHD	Accounting	CLAIMS/INVOICES/VOUCHERS INCLUDES INVOICES COVERED BY PURCHASE ORDERS, CLAIMS FOR PAYMENT FORM, & EXPENSE REIMBURSEMENT CLAIMS.	5 years	5 years or after audit, providing that 2 years have elapsed.

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
EHD	Food & Consumer Protection	CLOSED FOOD ESTABLISHMENT INSPECTION REPORTS & PERMIT TO OPERATE	Destroy 5 years after facility is closed.	
EHD	CUPA Admin & Accounting	COMPLAINT FILES	10 years	
EHD	Admin	COMPLAINT LOG	Permanent	
EHD	Recreational Health	CONSTRUCTION PLANS	Permanent	22 CCR § 65507 requires 1 copy to be retained
EHD	Admin	CORRESPONDENCE (general)	3 years	
EHD	Admin	COURT CASE FILE	6 years	Some documents may be retained (e.g. indefinite injunctions, and terms of probation.)
EHD	Admin	DAILY ACTIVITY REPORT	2 years	
EHD	Housing Services	DETENTION FACILITY INSPECTION REPORT	5 years	
EHD	Admin	DIVISION PROGRAM PLAN	Permanent	
EHD	Accounting	DOCUMENTATION FOR FEDERAL OR STATE GRANTS	3 years after annual report	
EHD	Small Public Water System	DOMESTIC WATER SYSTEMS, LARGE. Includes permit amendments, DHS inspection reports	1 year	
EHD	Development Management Services	DRINKING WATER SOURCE ASSESSMENT & PROTECTION GRANT	10 years	
EHD	Small Public Water System	DRINKING WATER SOURCE ASSESSMENT & PROTECTION GRANT	10 years	
EHD	Admin	EQUIPMENT INVENTORIES	1 year	Auditor's Office retains master
EHD	Accounting	EXPENSE ACCOUNTS, PER DIEM, TRAVEL RECORDS	1 year	
EHD	Housing Services	EXTRA OR ADDITIONAL CONSTRUCTION PLANS	Destroy 3 years after final approval or cancellation	
EHD	Food & Consumer Protection	EXTRA OR ADDITIONAL FOOD FACILITY CONSTRUCTION PLANS (blueprints)	Destroy 3 years after final approval or cancellation	
EHD	Food & Consumer Protection	FOOD - borne illness reports	5 years.	Retained in food facility file
EHD	Food & Consumer Protection	FOOD HANDLER TEST RESULTS	5 years.	
EHD	CUPA Hazardous Materials	HAZARDOUS MATERIAL BUSINESS PLAN SKETCH FOR EACH FACILITY.	Destroy 5 years after site closed	
EHD	CUPA Hazardous Waste Generators & Tiered Permitting	HAZARDOUS WASTE GENERATOR FILES, includes inspection reports, correspondence.	5 years.	Program will determine which documents within the file will be retained indefinitely
EHD	CUPA Site Remediation & Oversight	INDUSTRIAL CLEAN UP FILED IN CHRONOLOGICAL DATE RECEIVED. Consists of initial complaint investigation, reports, maps, correspondence and data compiled during mitigation activities.	Permanent	Due to County liability, these files should be kept for future property assessment.
EHD	Development Management Services	INFORMATION DUPLICATED ON PLANNING DIVISION REPORTS	5 years.	

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
EHD	Housing Services	INSPECTION REPORT & PERMIT TO OPERATE ORGANIZED CAMPS	5 years.	
EHD	Recreational Health	INSPECTION REPORT & PERMIT TO OPERATE SWIMMING POOL/SPA AND WADING POOL	5 years.	
EHD	CUPA Hazardous Materials	INSPECTION REPORTS & PERMIT TO OPERATE (includes inspection reports and correspondence)	5 years.	
EHD	Development Management Services	INSPECTION REPORTS & PERMIT TO OPERATE LIQUID WASTE PUMPER TRUCKS	5 years.	
EHD	Solid Waste Services/Local Enforcement Agency/Medical Waste	INSPECTION REPORTS & PERMIT TO OPERATE MEDICAL WASTE TREATMENT FACILITIES	5 years.	H&SC § 118170 states permits are valid for 5 years. H&SC Part 14 on Medical Waste has several code sections requiring a 3 year retention for medical waste facilities, handlers, haulers, etc. and which also require reports to enforcement agency.
EHD	Small Public Water System	INSPECTION REPORTS & PERMIT TO OPERATE SMALL WATER SYSTEM. Includes inspection reports, chemical monitoring results, master file information (photos, plans, permit documents), and historical data and correspondence	10 years	CCR §§ 64259 (b, 2, 4 & 5)
EHD	Solid Waste Services/ Local Enforcement Agency/ Medical Waste	INSPECTION REPORTS & PERMIT TO OPERATE SOLID WASTE FACILITIES	Dispose of only after written discard approval is given by the California Waste Board	14 CCR § 18020
EHD	CUPA UST	INSPECTION REPORTS & PERMIT TO OPERATE UST (includes inspection reports, correspondence, inventory and reconciliation reports)	Permanent	Contract requirement from the State Water Resources Board. Permanent Archive
EHD	Admin	INTERAGENCY AGREEMENTS (agreements with state or federal agencies, cities, other counties)	8 years	
EHD	Food & Consumer Protection	INVESTIGATION REQUESTS	10 years	
EHD	Housing Services	INVESTIGATION REQUESTS	10 years	
EHD	Recreational Health	INVESTIGATION REQUESTS	10 years	
EHD	Housing Services	INVESTIGATION REQUESTS	10 years	
EHD	Solid Waste Services/Local Enforcement Agency/Medical Waste	INVESTIGATION REQUESTS	10 years	
EHD	Small Public Water System	INVESTIGATION REQUESTS	10 years	
EHD	CUPA Admin & Accounting	INVESTIGATION REQUESTS	10 years	

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
EHD	Housing Services	INVESTIGATION REQUESTS - COMPLAINTS OF VARIOUS SUB-STANDARD CONDITIONS EXISTING IN COUNTY	5 years	IR kept is SWEEPS database
EHD	Housing Services	LEAD GRANT	6 years	45 CFR 74.20 requires local governments receiving HHS grants to retain pertinent records for 3 years after final expenditure report and until audit
EHD	CUPA Site Remediation & Oversight	LEAKING UST FILES WHICH CONSIST OF REPORTS, MAPS, CORRESPONDENCE, AND DATA COMPILED DURING MITIGATION ACTIVITIES.	Permanent	Contract requirement from the State Water Resources Board
EHD	CUPA CEM Technical Support	LEGISLATIVE FILES. Includes chaptered legislation analyses and correspondence	5 years	
EHD	Admin	LOGS (i.e., well/septic)	Permanent	Retain in office for reference
EHD	CUPA CEM Technical Support	MANAGEMENT REPORTS, includes quarterly/annual highlights, ab-8 reports, monthly program activity reports, calendar year reports, fiscal year reports	5 years	Used for purposes of budget, research and audits. Re-evaluate at a later date after audit or condensed totals are made
EHD	Solid Waste/Local Enforcement Agency/Medical Waste	MEDICAL WASTE FACILITY REGISTRATION FORMS	5 years	
EHD	Solid Waste Services/Local Enforcement Agency/Medical Waste	MEDICAL WASTE PLANS	Retain until new plan developed	H&SC §§ 117935 & 117960 require filing of plans with enforcement agency
EHD	CUPA Incident Response	MINUTES – hazardous material advisory committee	5 years	
EHD	Admin	MINUTES OF ADVISORY BOARDS OR COMMISSIONS (non decision making bodies)	4 years	
EHD	Admin	MINUTES OF OFFICIAL BOARDS OR COMMISSIONS (GOVERNING OR DECISION MAKING BODIES – official or original minutes)	Permanent	BOS has original minutes -EH retains only those pertinent to EH
EHD	CUPA Site Remediation & Oversight	NON-PETROLEUM SITE FILE. FILED BY FACILITY. Consists of reports, maps, correspondence, and data compiled during mitigation activities.	Permanent	Due to County liability, these files should be kept for future property assessment
EHD	Food & Consumer Protection	OPEN FOOD ESTABLISHMENT INSPECTION REPORTS & PERMIT TO OPERATE	5 years	
EHD	Accounting	PERSONNEL RECORDS/PAYROLL	1 year	Auditor's Office retains original
EHD	Admin	PROGRAM ENFORCEMENT	5 years	
EHD	CUPA CEM Technical Support	PROPOSITION 65 NOTIFICATION REPORT, includes notification report, criteria sheet, follow - up, unauthorized release form, and copy of press release.	5 years	Special files that involve Public Press Releases or Legal action may be maintained indefinitely
EHD	Admin	PURCHASE AND PRINTING ORDERS	1 year	
EHD	Accounting	RECEIPTS AND DEPOSITS FOR ALL FEES COLLECTED – includes deposit orders, general ledger, receipts, daily, credit card transaction, etc.	1 year	
EHD	CUPA Admin & Accounting	SELF AUDIT	Permanent	

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
EHD	Development Management Services	SEWAGE DISPOSAL AND WELL PERMITS TEST RESULTS	Permanent	
EHD	Development Management Services	SUBDIVISION MAPS	Permanent	Retain subdivision maps because of pre-engineering and trenching information
EHD	CUPA Technical Support	SUPERFUND FILES, includes contingency reports, EIRs, fact sheets, and correspondence.	5 years	Special files that involve Legal action may be maintained indefinitely
EHD	Food & Consumer Protection	TAC MINUTES	5 years	
EHD	Development Management Services	TAC MINUTES	5 years	
EHD	Small Public Water System	TAC MINUTES	5 years	
EHD	Solid Waste Services/Local Enforcement Agency/Medical Waste	TATTOOING/PERMANENT COSMETICS INSPECTION REPORT	5 years	
EHD	Development Management Services	TENTATIVE PARCEL MAPS	Permanent	Original map retained in County Surveyors. This does not include test trench information
EHD	CUPA Hazardous Waste Generators & Tiered Permitting	TIERED PERMITTING FILES, includes inspection reports, correspondence.	5 years	Program will determine which documents within the file will be retained indefinitely
EHD	Food & Consumer Protection	TOBACCO GRANT	6 years	
EHD	Admin	TRANSITORY MATERIALS (transmittal letters, informational bulletins and other materials with short-term reference.	6 months	
EHD	CUPA Incident Response	TUOLUMNE COUNTY HAZARDOUS MATERIAL AREA RESPONSE PLAN AND TELEPHONE NUMBER UPDATE	Permanent	
EHD	Development Management Services	USE PERMIT/REZONE/ZONE CHANGES LOT LINE ADJUSTMENTS, ETC.	5 years	Original is retained in County Planning Department
EHD	CUPA UST	UST INSTALLATION, REMOVAL AND MODIFICATION PLANS.	Permanent	Due to county liability, these files should be kept for future property assessment. Permanent archive
EHD	Solid Waste Services/Local Enforcement Agency/Medical Waste	VECTOR REPORTS i.e. rabies bite log, etc.	5 years	
EHD	Small Public Water System	WATER DISCHARGE REQUIREMENT FILE	Destroy 2 years after facility closes	
EHD	Small Public Water System	WATER SAMPLING SHEETS - consists of bacteriological examination of waters & plant reports	5 years	

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Elections		STATEMENT OF ECONOMIC INTEREST annual statement of public officials disclosing financial interests as required by the political reform act. Also known as conflict of interest statement.	Copies - Destroy at any time	GC § 81009 - Official records may be destroyed after 7 years
Engineering		CORRESPONDENCE FILES	2 years	
Engineering		DRAWINGS	Permanent	
Engineering		PROJECT FILES	Permanent	
Farm Advisor		CORRESPONDENCE-TRANSITORY (e.g. transmittal letters, thank you's, meetings, notices, etc.) see comments	Destroy at any time	Provided they are not retained in the "regular course of business" GC § 26202
Farm Advisor		AGREEMENTS: ADMINISTRATION RECORDS (correspondence, payments, etc.)	10 years	Audit standards=7 years; statute of limitations: contracts & design spec's=4 years, wrongful death = comp. +5 years, developers = comp. + 10 years; CCP §§ 336(a), 337 et seq., GC § 26202, contractor has retention in 48 CFR § 4.703
Farm Advisor		AUDITS: all other (special districts, trust funds, etc.)	Permanent	The department supervising the audit maintains the original permanently; GC § 26201.
Farm Advisor		CHRONOLOGICAL FILES (copies of correspondence)	Permanent	Department preference GC § 26202.
Farm Advisor		COMMISSIONS, COMMITTEES & BOARDS: INTERNAL - E.G. safety committee	2 years	GC § 26202
Farm Advisor		COMPLAINTS (WRITTEN FROM CITIZENS): operational or county personnel	5 years	Statute of limitations for personal property, fraud, etc. is 3 years; wrongful death during construction is 5 years; statute of limitations for public official misconduct is discovery of offense + 4 years; claims must be filed in 6 months; state and federal laws indicate until final disposition of formal complaint; state requires 2 years after action; CCP §§ 338 et seq. 340 et seq., 342; EVC § 1045, GC §§ 9465.6, 12946, 26202; PC §§ 801.5, 803(c), VC § 2547
Farm Advisor		CORRESPONDENCE-routine (e.g. administrative, chronological, general files, letters, memorandums, miscellaneous reports, reading files, working files, etc.)	2 years	Clerk of the Board is OFR for documents presented at BOS meeting GC § 26202
Farm Advisor		GRANTS: applications, reports, and final information	6 years	Consistent with County Accounting Committee; HUD requirements 3 years; Uniform Admin, Requirements for Grants to Local Governments in 3 years from expenditure report; HUD § 2228.2 rev-3, 29 CFR § 97.42, GC § 26202; Grant issuer has requirements under various CFRs
Farm Advisor		PERSONNEL FILES: departmental records & files	Destroy upon termination	Human Resources is OFR for official personnel files; Departments are to maintain and destroy departmental files pursuant to policy issued by the Human Resources Department GC § 26201
Farm Advisor		PRESS RELEASES	2 years	GC § 26202
Farm Advisor		REFERENCE MATERIALS: brochures, manuals, newsletters, policies, procedures & reports: produced by outside organizations (chamber of commerce, etc.)	Non-Records Destroy at any time	Non-records
Farm Advisor		REFERENCE MATERIALS: brochures, manuals, newsletters, policies, procedures & reports: produced by your department	2 years or until revised	GC § 26202 (Whichever is later)
Farm Advisor		REFERENCE MATERIALS: BROCHURES, MANUALS, NEWSLETTERS, POLICIES, PROCEDURES & REPORTS: PRODUCED BY OTHER DEPARTMENTS	When Superseded	Copies; GC § 26201

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Farm Advisor		REPORTS & STUDIES (other than annual reports)	10 years	Information is outdated after 10 years; GC § 26202
Farm Advisor		SPECIAL EVENTS	4 years	statute of limitations: "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC § 26202 CCP §§337, 343
Farm Advisor		SURVEYS/QUESTIONNAIRES: summaries	2 years	Source documents are considered Transitory records and can be destroyed when no longer required; GC § 26202
Farm Advisor		TELEPHONE MESSAGES	2 years	GC § 26202
Farm Advisor		TIME SHEETS/TIME CARDS	4 years	Data is submitted electronically to Auditor; IRS requires 4 years; CA. requires 2 yr. Min.; FTB keeps 3 years; Cal. Dept. of Fair Requirements 4 years; Published articles show 7 10 years; IRS Req. §§ 31.6001-1(e)(2), R&TC §19530; LC § 1174(d); GC § 26202
HR/Risk Manage		PERSONNEL FILES	5 years 7 years safety	
HR/Risk Manage		RISK MANAGEMENT CLAIMS	5 years after closed	
HR/Risk Manage		WORKERS COMPENSATION	5 years or indefinitely	Indefinitely if there is future medical liability
HR/RM		EMPLOYMENT APPLICATIONS	1 years 5 year Safety Only	Only applications for "open" jobs are accepted and retained jobs are accepted and retained
HSA	Child Welfare Services/ Eligibility	ADOPTIONS AFDC/FOSTER CARE SEVERELY EMOTIONALLY DISTURBED (SED): The following are included in the case files: application and appeals; overpayments; income and eligibility verification system (IEVS) and fraud; child support and referrals; eligibility report; notice of action (NOA); verifications; correspondence; miscellaneous supporting documents	3 years after the date the last State expenditure report was made to the Federal Dept. of Health and Human Services	Records and their supporting documents must be retained when there is an open Federal or State Audit. Case records in which criminal or civil litigation was involved are to be retained for 3 years after final claim is submitted for Federal reimbursement. While not required by regulation, it is desirable that those AFDC/CalWORKs case records, and their supporting documents, identified by CDSS as federal sample quality control cases containing as error be retained until the federal sanction process is resolved for the applicable federal fiscal year. Foster Care cases affected by the following court action will be retained until the court case is closed, settled or dismissed: <u>Bass v. Anderson</u>
HSA	Adult Services	ADULT PROTECTIVE SERVICES (APS). The following are included in the Case Files: cover sheet; logs; service plan; reassessment; original Referral; SOC § 341; correspondence	3 years after closure	The manual of policies and procedures for the CDSS - §§ 10-119.2, and the W&IC § 10851 specify a minimum retention period for social services records and their supporting documents of three years. The three years retention period begins on the date on which public social services were last provided.
HSA	Eligibility	AFDC/Cal C43C47WORKs. The following are included in the case files: application and appeals; overpayments; income and eligibility verification system (IEVS) and fraud; child support and referrals; eligibility report; notice of action (NOA); verifications; correspondence; miscellaneous supporting documents	3 and one-half years after closure	Cases affected by the follow court actions are kept beyond 3 years or until the court case is closed, settled or dismissed: <u>Rush v. Anderson</u> ; <u>Miller, et.al. v. Carlson</u> ; <u>Andreyeva v. Anderson</u> ; <u>Anderson v. Saenz</u> ; <u>Nickols v. Saenz</u>
HSA	Public Health	CA CHILDREN'S SERVICES MEDICAL RECORDS	7 years from date of last service and until the age of 21	

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
HSA	Child Support	CHILD SUPPORT/278L Case Files	3 years after the date the last quarter's State expenditure report is made to the Fed.	Federal regulations require closed case records to be retained for three years after the date that the last quarter's State expenditure report is made to the Federal Government. for the Federal fiscal year that the records were closed. Federal Regulation 45 CFR § 74.53 sets forth the requirements for certain records, which have retention requirements which vary from this general rule. Some records require a longer retention period. These include: Records and their supporting documentation must be retained when they are the subject of an open federal or state audit. Records and their supporting documentation must be retained when they are the subjects of pending civil litigation or when court orders require extended retention periods.
HSA	Child Welfare Services	CHILD WELFARE SERVICES (CWS). The following are included in the case files:- court reports; placement documentation; child's education documents; eligibility; relative placement assessment; case notes; law enforcement documentation; medical/mental health; drug testing; correspondence; case plan/ assessment	3 years or 10 years after closure for cases sent to the DOJ	The manual of policies and procedures for the CDSS - §§ 10-119.2, and the W&I Code § 10851 specify a minimum retention period for social services records and their supporting documents of three years. The three years retention period begins on the date on which public social services were last provided. Substantiated and inconclusive case files sent to the Department of Justice (DOJ) must be kept for 10 years after case is closed.
HSA	Public Health	COMMUNICABLE DISEASE RECORDS (TB and Typhoid)	Patients lifetime	
HSA	Eligibility	COUNTY MEDICAL SERVICES PROGRAM (CMSP). The following are included in the Case Files: application and appeals; overpayments; income and eligibility verification system (IEVS) and fraud; child support and referrals; eligibility report; notice of action (NOA); verifications; correspondence; miscellaneous supporting documents	3 and one-half years after closure	Generally, counties must retain Medi-Cal records documenting eligibility as well as budget documents for three and one-half years after the case is closed. Records are supposed to be retained for three years after the State submits its claim to the Federal Government. Because of the length of time required for Medi-Cal providers to submit claims and for the claims to be processed, the Medi-Cal expenditure report will not be submitted until six months to a year from the month of service. In the case of pending litigation or curt orders, the Department may require counties to retain specified classes of cases beyond this period. The general statute in California (W&IC § 10851) required that public social service records (aid and services) be maintained for three years from the last date of aid or services.
HSA	Public Health	FAMILY PLANNING MEDICAL RECORDS	7 years from date of last service and until the age of 21	
HSA		FISCAL RECORDS	7 years	
HSA	Eligibility	GENERAL ASSISTANCE (GA). The following are included in the Case Files: application and appeals; overpayments; income and eligibility verification system (IEVS) and fraud; child support and referrals; eligibility report; notice of action (NOA); verifications; correspondence; miscellaneous supporting documents	3 years after the date the last Sate expenditure report was made to the Federal Dept. of Health and Human Services And Until Paid in Full	
HSA	Public Health	GRANT RECORDS	End of contract + 3 years	

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
HSA	Public Health	MEDI-CAL ADMINISTRATIVE ACTIVITIES (MAA) and TARGETED CASE MANAGEMENT (TCM)	3 years after closure	All records in support of allowable MAA activities and/or TCM services must be maintained for a minimum of three fiscal years, after the end of the quarter in which the LGA or LEC incurred the expenditures. If an audit is in progress, or forthcoming, all records relevant to the audit shall be retained until the audit's duration or the final resolution of all audit exceptions, deferral and/or disallowance.
HSA	Eligibility	MEDI-CAL. The following are included in the case files: application and appeals; overpayments; income and eligibility verification system (IEVS) and fraud; child support and referrals; eligibility report; notice of action (NOA); verifications; correspondence; miscellaneous supporting documents	3 and one-half years after closure	Generally, counties must retain Medi-Cal records documenting eligibility as well as budget documents for three and one-half years after the case is closed. Records are supposed to be retained for three years after the State submits its claim to the Federal Government. Because of the length of time required for Medi-Cal providers to submit claims and for the claims to be processed, the Medi-Cal expenditure report will not be submitted until six months to a year from the month of service. In the case of pending litigation or court orders, the Department may require counties to retain specified classes of cases beyond this period. The general statute in California (W&IC § 10851) required that public social service records (aid and services) be maintained for three years from the last date of aid or services.
HSA	Eligibility	PA/NA FOOD STAMPS. The following are included in the Case Files: application and appeals; overpayments; income and eligibility verification system (IEVS) and fraud; child support and referrals; eligibility report; notice of action (NOA); verifications; correspondence; miscellaneous supporting documents	3 years from the month of origin for Program Records and 3 Years from the date of closure for fiscal records	All program records are to be retained for a period of three years from the month of origin. Second, all fiscal records and accountable documents are to be retained for three years from the date of fiscal or administrative closure. Cases affected by the follow court actions will be retained until the court case is closed, settled or dismissed: <u>Akter v. Anderson</u> ; <u>Anderson v. Saenz</u> ; <u>Lomeli v. Saenz</u> ; <u>Lopez v. Espy</u> ; <u>Vang v. Healy</u> . Records and their supporting documents for which there is an open Federal or State audit must be retained until resolved.
HSA	Eligibility	WELFARE FRAUD. The following are included in the case files: referral; investigative reports; documentation of evidence	3 years after closure and records are retained for 5 years or longer in the event of overpayment or litigation	The manual of Policies and Procedures for the CDSS - §§ 10-119.2, and the W&I Code § 10851 specify a minimum retention period for social services records and their supporting documents of three years. The three years retention period begins on the date on which public social services were last provided. Records may be retained up to five years or longer in the event of overpayment or litigation.
HSA	Employment Services	WELFARE TO WORK (WTW). The following are included in the case files: correspondence; status reports; referrals/ feedback; agreement/ plans; appraisal; compliance; child care providers	3 years after the date the last State expenditure report was made to the Federal Dept. of Health and Human Services	Records and their supporting documents must be retained when there is an open Federal or State Audit. Case records in which criminal or civil litigation was involved are to be retained for 3 years after final claim is submitted for Federal Reimbursement. Case files are retained beyond 3 years if a financial sanction was imposed
HSA+A383	Adult Services	IN-HOUSE SUPPORTIVE SERVICES (IHSS). The following are included in the case files: miscellaneous supporting documents; correspondence; verification; face sheet; SOC § 293; notice of action (NOA)	3 years after closure	The manual of Policies and Procedures for the CDSS - §§ 10-119.2, and the W&I Code § 10851 specify a minimum retention period for social services records and their supporting documents of three years. The three years retention period begins on the date on which public social services were last provided. IHSS cases affected by the following court actions will be retained until the court case is closed, settled or dismissed: <u>Miller v. Woods</u> ; <u>Tyler v. Anderson</u>
Human Resources		ACCIDENT AND INJURY REPORTS-EMPLOYEE (employee injuries, not including county property - e.g. county Property- e.g. workers compensation)	Copies - Destroy at any time	Human Resources and Sheriff (if appropriate) maintain originals; GC § 26201

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Human Resources		ACCIDENT REPORTS/EMPLOYEES	Copies- Destroyed at any time	Human Resources and Sheriff (if appropriate) maintains originals
Jail		DAILY LOGS	5 years	
Jail		DISPOSITIONS	5 years	
Jail		INMATE FILE	5 years	Contains booking slip, sentence form, property intake form, minute order, property receipt, classification form, property release form, all systems.
Jail		MAINTENANCE LOGS	5 years	
Jail		NO SHOW COMMITMENTS	5 years	
Jail		POPULATION ROSTER	5 years	
Jail		POST LOGS	5 years	
Jail		SAFETY CELL CHECKS	5 years	
Jail		TELETYPES	5 years	
Jail		TITLE 15 LOGS	5 years	
Jail		VISITOR LOGS	5 years	
Jail		YARD LOGS	5 years	
Justice Court Judge		JUSTICE COURT RECEIPTS	not Stated	Requirements for issuance, numbering, filing § 71661
Land Use Development		CORRESPONDENCE FILES	2 years	
Land Use Development		PERMITS	indefinitely	
Land Use Development		PROJECT FILES	Permanent	
Lead Department		APPEALS (e.g. planning commission, tax exemptions)	2 years	Lead department maintains records as part of their file; GC § 26202
Library		ACCIDENT (INVOLVING COUNTY VEHICLES) REPORTS	Copies - Destroy at any time	County Counsel and Sheriff (if appropriate) maintain originals; GC § 26201)
Library		ACCOUNTS RECEIVABLE (patron accounts of non-returned library items, unpaid fines and bills, damage charges etc.)	FY + 4 years	
Library		AGREEMENTS- UNSUCCESSFUL BIDS - infrastructure	Bid Opening + 5 years	Unaccepted infrastructure bids are required for 5 years; county records are a minimum of 2 years; special districts are required to keep public works unaccepted bids for 2 years; GC §§ 26202, 26202.1
Library		AGREEMENTS- UNSUCCESSFUL BIDS - not infrastructure	Bid Opening + 2 years	County records are a minimum of 2 years; special districts are required to keep public works unaccepted bids for 2 years; GC §§ 26202, 26202.1
Library		AGREEMENTS: ADMINISTRATION RECORDS (CORRESPONDENCE, PAYMENTS, ETC.)	10 years	Published audit standards=7 years; statute of limitations: contracts & design specs = 4 years, wrongful death =comp. +5 years, developers = comp. +10 years; CCP §§ 336(a), 337 et seq., GC § 26202, contractor has retention in 48 CFR § 4.703
Library		BAD DEBTS RECORDS OF UNCOLLECTABLE ACCOUNTS - includes: invoices & related backup	note	Records may be destroyed in Accordance with Retention Schedule. Once account deemed non-collectable, account is 5Y past statute of limitations, or relief of accountability granted, whichever comes earlier.
Library		BOARD OF SUPERVISORS LIBRARY - recreations subcommittee: includes: agendas, notices, minutes, etc.	2 years	Brown Act challenges must be filed within 30 or 90 days of action, GC §§ 26202, 54960 (1)(c) (1)
Library		BUDGET RECORDS (used to prepare and support the budget)	FY + 4 years	
Library		CHRONOLOGICAL FILES (copies of director's correspondence)	4 years	
Library		COMMISSIONS, COMMITTEES & BOARDS: citizens advisory formed by county administrator or department head - E.G. task force (all records)	2 years	GC § 26202

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Library		COMPLAINTS (WRITTEN FROM CITIZENS): operational or county personnel	5 years	Statute of limitations for personal property, fraud, etc. is 3 years; wrongful death during construction is 5 years; statute of limitations for public official misconduct is discovery of offense + 4 years; claims must be filed in 6 months; state and federal laws indicate until final disposition of formal complaint; state requires 2 years after action; CCP §§338 et seq. 340 et seq., 342; EVC 1045, GC §§9465.6, 12946, 2602; PC §§801.5, 803(c), VC2547
Library		COMPUTER BACKUPS (computer backups of systems, applications and data files.	1 week	
Library		COMPUTER DATABASE MASTER DATABASE FOR THE TUOLUMNE COUNTY LIBRARY INCLUDES: circulation and patron information.	Active	Records are constantly updated.
Library		CONSTRUCTION FILES project files for construction or renovation of library facilities. incl.: bid, contract, and construction documents, correspondence, reports, studies, design records, safety records and environmental docs	Permanent	CCP § 337.15 statute of limitation on actions on latent deficiencies in design, survey, construction., inspection. etc. is 10 years after completion of project except in case of fraud, personal injury or death. If library no longer wants to keep official record send to county archives.
Library		CONSTRUCTION FILES maps, plans blueprints	Permanent	CCP § 337.15 statute of limitation on actions on latent deficiencies in design, survey, construction, inspection, etc. is 10 years after completion of project, except in case of fraud, personal injury or death. If library no longer wants to keep official record send to county archives.
Library		CONTRACTS AND AGREEMENTS (contracts for goods & services not related to construction.) includes: contracts, change orders, amendments, correspondence, and other backup	5 years	CCP § 337.15 statute of limitation on actions is 4 years after the expiration or termination of contract.
Library		CORRESPONDENCE- transitory (e.g. transmittal letters, thank you's, meetings, notices, etc.) see comments	Destroy at any time	Provided they are not retained in the "regular course of business" GC § 6202
Library		CORRESPONDENCE-routine (administration, chronological general files, letters, misc. reports)	2 years	
Library		GIFTS AND DONATIONS (private, copies of correspondence, descriptions or donations, etc.)	8 years	Matches other grant retention
Library		GRANTS: applications, reports, and final information	6 years	Consistent with County Accounting Committee; HUD requirements 3 years; Uniform Admin, Requirements for Grants to Local Governments in 3 years from expenditure report; HUD § 2228.2 rev-3, 29 CFR § 97.42, GC § 26202; Grant issuer has requirements under various CFRs
Library		INTERLIBRARY LOAN DOCUMENTS USED TO SUPPORT INTERLIBRARY LOAN TRANSACTIONS. INCLUDES PATRON REQUEST CARDS, AND PERIODICAL REQUEST FORMS.	Upon Completion	Destroy records after the Interlibrary Loan Transaction is complete. Items containing patron circulation information are confidential in accordance GC § 6254(j).
Library		INTERLIBRARY LOAN TRANSACTION REPORT (report filed with the state documentation interlibrary loan transaction), includes reports and backup.	Fiscal year + 4 years	5 CCR § 20265(b): Permits destruction of records after 4 years.
Library		LIBRARY HISTORY - Tuolumne County (items that illustrate the history of the Tuolumne county library). includes: scrap books, histories, newspaper clippings, etc	Permanent	If the library no longer wants to retain records they should be sent to the County Archives for permanent retention

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Library		LITERACY PROGRAM RECORDS OF LEARNERS AND TUTORS IN THE READING PLUS LITERACY PROGRAM. Includes intake form, test results, etc.	5 years	Destroy records 5 years after the close of the file or when the file becomes inactive. Records identifying students are confidential.
Library		PATRON REGISTRATION COMPLETED APPLICATIONS FOR LIBRARY CARDS. (Includes: registration cards.	Review	Destroy records after review by Supervisor.
Library		PERSONNEL FILES: departmental records & files	Destroy upon termination	Human Resources is OFR for official personnel files; Departments are to maintain and destroy departmental files pursuant to policy issued by the Human Resources Department GC § 26201
Library		PRESS RELEASES	2 years	GC § 26202
Library		REFERENCE MATERIALS: BROCHURES, MANUALS, NEWSLETTERS, POLICIES, PROCEDURES & REPORTS: PRODUCED BY LIBRARY	2 years or when superseded	GC § 26202 (Whichever is later)
Library		REPORTS & STUDIES (other than annual reports)	10 years	Information is outdated after 10 years; GC § 26202
Library		REPORTS: ANNUAL (such as the annual report to the public library fund, state librarian, for the certification necessary to receive state funds, and annual literacy program reports sent to the state)	Permanent	EDC § 18023 requires the filing of an annual report with the State Librarian to obtain state funding. If the library no longer wants to retain the records, they should be sent to the County Archives for permanent retention.
Library		STATISTICS-PERMANENT detailed financial and operational statistics. Includes periodic and year end statistics.	Permanent	If the library no longer wants to retain records they should be sent to the County Archives for permanent retention.
Library		SURVEYS/QUESTIONNAIRES: summaries	2 years	Source documents are considered Transitory records and can be destroyed when no longer required; GC § 26202
Library		TIME SHEETS/TIME CARDS	4 years	Data is submitted electronically to Auditor; IRS requires 4 years; CA requires 2 yr. Min.; FTB Keeps 3 years; Cal. Dept. of Fair Requirements 4 years' Published articles show 7 10 years: IRS Req. §§ 31.6001-1(e)(2), R&TC § 19530; LC § 1174(d); GC § 2602
Library		VOLUNTEERS PERSONNEL NOTES AND RECORDS OF HOURS SERVED BY VOLUNTEERS, includes: personnel notes, volunteer timesheet.	CAL + 5 years	
Library		WORK ORDERS/PURCHASE REQUEST FORM USED TO REQUEST REPAIRS AND SERVICES FROM THE FACILITIES MANAGER, includes: branch, request signatures, approval, cost, remarks.	Upon Completion	Destroy copies after completion of the request.
Office of Revenue Recovery		ACCOUNT ADJUSTMENT FORMS.	2 years	GC § 26202
Office of Revenue Recovery		AGED ACCOUNTS LIST	2 years	GC § 26202
Office of Revenue Recovery		ALL PAPER RECORDS OF ACCOUNTS PAID IN FULL.	2 years	GC § 26202
Office of Revenue Recovery		COMPUTER FILES OF ACCOUNTS PAID IN FULL FOR 4 YEARS INCLUDING ALL RECORDS OF PAYMENTS	4 years	
Office of Revenue Recovery		DAILY REPORTS OF PAYMENTS RECEIVED	2 years	GC § 26202

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Office of Revenue Recovery		MISCELLANEOUS MANAGEMENT REPORTS.	2 years	GC § 26202
Office of Revenue Recovery		MONTHLY REPORTS OF MONEY COLLECTED FOR EACH COUNTY DEPARTMENT	2 years	GC § 26202
Office of Revenue Recovery		MONTHLY REPORTS OF NEW ACCOUNTS ADDED.	2 years	GC § 26202
Office of Revenue Recovery		RECEIPTS, DEPOSIT PERMITS, CASH DRAWER DAILY BALANCING SHEETS AND MONTHLY CASH STATEMENTS	2 years	GC §26202
Probation Department		PROBATION RECORDS	5 years	Not stated; CCP § 131.3
Public Defender		CLAIM FORMS	2 years	
Public Defender		CLIENT FILES - conservatorship (LPS)	4 years	
Public Defender		CLIENT FILES - contempt	4 years	Active status depends on length of probation
Public Defender		CLIENT FILES - felonies	8 years	Standard probation for felonies is five years
Public Defender		CLIENT FILES - misdemeanors	4 years	Standard probation for misdemeanor is three years
Public Defender		CLIENT FILES - parental rights	4 years	
Public Defender		CORRESPONDENCE - non client related	2 years	
Public Defender		TELEPHONE LOGS	2 years	
Purchasing Agent		REQUISITIONS	3 years	Not stated; GC § 25501.5
Recorder		CONTRACTS, SPECIFICATIONS, BONDS	May be returned 2 years after completion, or destroyed after 5 years	not stated; GC § 27205
Recorder		DOCUMENTS UNDELIVERABLE BY MAIL & UNCALLED FOR	10 years	Paper records may be destroyed after 2 years if imaged
Recorder		DONDERO TRAIL	Copies- destroyed at any time	Recorders Office maintains all originals
Recorder		EASEMENTS	Copies- Destroyed at any time	Recorders Office maintains all originals
Recorder		ENCROACHMENT PERMITS	Copies- Destroyed at any time	Recorders Office maintains all originals
Recorder		FEDERAL TAX LIENS	8 years	Not stated; GC § 27206
Recorder		INDICES: all official records, vital statistics, etc.	Permanent	GC §§ 26202, 27320-27336, 27360-27388
Recorder		LAYOUT SHEETS, RIGHT OF WAY MAPS	not Stated	Requirements for maintaining and filing; S-H §§ 128-129
Recorder		MAPS	indefinitely	GC §§ 26202, 66464-66468, 66469-66472
Recorder		TEMPORARY INDEX SHEETS PREPARED BY KEY PUNCH OR PRINTING MACHINE	1 year	May be destroyed after permanent indexes completed from same key punch cards; GC § 27265
Recorder		VITAL STATISTICS: births, death & marriage certificates	Permanent	GC §§ 26202, 27320-17336, 27360-27388
Recreation		AGREEMENTS: ADMINISTRATION RECORDS (correspondence, payments, etc.)	10 years	Published audit standards=7 years; statute of limitations: contracts & design spec's=4 years, wrongful death = comp. +5 years, developers = comp. + 10 years; CCP §§ 336(a), 337 et seq., GC § 26202, contractor has retention in 48 CFR § 4.703

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Recreation		COMPLAINTS (WRITTEN FROM CITIZENS): OPERATIONAL OR COUNTY PERSONNEL	5 years	statute of limitations for personal property, fraud, etc. is 3 years; wrongful death during construction is 5 years; statute of limitations for public official misconduct is discovery of offense + 4 years; Claims must be filed in 6 months; State and Federal laws indicate until final disposition of formal complaint; State requires 2 years after action; CCP §§ 338 et seq. 340 et seq., 342; EVC § 1045, GC §§ 9465.6, 12946, 26202; PC §§ 801.5, 803(c), VC § 2547
Recreation		CORRESPONDENCE-routine (e.g. administrative, chronological, general files, letters, memorandums, miscellaneous reports, reading files, working files, etc.)	2 years	Clerk of the Board is OFR for documents presented at BOS meeting GC § 26202
Recreation		CORRESPONDENCE-TRANSITORY (e.g. transmittal letters, thank you's meetings, notices, etc.) see comments	Destroy at any time	Provided they are not retained in the "regular course of business" GC § 26202
Recreation		GRANTS: applications, reports, and final information	6 years	Consistent with County Accounting Committee; HUD requirements 3 years; Uniform Admin, Requirements for Grants + Local Governments in 3 years from expenditure report; HUD § 2228.2 rev-3, 29 CFR § 97.42, GC § 26202; Grant issuer has requirements under various CFRs
Recreation		INCIDENT REPORTS	3 years	
Recreation		PERSONNEL FILES: DEPARTMENTAL RECORDS & FILES	Duration of Employment plus 1 year	Human Resources is OFR for official personnel files; Departments are to maintain and destroy departmental files pursuant to policy issued by the Human Resources Department GC § 26201
Recreation		PROPERTY: EQUIPMENT INVENTORY, SPECIFICATIONS		All departments are required to file inventories with Clerk or Auditor, which must be retained for 5 years; GC §§24051, 26202
Recreation		REFERENCE MATERIALS: brochures, manuals, newsletters, policies, procedures & reports: produced by your department	2 years	GC § 26202
Recreation		REPORTS & STUDIES (other than annual reports)	10 years	Information is outdated after 10 years; GC § 26202
Recreation		BOARD OF SUPERVISORS SUBCOMMITTEES: (agendas, notices, correspondence, etc.)	2 years	Brown Act challenges must be filed within 30 or 90 days of action; GC §§ 26202, 54960.1(c)(1)
Recreation		COMMISSIONS, COMMITTEES & BOARDS: INTERNAL - E.G. SAFETY COMMITTEE	2 years	GC § 26202
Recreation		REFERENCE MATERIALS: brochures, manuals, newsletters, policies, procedures & reports: produced by outside organizations (chamber of commerce, etc.)	Non-Records Destroy at any time	Non-records
Recreation		REFERENCE MATERIALS: brochures, manuals, newsletters, policies, procedures & reports: produced by your department	When Superseded	Copies; GC § 26201
Recreation		SPECIAL EVENTS, e.g. orient express run, facility use applications	4 years	statute of limitations: "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC § 26202 CCP §§ 337, 343
Recreation		SURVEYS/QUESTIONNAIRES: summaries	2 years	Source documents are considered Transitory records and can be destroyed when no longer required; GC §26202
Reporter		REPORTING NOTES	10 years	May be destroyed by court reporter or clerk; GC § 69955
Road		CORRESPONDENCE FILES	2 years	
Road		PROJECT FILES	Permanent	
Road		ROAD FILES	indefinitely	
Sheriff		11850 HEALTH AND SAFETY CODE CRIME REPORTS	Permanent	
Sheriff		290 PENAL CODE CRIME REPORTS	Permanent	

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Sheriff		DAILY BULLETIN/PUBLIC LOG	2 years	
Sheriff		FELONY CRIME REPORTS	3 years	Providing: 1) It does not have an unserved warrant. 2) It does not involve a stolen vehicle or firearm that has not been recovered. 3) It does not include violations listed in PC § 800. 4) The case is not presently involved in either civil or criminal litigation.
Sheriff		FELONY CRIME REPORTS INVOLVING CRIMINAL DEATH CASES	Permanent	
Sheriff		FIELD INVESTIGATION CARDS	2 years	
Sheriff		FILED PAPERS OR RECORDS BOOKS CREATED UNDER LAND TITLE ACT	Varies	Destruction subject to GC §§ 26205.5; 27207.
Sheriff		INFRACTION CITATIONS	3 years	
Sheriff		MISCELLANEOUS NON-CRIMINAL OFFICER'S CONTACT REPORTS	2 years	
Sheriff		MISDEMEANOR CRIME REPORTS	3 years	Providing that case does not have an unserved warrant and is not involved in a civil or criminal litigation
Sheriff		RECORDS OF LOST AND FOUND ITEMS	2 years	
Sheriff		UNSERVED FELONY WARRANTS AND CORRESPONDING CASES	5 years	Warrant is returned to Court
Sheriff		UNSERVED MISDEMEANOR WARRANTS AND CORRESPONDING CASES	3 years	Warrant is returned to Court
Sheriff's Civil		CONCEALED WEAPONS PERMIT APPLICATION	3 years	
Solid Waste		ACCOUNTING FILES	5 years	
Solid Waste		CORRESPONDENCE	2 years	
Solid Waste		PROJECT FILES	Permanent	
Special Districts		PROPOSALS, BIDS, FOR CONSTRUCTION	2 years	Resolution required by legislative body of district; GC § 60202
Special Districts		SPECIAL DISTRICT DUPLICATE RECORDS	None	Resolution required by legislative body of district. Original or photographic copy must be on file; GC § 60200
Special Districts		SPECIAL DISTRICT RECORDS	2 years	Resolution required by legislative body of district. Record required by statute expected; GC § 60201
Special Districts		SPECIAL DISTRICT RECORDS	None	Resolution required by legislative body of district. Establishes conditions for microfilming; GC § 60203
Survey		CORRESPONDENCE	2 years	
Survey		MAPS	indefinitely	
Survey		PROJECT FILES	5 years	
Tax Collector		ABSTRACT, UNSECURED	5 years	R & T § 2928 -After paid or relief of accountability
Tax Collector		BANKRUPTCY FILES	2 years	GC § 26202
Tax Collector		CORRESPONDENCE (inter-department memos, published legal notices, bulk transfers)	2 years	GC § 26202
Tax Collector		DEPOSIT PERMITS, JOURNAL ENTRIES, CASH RECEIPT BOOKS	5 years	GC § 26202
Tax Collector		LIENS AND LIEN RECORDS	12 years	GC §§ 26205, 26205.1
Tax Collector		MOBILE HOME TAX CLEARANCE CERTIFICATES	2 years	GC § 26202
Tax Collector		PROPERTY SOLD AND DEEDED REPORTS	12 years	GC § 26205.1
Tax Collector		PUBLIC SALES/AUCTION RECORDS	12 years	GC §§ 26205, 36205.1
Tax Collector		SILVER MEDALLION DEPOSITS	5 years	GC § 26202
Tax Collector		SUMMARY JUDGMENT UNSECURED TAXES	10 years	R&TC § 3105
Tax Collector		SUPPLEMENT TAX ROLLS (cross-reference, breakdown, refunds and reconstitution)	12 years	R&TC § 4377

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Tax Collector		SUPPLEMENTAL TAX TRANSFER TO UNSECURED	12 years	GC § 26205.1
Tax Collector		TAX BILL PAID STUBS, CORTAC TAPE PAYMENTS	2 years	GC § 26202
Tax Collector		TAX COLLECTION TRUST RECORDS	12 years	GC § 26205
Tax Collector		TAX COLLECTORS CERTIFICATES OF REDEMPTION	12 years	R&TC § 4107
Tax Collector		TAX PAYMENT RECORDS AND RECEIPTS	2 years	GC §26202
Tax Collector		TAX PREPAYMENT (BLA'S, mobile homes parcel maps, subdivisions)	5 years	GC §26202
Tax Collector		TAX ROLLS, DELINQUENT, SECURED AND SUPPLEMENTAL	12 years	R&TC §4377
Tax Collector		TAX ROLLS, GENERALLY	2 years	Not stated; GC §26908
Tax Collector		TAX ROLLS, UNSECURED	5 years	R&TC §2928
Tax Collector		TAX-DEFAULTED SUBJECT TO POWER TO SELL RECORDS	12 years	GC § 26205
Tax Collector		TOT FILES	7 years	
TGH - All Other Departments	TGH - All Other Departments	BUSINESS RECORDS	Varies	The record retention schedule of all other TGH department records is as proposed in the "Records Retention Guide," Sixth Edition - July 1997, published by the California Healthcare Association.
TGH Business Office	TGH Business Office	PATIENT ACCOUNTS INFORMATION	6 years	Since 1/01/99 all patient claims and account information are stored on the hospital's Meditech system. Paper records will be maintained offsite until at least six years of data is stored in Meditech. 22 C.C.R., § 51502.1
TGH Laboratory	TGH Laboratory	OUTPATIENT CLINICAL TEST RESULTS	2 years	Reports must be kept at least two years. 42 CFR § 493.1107. Since 1/01/99 all test reports of studies performed at TGH have been maintained on the Meditech system.
TGH Medical Records	TGH Medical Records	PATIENT RECORDS (includes inpatient, emergency room, clinic and outpatient surgery records)	10 years	Non-emancipated minors - 1 year after reaching age 18, and in no event less than seven years. HSC, § 123145, 22 CCR §§ 70751(c), 71551(c); 72543(a), 74731(d), 75055(a), 77143(c), and 79351(a).
TGH Radiology	TGH Radiology	X-RAY FILMS	7 years	Films are retained for seven years. Report copies are maintained for 10 years, the same retention as other medical records.
Transportation		ACCOUNTING FILES	4/7 years	4 years for state funds, 7 years for federal funds
Transportation		CORRESPONDENCE	2 years	
Transportation		PROJECT FILES	5 years	
Treasurer		BANK STATEMENTS	5 years	GC §26202
Treasurer		BONDS	5 years	After the life of the bond or after last audit.
Treasurer		BOOKS OF ACCOUNT FOR RECEIPTS & WARRANTS	5 Years	GC § 27002.1
Treasurer		CANCELLED BONDS & INT. COUPONS	5 Years	Conditions fixed by Treasurer; GC § 53921
Treasurer		DAILY CASH COUNT REPORTS	2 years	GC § 26202
Treasurer		DEPOSIT PERMITS	Varies	GC § 26202, GC § 26205.5, 27001
Treasurer		INVESTMENT RECORDS	5 years	GC § 26202
Treasurer		PURCHASE ORDER	2 years	GC §26202
Treasurer		RECEIPT & DISBURSEMENT REPORTS	5 years	Requirements for submission & filing; GC §27063
Treasurer		TREASURY CORRESPONDENCE	3 years	GC § 26202

Office of Record	Item No. OR Classification	Record Category	Total Retention	Comments/Reference
Retention begins when an act is complete and implies a full file folder (e.g. last document + 2 years) since disposal is normally by file folder. Court orders, litigation, complaints, and/or claims suspend normal retention periods.				
When retention is not specified by statute a reasonable retention period should be established by the responsible office, documented in their retention schedule, AND then followed. Establishing and following your "normal course of doing business" may be critical in the event of litigation. Do NOT save records "just in case".				

Legend of Abbreviations

ACIP = Airport Capital Improvement Plan	EC = Election Code	MOU = Memorandum of Understanding
ACO = Animal Control Officer	EDC = Education Code	NOA = Notice of Action
ADEA = Age Discrimination in Employment Act	EEOC = Equal Employment Opportunity Commission	NOD = Notice of Decision
AG = Agricultural Department	EHD = Environmental Health Department	NOE = Notice of Exemption
AGO = Attorney General Opinion	EIR = Environmental Impact Report	OD = Optical disk, CD, DVD
ALUC = Airport Land Use Commission	ENF = Enforcement Letters for Pesticides	OFR = Office of Record
APC = Air Pollution Control	EXP = Expiration	ORR = Office of Revenue Recovery
BBA = Board of Building Appeals	F & V = Fruit & Vegetable	PC = Penal Code
BLA = Boundary Line Adjustment	F&GC = Fish & Game Code	PCB = Pest Control Business
BOS = Board of Supervisors	Fd & Ag = Food & Agriculture	PCOR = Preliminary Change of Ownership Record
BOSPC = Board of Supervisors Planning Committee	FPPC = Fair Political Practices Commission	PDP = Pest Detection Report
BOSRAC = Board of Supervisors Resource Advisory Council	FTB = Franchise Tax Board	Ppr = Paper
CAC = County Agricultural Commissioner	GC = Government Code	PW = Public Works
CAFR = Comprehensive Annual Financial Report	GIS = Geographical Information System	QC = Quarantine Certificate
Cal/EPA = California Environmental Protection Agency	H&SC = Health & Safety Code	R&TC = Revenue & Taxation Code
CAO = County Administrative Office	HHS = Health & Human Services	RFP = Request for Proposals
CCP = Code of Civil Procedure	HPRC = Historic Preservation Review Commission	RFQ = Request for Qualifications
CCR = California Code of Regulations	HQ = Headquarters	S = Scan
CDD = Community Development Department	HR = Human Resources	S-H = Streets & Highways Code
CDF = California Department of Forestry	HAS = Human Services Agency	SPCB = Structural Pest Control Board (Dept. of Consumer Affairs)
CDFA = California Department of Food & Agriculture	HUD = Housing & Urban Development	TAC = Technical Advisory Committee
CDFG = California Department of Fish & Game	I = Import	TGH = Tuolumne General Hospital
CDPR = California Department of Pesticide Regulations	IR = Investigation Requests	TOT = Transient Occupancy Tax
CEQA = California Environmental Quality Act	IRS = Internal Revenue Service	USDA = United States Department of Agriculture
CFR = Code of Federal Regulations	ISS = Information Services System	USEPA = United States Environmental Protection Agency
CHPR = Comprehensive Annual Reports	JPA = Joint Powers Authority	UST = Underground Storage Tanks
CIP = Capital Improvement Plan	LC = Labor Code	VC = Vehicle Code
COR = Change of Ownership	LLA = Lot Line Adjustments	W&IC = Welfare & Institutions Code
CRQ = Cash Receipts Quarterly	LPS = Lanterman-Petris-Short Act	WAM = Weights & Measures
CUPA = Certified Unified Program Agency	LSA = Lot Split Agreements	WH&S = Worker Health & Safety (CA Dept. of Pesticide Regulations)
DPR = California Department of Pesticide Regulations	M = Microfiche	
DPW = Department of Public Works	Mag = Computer magnetic media	
DSA = Deputy Sheriff's Association	Mfr = Microforms	