



RECORDS CONTROL SCHEDULE

DEPARTMENT / DIVISION / SECTION

ALL DEPARTMENTS
AND AGENCIES

ADMINISTRATION

ORIGINAL APPROVAL

May 24, 1977
Board Resolution
77-847

REVISION DATES

9-14-99

SCHEDULE NO.

16 B

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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			REMARKS
		OFFICE	RECORDS CENTER	DISPOSITION	
	<p>Notes:</p> <p>This Records Control Schedule applies to standard administrative records that are maintained by all County agencies.</p> <p>The following retention periods apply only to the "agency official record copy" as designated by each agency. Any duplicate copy of the same record retained by the agency may be destroyed at any time without regard to the stated retention period if the agency determines there is no administrative need to retain the duplicate copy. Destruction of duplicate copies is authorized pursuant to Government Code Section 26201.</p> <p>References to a "County official record copy" refers to the single copy that is kept to meet retention requirements pursuant to law, contract, grant, County policy, etc. References to this official copy are made only when a single agency (such as the Auditor-Controller) maintains the official copy for all other County offices.</p> <p>If a law, contract, grant, County policy, etc., requires that a specific agency file and preserve a record for a period longer than that stated on this schedule, the longer retention period will apply.</p> <p>Retention periods shall be extended when necessary to comply with audits, civil and criminal actions, and any other matter requiring the continued retention of the records.</p> <p>"Audit" refers to all required audits, including audits by external regulatory/funding auditors.</p> <p>If any of the following records are also included on a separate agency Records Control Schedule, the retention period on the agency schedule will apply.</p> <p>"Agency Accounting Copy" refers to records maintained by the accounting unit assigned to the agency, whether or not the accounting unit reports directly to the Auditor-Controller.</p> <p>The term "agency" refers to an agency, department, or similar major unit of County organization.</p>				



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1	TRANSITORY ADMINISTRATIVE RECORDS Contains records which may be destroyed at any time due to their temporary and nonessential nature. This includes, but is not limited to, the following: Preliminary drafts of correspondence, reports and other documents; notes, worksheets and other materials not kept in the regular course of business; duplicate copies of documents used for reference only; transmittal letters and routing slips; notices of meetings and other events; brochures, newsletters, and other publications.	Retain until administrative value ends.	—	Destroy after administrative value ends (no minimum retention period).	GC. 26205.1
2	CORRESPONDENCE FILE Routine correspondence issued and received by the department.	Retain 2 years minimum.	—	May destroy after 2 years.	
3	GENERAL REFERENCE FILE Various records generated or received by the department, including reports, studies, statistical analyses, policies, and correspondence.	Retain 2 years minimum.	—	May destroy after 2 years.	
4	REFERENCE LIBRARY Contains published and non-published materials, including manuals, codes and regulations, catalogs, journals, and other materials.	Retain until obsolete.	—	May destroy after obsolete.	
5	EMPLOYEE PERSONNEL RECORDS, AGENCY PERSONNEL COPY Forms and correspondence pertaining to each employee's personnel history. May include copies of performance evaluations, correspondence, and other documents.	Retain until employee termination from agency + 5 years.	—	Destroy after employee termination from agency + 5 years.	CEO/Human Resources retains County official record copy.



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6	PERSONNEL RECRUITMENT RECORDS, AGENCY PERSONNEL COPY Includes personnel requisitions, certification lists, interview questions and interview notes for agency specific recruitments.	Retain until date eligible list abolished + 2 years.	—	Destroy after eligible list abolished + 2 years.	At end of retention period, all records relevant to a charge or action against County under EEOC regulation (Title 29, CFR, 1602.14) must be retained until final disposition of charge or action.
7	EMPLOYEE REVIEW NOTIFICATION REPORT, AGENCY PERSONNEL COPY Report indicates dates of employee reviews.	Retain until administrative value ends.	—	Destroy after administrative value ends.	Information is available on-line through Intranet Data Warehouse.
8	MASTER POSITION CONTROL REPORT, AGENCY COPY Report includes all authorized positions.	Retain until administrative value ends.	—	Destroy after administrative value ends.	CEO/Human Resources retains County official record copy.
9	LABOR DISTRIBUTION REPORTS ISSUED BY THE AUDITOR-CONTROLLER, AGENCY ACCOUNTING COPY Includes various labor distribution reports.	Retain until administrative value ends.	—	Destroy after administrative value ends.	Auditor-Controller retains County official record copy.
10	BI-WEEKLY ATTENDANCE REPORTS, AGENCY COPY Contains all attendance information for department employees. Includes biweekly timesheets, report of absence slips, and overtime slips.	Retain current FY + 5 years, or until after audit providing 2 years have elapsed.	—	Destroy after 5 years, or after audit providing 2 years have elapsed.	Auditor-Controller retains County official record copy.



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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			REMARKS
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11	BI-WEEKLY PAYROLL REGISTERS, AGENCY COPY Payroll information for all department employees.	Retain current FY + 5 years, or until after audit providing 2 years have elapsed.	—	Destroy after 5 years, or after audit providing 2 years have elapsed.	Auditor-Controller retains County official record copy.
12	INJURY AND ILLNESS PREVENTION PROGRAM RECORDS, AGENCY COPY Various safety program files maintained for each agency, including the Log and Summary of Occupational Injuries and Illnesses, safety inspection sheets, inspection reports, and safety meeting logs. Records are maintained for reference and availability during Cal/OSHA inspections.	Retain current FY + 5 years.	—	Destroy after 5 years.	
13	WORKERS' COMPENSATION CLAIM FILES, AGENCY COPY Includes claim forms, employer's report (5020), and various investigative and legal reports. Retained by agency for reference only.	Retain until administrative value ends.	—	Destroy after administrative value ends.	CEO/Risk Management retains County official record copy. Medical records retained by Employee Health.
14	PURCHASING RECORDS, AGENCY PURCHASING COPY Various documents relating to the acquisition of office supplies, forms, equipment, and services from vendors. Includes purchase orders, invoices, correspondence, and supporting data. [Note: Requisitions are described below]	Retain current FY + 4 years.	—	Destroy after 4 years.	Auditor-Controller and CEO/Purchasing retain copies of some of the records. Code of Civil Procedure Section 337 limits actions to 4 years.
15	PURCHASE REQUISITIONS, AGENCY PURCHASING COPY Requisitions for supplies, equipment, printing services, and other materiel and services.	Retain current FY + 3 years.	—	Destroy after 3 years.	Government Code Section 25501.5 requires 3-year retention of requisitions.



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16	CONTRACTS AND AGREEMENTS RECORDS, AGENCY PURCHASING COPY Records documenting purchase, rental, lease, maintenance, service, and construction agreements with vendors. Includes bids, proposals, change notices, contracts, and other supporting documents.	Retain until end of FY of final action or expiration of contract + 4 years.	—	Destroy 4 years after end of final action or expiration of contract.	Purchasing and Auditor-Controller retains copies of some of the records. Code of Civil Procedure Section 337 limits action to 4 years.
17	WORK REQUESTS, AGENCY COPY Forms and correspondence relating to requests for alterations, repairs, improvements, and construction through Facilities Operations.	Retain current FY + 3 years.	—	Destroy after 3 years.	PF&RD/Facilities Operations retains County official record copy.
18	TELEPHONE SERVICES RECORDS Includes telephone service requests and related records.	Retain 3 years	—	Destroy after 3 years.	CEO/Telephone Systems retains County official record copy.
19	FIXED ASSET INVENTORY RECORDS, AGENCY COPY Inventory of all departmental fixed assets. List issued by Auditor-Controller.	Retain until updated list is received (2 years minimum).	—	Destroy after updated list is received (2-year minimum).	Auditor-Controller retains County official record copy of inventory list for 5 years, pursuant to Govt. Code Sec. 24051.
20	FIXED ASSET RECORDS, AGENCY COPY Records relating to the control of fixed assets within the department. May include copies of fixed asset documents, disposition orders, and related records.	Retain until final disposition of fixed asset + 5 years.	—	Destroy 5 years after final disposition of fixed asset.	Auditor-Controller retains County official record copy.



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21	REQUESTS FOR CHECKS AND VOUCHERS, AGENCY ACCOUNTING COPY May include supporting documentation that is not retained by the Auditor-Controller.	Retain current FY + 5 years and until after all scheduled audits.	—	Destroy after 5 years and after all scheduled audits.	Auditor-Controller retains County official record copy. Government Code Section 26907 requires 5-year retention of claims, checks, and vouchers by Auditor-Controller.
22	INVOICES PAID, AGENCY ACCOUNTING COPY May include supporting documentation that is not retained by the Auditor-Controller.	Retain current FY + 5 years and until after all scheduled audits.	—	Destroy after 5 years and after all scheduled audits.	Auditor-Controller retains County official record copy of invoices. Government Code Section 26907 requires 5-year retention of claims, checks and vouchers by Auditor-Controller.
23	DEPOSIT ORDERS AND DEPOSIT RECEIPTS, AGENCY ACCOUNTING COPY May include supporting documentation that is not retained by the Auditor-Controller.	Retain current FY + 5 years and until after all scheduled audits.	—	Destroy after 5 years and after all scheduled audits.	Auditor-Controller retains County official record copy of deposit orders and deposit receipts. Government Code Section 26907.2 requires 5-year retention of deposit permits or deposit receipts by Auditor-Controller.



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24	JOURNAL VOUCHERS, AGENCY ACCOUNTING COPY May include supporting documentation that is not retained by the Auditor-Controller.	Retain current FY + 5 years and until after all scheduled audits.	—	Destroy after 5 years and after all scheduled audits.	Auditor-Controller retains County official record copy of journal vouchers. Government Code Section 26907 requires 5-year retention of claims, checks, and vouchers by Auditor-Controller.
25	RECEIPT BOOKS, AGENCY ACCOUNTING COPY Receipt books for monies received for various departmental services.	Retain current FY + 5 years and until after all scheduled audits.	—	Destroy after 5 years and after all scheduled audits.	
26	CASH REGISTER TAPES AND RECEIPTS, AGENCY ACCOUNTING COPY Records pertaining to monies received for various departmental services.	Retain current FY + 5 years and until after all scheduled audits.	—	Destroy after 5 years and after all scheduled audits.	
27	PETTY CASH RECORDS, AGENCY ACCOUNTING COPY Includes check requests, cash advances, and vouchers. May include supporting documentation that is not retained by the Auditor-Controller.	Retain current FY + 5 years and until after all scheduled audits.	—	Destroy after 5 years and after all scheduled audits.	Auditor-Controller retains County official record copy of check requests, cash advances, and vouchers. Government Code Section 26907 requires 5-year retention of claims, checks, and vouchers by Auditor-Controller.



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28	CANCELLED CHECKS, AGENCY ACCOUNTING COPY	Retain current FY + 5 years and until after all scheduled audits.	—	Destroy after 5 years and after all scheduled audits.	
29	NOTICE OF CHECKS RETURNED, AGENCY ACCOUNTING COPY May include supporting documentation that is not retained by the Auditor-Controller. ✓	Retain current FY + 5 years and until after all scheduled audits.	—	Destroy after 5 years and after all scheduled audits.	Auditor-Controller retains County official record copy of notice of checks returned. Government Code Section 26907 requires 5-year retention of claims, checks, and vouchers by Auditor-Controller.
30	EXPENSE ACCOUNT RECORDS, AGENCY ACCOUNTING COPY Includes warrant requests and vouchers May include supporting documentation that is not retained by the Auditor-Controller. ✓	Retain current FY + 5 years and until after all scheduled audits.	—	Destroy after 5 years and after all scheduled audits.	Auditor-Controller retains County official record copy of warrant requests and vouchers. Government Code Section 26907 requires 5-year retention of claims, checks, and vouchers by Auditor-Controller.
31	TRAVEL REQUESTS, AGENCY ACCOUNTING COPY Includes all supporting documentation. ✓	Retain current FY + 3 years.	—	Destroy after 3 years.	Copies of invoices maintained with check copies by Auditor-Controller.



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32	MILEAGE CLAIMS, AGENCY ACCOUNTING COPY Records of employee mileage claims requesting reimbursement. Includes claim forms and supporting documentation. ✓	Retain current FY + 3 years.	—	Destroy after 3 years.	
33	MEMBERSHIP RECORDS, AGENCY ACCOUNTING COPY Includes invoices, authorizations, and payment method. ✓	Retain current FY + 3 years.	—	Destroy after 3 years.	
34	POSTAGE RECORDS, AGENCY ACCOUNTING COPY Records of postage added to postage meter, postage refunds, and postage usage. ✓	Retain current FY + 3 years.	—	Destroy after 3 years.	
35	TELEPHONE BILLS, AGENCY ACCOUNTING COPY Copies of paid bills. ✓	Retain current FY + 3 years.	—	Destroy after 3 years.	
36	AUDIT REPORTS ISSUED BY INTERNAL AUDIT DEPARTMENT, AGENCY COPY	Retain current FY + 5 years.	—	Destroy after 5 years.	Clerk of the Board retains County official record copy.
37	BUDGET MONITORING ACCOUNTING REPORTS ISSUED BY THE AUDITOR-CONTROLLER, AGENCY COPY Various accounting reports, including encumbrance reports, expense reports, and revenue reports. Reports may be issued semi-monthly, monthly, or annually. ✓	Retain until administrative value ends.	—	Destroy after administrative value ends.	Auditor-Controller retains County official record copy.
38	BUDGET RECORDS, AGENCY COPY Documentation collected for budget preparation. ✓	Retain current FY + 2 years.	—	May destroy after 2 years.	
39	COUNTY COUNSEL OPINIONS, AGENCY COPY Opinions on legal matters.	Retain until administrative value ends.	—	Destroy after administrative value ends.	County Counsel retains County official record copy.



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40	BOARD OF SUPERVISORS MINUTES AND AGENDAS, AGENCY COPY	Retain until administrative value ends.	—	Destroy after administrative value ends.	Clerk of the Board retains County official record copy.
41	AGENCY POLICIES AND PROCEDURES	Retain until revised and administrative value ends.	—	Destroy after revised and after administrative value ends.	
42	DESK/APPOINTMENT CALENDARS	Retain until administrative value ends.	—	Destroy after administrative value ends.	
43	QUESTIONNAIRE/SURVEY FILE Includes questionnaires, surveys, and similar records used to gather data for reports and studies.	Retain until administrative value ends.	—	Destroy after administrative value ends.	
44	AUTHORIZED SIGNATURE LIST FILE, AGENCY COPY Signatures of employees authorized to sign purchasing, payroll, personnel, and other forms.	Retain until updated.	—	May destroy after updated.	
45	RECORD DESTRUCTION DOCUMENTATION Records documenting the routine, periodic destruction of departmental records. Includes authorizations to destroy records and other supporting information.	Retain permanently.	—	Permanent.	
46	DATA INPUT DOCUMENTS Records used only as data input sources for a computer system.	Retain until administrative value ends.	—	Destroy after administrative value ends	