

		COUNTY STANDARD ADMINISTRATIVE RECORDS RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE: 5/24/1977	REVISION DATES: 9/14/1999, 9/26/2017, 9/10/2019	SCHEDULE NO. 16D
		Countywide	All	All	All			
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS	
1	ACCOUNTING RECORDS (SUPPORTING DOCUMENTATION ONLY) Supporting documentation for Journal Vouchers, Petty Cash Records, Invoices Paid, Requests for Checks and Vouchers, Notice of Checks Returned and Expense Account Records.		Retain current FY + 5 years and until after all scheduled audits.	Destroy after 5 years and after all scheduled audits.	Gov. Code § 26907	Computer networks and applications, office filing cabinets		
2	APPOINTMENT CALENDARS		Retain 2 years minimum.	May destroy after 2 years.	Gov. Code § 26202	Computer networks and applications, office filing cabinets, email software		
3	AUTHORIZED SIGNATURE LIST FILE Signatures of employees authorized to sign purchasing, payroll, personnel, and other forms.		Retain until updated or 5 years, whichever is longer.	May destroy after updated.	Gov. Code § 26202	Computer networks and applications, office filing cabinets		
4	CASH REGISTER TAPES, RECEIPT BOOKS AND CANCELLED CHECKS Records pertaining to monies received for various departmental services.		Retain current FY + 5 years and until after all scheduled audits.	May destroy after 5 years and after all scheduled audits.	Gov. Code § 26202	Computer networks and applications, office filing cabinets, Records Center		
5	CONTRACTS AND AGREEMENTS RECORDS 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.	May destroy documents after 4 years. However, documents stored electronically in ERMI/CAPS+ and Bidsync are kept permanently.	Code of Civil Procedure § 337	Computer networks and applications, office filing cabinets		
6	DATA INPUT DOCUMENTS Records used only as data input sources for a computer system.		Retain until revised and administrative value ends or 2 years, whichever is longer.	Retain until revised and administrative value ends or 2 years, whichever is longer.	Gov. Code § 26202	Computer networks and applications, office filing cabinets		
7	DEPOSIT ORDERS AND DEPOSIT RECEIPTS (SUPPORTING DOCUMENTATION ONLY) Supporting documentation and related records.		Retain current FY + 5 years and until after all scheduled audits.	Destroy after 5 years and after all scheduled audits.	Gov. Code § 26907.2	Computer networks and applications, office filing cabinets		
8	FISCAL RECORDS Documentation collected for budget preparation.		Retain current FY + 2 years.	May destroy after 2 years.	Gov. Code § 26202	Computer networks and applications, office filing cabinets		
9	FIXED ASSET RECORDS (SUPPORTING DOCUMENTATION ONLY) Supporting documentation relating to inventory of all departmental fixed assets, control of fixed assets within the department, 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.	Gov. Code § 24051	Computer networks and applications, office filing cabinets		


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10	INTELLECTUAL PROPERTY Includes records relating to the County’s intellectual property (e.g. copyright, trademarks, and patents) rights such as contracts, amendments, change orders, license agreements and amendments thereto, assignment agreements, applications and registrations, supporting documents, and other documents evidencing the development, ownership, and/or transfer of such rights by the County and/or to the County.			Life of the intellectual property right + 7 years and until County Counsel and applicable department head approve the destruction of the records in writing.	May destroy after life of the intellectual property right + 7 years and until County Counsel and applicable department head approve the destruction of the records in writing.	Copyright Act of 1976 [17 U.S.C. §§ 101-810 and related statutes]; the Lanham (Trademark) Act [15 U.S.C. Ch. 22 and related statutes]; and the U.S. Patent Act [35 U.S.C. §§ 1 <i>et seq.</i> and related statutes].	Computer networks and applications, office filing cabinets	
11	MEMBERSHIP RECORDS Includes invoices, authorizations, and payment method.			Retain 2 years minimum.	May destroy after 2 years.	Gov. Code § 26202	Computer networks and applications, office filing cabinets, Records Center	
12	MILEAGE CLAIMS Records of employee mileage claims requesting reimbursement. Includes claim forms and supporting documentation.			Retain for 5 years.	Scanned into ERMI. Paper copies are destroyed upon scanning into ERMI. Images kept in ERMI for 5 years. May destroy after 5 years, providing audits are complete.	Gov. Code § 26907	Computer networks and applications, office filing cabinets, Records Center	
13	POLICIES AND PROCEDURES, REGULATIONS AND RULES Officially-adopted policies, procedures or public rules affecting the entire County. Internal procedures and instructions. Guidance on any routine internal procedures or protocols required for day-to-day business operations.			Retain until revised and administrative value ends or 2 years, whichever is longer.	Retain until revised and administrative value ends or 2 years, whichever is longer.	Gov. Code § 26202	Computer networks and applications, office filing cabinets	Departments may want to consider preserving these records as reference materials.
14	POSTAGE RECORDS Records of postage added to postage meter, postage refunds, and postage usage.			Retain 2 years minimum.	May destroy after 2 years.	Gov. Code § 26202	Computer networks and applications, office filing cabinets	
15	PROCUREMENT RECORDS 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.	May destroy documents after 4 years. However, documents stored in ERMI/CAPS+ are kept permanently.	Code of Civil Procedure § 337	Computer networks and applications, office filing cabinets	

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16	PROCUREMENT REQUISITIONS Requisitions for supplies, equipment, printing services, and other material and services.			Retain current FY + 3 years.	May destroy documents after 3 years. However, documents stored in OC Expediter are kept permanently.	Gov. Code § 25501.5	Computer networks and applications, office filing cabinets	
17	PUBLIC RECORDS ACT REQUESTS Requests, responses and responsive records.			Retain 2 years minimum.	May destroy after 2 years.	Gov. Code § 26202	Computer networks and applications	Note that the retention period for the original/non redacted responsive records could expire, but the responsive records should be kept for 2 years.
18	RECORD DESTRUCTION DOCUMENTATION Records documenting the routine, periodic destruction of departmental records. Includes authorizations to destroy records and other supporting information.			Retain 2 years minimum.	May destroy after 2 years.	Gov. Code § 26202	Computer networks and applications, office filing cabinets	
19	RECORDINGS OF PHONE AND RADIO COMMUNICATIONS			Retain for 100 days or until pending investigation is over.	May destroy after 100 days or until pending investigation is over.	Gov. Code § 26202.6	Computer networks and applications	
20	RESEARCH Includes questionnaires, surveys, and similar records used to gather data for reports and studies.			Retain until administrative value ends.	May destroy after revised and after administrative value ends.	Gov. Code § 26205.1, 64 Cal. Op. Att'y Gen. 317 (1981)	Computer networks and applications, office filing cabinets	
21	ROUTINE VIDEO MONITORING			Retain 1 year or until pending investigation is over.	May destroy after 1 year or until pending investigation is over.	Gov. Code § 26202.6	Computer networks and applications	
22	TELEPHONE BILLS Copies of paid bills.			Retain 2 years minimum.	May destroy after 2 years.	Gov. Code § 26202	Computer networks and applications, office filing cabinets	
23	TRAVEL REQUESTS Includes all supporting documentation.			Retain for 5 years.	May destroy after 5 years, providing audits are complete.	Gov. Code § 26907	Computer networks and applications, office filing cabinets, Records Center	

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Item No.	TITLE AND DESCRIPTION OF RECORDS			RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS
24	TRAINING RECORDS Curriculum and materials developed.			Retain until revised and administrative value ends or 2 years, whichever is longer.	Retain until revised and administrative value ends or 2 years, whichever is longer.	Gov. Code § 26202	Computer networks and applications, office filing cabinets	
25	TUITION REIMBURSEMENTS Includes all supporting documentation.			Retain for 5 years.	May destroy after 5 years, providing audits are complete.	Gov. Code § 26907	Computer networks and applications, office filing cabinets, Records Center	
26	VOLUNTEER/INTERN FILES May include, but are not limited to, application/registration/placement documents, background screening verification, monitoring/reporting/training/service records.			Retain records for duration of Volunteer/Intern placement + minimum of 2 years.	May destroy records 2 years after Volunteer/Intern placement has ended.	Gov. Code § 26202	Computer networks and applications, office filing cabinets	
27	WORK REQUESTS (SUPPORTING DOCUMENTATION ONLY) Supporting documentation relating to requests for alterations, repairs, improvements, and construction.			Retain 2 years minimum.	May destroy after 2 years.	Gov. Code § 26202	Computer networks and applications, office filing cabinets	

**NOTE:**

1. Records prepared or received other than pursuant to state statute or county charter, or records that are not expressly required by law or County policy to be filed and preserved may be destroyed.
2. The County Archivist should be consulted to preserve records of historical value prior to their ultimate disposition. Records subject to a legal hold or Public Records Act request must be retained.
3. Departments should not store duplicate copies at the Records Center, although Departments may have duplicate copies of the following records in which the County official record is kept by a single department pursuant to its Departmental Records Retention Schedule, including but not limited to:

Auditor-Controller: Labor Distribution Reports, Bi-Weekly Timesheets, Payroll Registers, Fixed Asset Inventory, Requests for Checks and Vouchers, Invoices Paid, Deposit Orders and Receipts, Journal Vouchers, Petty Cash, Cancelled Checks, Notice of Checks Returned, Expense Account.

Clerk of the Board: Audit Reports Issued by Internal Audit and Office of Performance Audit, Board of Supervisors Minutes and Agendas. County Counsel: County Counsel Opinions.

County Executive Office - Human Resource Services: Employee Personnel, Personnel Recruitment, Employee Review Notification Report, Master Position Control Report. County Executive Office - Information Technology: Telephone Services.

County Executive Office - Risk Management: Injury and Illness Prevention Program, Workers' Compensation Claim Files.

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## DEPARTMENTAL RECORDS RETENTION SCHEDULE

Attachment B

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