

No. 95-13

Filed: December 17, 2013

By: [Signature]  
Clerk of the Board of Supervisors



**RESOLUTION**  
OF THE BOARD OF SUPERVISORS OF THE COUNTY OF TUOLUMNE

In the Matter of the Tuolumne )  
County Records Retention Schedule )

**WHEREAS**, a records retention schedule provides County Departments and staff with timelines to maintain records; and

**WHEREAS**, a records retention schedule further identifies and compiles the legal requirements found across a vast array of statutes, regulations, rules, contracts or department policy for the retention of various County records, including electronic storage, and thereby indicate when a record may be destroyed; and

**WHEREAS**, the County Counsel's Office developed a Records Retention Schedule template for use by each County Department and for use in developing a County-wide Records Retention Schedule; and

**WHEREAS**, in order to provide a central location for the storage and retrieval of records, the County constructed the Carlo M. De Ferrari Archives Building which became operational on June 8, 2001; and

**WHEREAS**, County Counsel and Department Heads developed the proposed Records Retention Schedule in a manner that will allow the efficient use of the Archives Building; and

**WHEREAS**, the proposed retention schedules were presented at a public meeting on December 17, 2013 and there has been opportunity for the interested public to make comments.

**NOW THEREFORE, BE IT RESOLVED** that the "County of Tuolumne Records Retention Schedules" presented as an attachment to this resolution, are hereby approved.

BE IT FURTHER RESOLVED, that the Clerk of this Board of Supervisors is hereby authorized and directed to record a certified copy of this resolution, attested by the clerk under seal, in the office of the County Recorder.

ADOPTED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF TUOLUMNE ON December 17, 2013.

<b>AYES:</b>	1 <sup>st</sup> District	<u>Brennan</u>	<b>NOES:</b>	_____ District	<u>_____</u>
	2 <sup>nd</sup> District	<u>Hankelt</u>		_____ District	_____
	3 <sup>rd</sup> District	<u>Rape</u>	<b>ABSENT:</b>	_____ District	<u>_____</u>
	4 <sup>th</sup> District	<u>Shay</u>		_____ District	_____
	5 <sup>th</sup> District	<u>Podger</u>	<b>ABSTAIN:</b>	_____ District	<u>_____</u>

*[Signature]*

CHAIR OF THE BOARD OF SUPERVISORS

ATTEST: *[Signature]*  
Clerk of the Board of Supervisors

No. 95-13.

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

By: *[Signature]*  
APICIA L. JAMAR  
Clerk of the Board

COUNTY OF TUOLUMNE  
**RECORDS  
RETENTION SCHEDULE**



Office of the County Counsel  
2 South Green Street  
Sonora, CA 95370  
(209) 533-5517

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**EXHIBIT A**

No. \_\_\_\_\_

Filed: \_\_\_\_\_, 2013

By: \_\_\_\_\_

Clerk of the Board of Supervisors



## RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF TUOLUMNE

In the Matter of the Tuolumne            )  
County Records Retention Schedule    )

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**ADOPTED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF TUOLUMNE ON THIS 17<sup>TH</sup> DAY OF DECEMBER, 2013.**

**AYES:** 1<sup>st</sup> District \_\_\_\_\_  
2<sup>nd</sup> District \_\_\_\_\_  
3<sup>rd</sup> District \_\_\_\_\_  
4<sup>th</sup> District \_\_\_\_\_  
5<sup>th</sup> District \_\_\_\_\_

**NOES:** \_\_\_\_\_ District \_\_\_\_\_  
\_\_\_\_\_ District \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_ District \_\_\_\_\_  
\_\_\_\_\_ District \_\_\_\_\_  
**ABSTAIN:** \_\_\_\_\_ District \_\_\_\_\_

\_\_\_\_\_  
CHAIR OF THE BOARD OF SUPERVISORS

**ATTEST:** \_\_\_\_\_  
Clerk of the Board of Supervisors

No. \_\_\_\_\_



**EXHIBIT B**

## LEGEND/ABBREVIATIONS

ACIP=Airport Capital Improvement Plan  
ACO=Animal Control Officer  
AG=Agricultural Department  
ALUC=Airport Land Use Commission  
APC=Air Pollution Control  
BBA=Board of Building Appeals  
BLA=Boundary Line Adjustment  
BOS=Board of Supervisors  
BOSSWC=Board of Supervisors Solid Waste Committee  
CAFR=Comprehensive Annual Financial Report  
Cal/EPA=California Environmental Protection Agency  
CAO=County Administrative Office  
CCP=Code of Civil Procedure  
CCR=California Code of Regulations  
CDF=California Department of Forestry  
CDFA=California Department of Food & Agriculture  
CDFG=California Department of Fish & Game  
CDPR=California Department of Pesticide Regulations  
CEQA=California Environmental Quality Act  
CFR=Code of Federal Regulations  
CHPRs=Comprehensive Annual Reports  
CIP=Capital Improvement Plan  
CIWMB=California Integrated Waste Management Board  
COR=Change of Ownership  
CRA=Community Resources Agency  
CRQ=Cash Receipts Quarterly  
CRWQCB=California Regional Water Quality Control Board  
CUPA=Certified Unified Program Agency  
DOC=California Department of Conservation  
DPR=California Department of Pesticide Regulations  
DSA=Deputy Sheriff's Association  
DTSC=Department of Toxic Substances Control  
EC=Election Code  
EEOC=Equal Employment Opportunity Commission  
EHD=Environmental Health Department  
EIR=Environmental Impact Report  
EMS=Emergency Medical Services  
ENF=Enforcement Letters for Pesticides  
EXP=Expiration  
F & V=Fruit & Vegetable  
FPPC=Fair Political Practices Commission

FTB=Franchise Tax Board  
GC=Government Code  
GIS=Geographical Information System  
HPRC=Historic Preservation Review Commission  
HR=Human Resources  
HUD=Housing & Urban Development  
IRS=Internal Revenue Service  
IT=Information Technology  
JPA=Joint Powers Authority  
LC=Labor Code  
LEA=Local Enforcement Agency  
LLAs=Lot Line Adjustments  
LPS=Lanterman-Petris-Short Act  
LSAs=Lot Split Agreements  
MOU=Memorandum of Understanding  
NOA=Notice of Action  
NOD=Notice of Decision  
NOE=Notice of Exemption  
ORR=Office of Revenue Recovery  
PC=Penal Code  
PCB=Pest Control Business  
PCOR=Preliminary Change of Ownership Record  
QC=Quarantine Certificate  
RFP=Request for Proposals  
RFQ=Request for Qualifications  
SPCB=Structural Pest Control Board (Dept. of Consumer Affairs)  
STC=Standards and Training for Corrections  
TAC=Technical Advisory Committee  
TGMF=Tuolumne General Medical Facility  
TOT=Transient Occupancy Tax  
USDA=United States Department of Agriculture  
UST=Underground Storage Tanks  
VC=Vehicle Code  
W&I / WIC=Welfare & Institutions Code

EXHIBIT C

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records		Departmental or County Tracking Information		Title and Description of Records		Statutory or Other Authority Controlling Retention		RETENTION PERIOD AND DISPOSITION OF RECORDS					Comments and Notes	
								Active When In Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	
Agriculture	Admin		Correspondence	Government Code § 26202				2 years	3 years	5 years	Paper	Yes	Yes	
Agriculture	Admin		Draft Documents	Government Code § 26202			Retain until final approval			Retain until final approval	Paper	Yes	Yes	
Agriculture	Admin		Complaints	Government Code § 26202			2 years	3 years	3 years	5 years	Paper	Yes	Yes	
Agriculture	Admin		Personnel Policy/Forms				Retain current			Retain current	Paper	Yes	Yes	County Docs/HR
Agriculture	Admin		Individual Personnel Files				Retain for current employees			Retain for current employees	Paper	Yes	Yes	County Docs/HR
Agriculture	Admin		Payroll Reports				2 years	3 years	3 years	5 years	Paper	Yes	Yes	County Docs/Auditor
Agriculture	Admin		Staff/Safety Meetings				3 years			3 years	Paper	Yes	Yes	County
Agriculture	Admin		Budget/Exp./Financial Stmt.				2 years	6 years	6 years	8 years	Paper	Yes	Yes	County, CDFA, DMS
Agriculture	Admin		Contracts/MOU-Federal	Intergovernmental Coop 1968			2 years	6 years	6 years	8 years	Paper	Yes	No	USDA, USFS
Agriculture	Admin		Contracts/MOU-State or County	Government Code § 26202			2 years	3 years	3 years	5 years	Paper	Yes	No	CDFA, CDPR, CalIPC, SPCB
Agriculture	Admin		Calendars, Appts, Call Logs	Government Code § 26202			2 years	2 years	2 years	2 years	Paper	Yes	Yes	
Agriculture	Admin		Monthly Reports	Government Code § 26202			2 years	3 years	3 years	5 years	Paper	Yes	Yes	CDFA, CDPR, DMS
Agriculture	Admin		Draft Rpts. Time Tracking/Ag Time				3 years			3 years	Paper, Electronic storage	Yes	No	County Docs
Agriculture	Admin		Ag Advisory/WA/Planning agendas and minutes	Government Code § 26201			2 years	Permanent	Permanent	Permanent	Paper, Electronic storage	Yes	Yes	County
Agriculture	Admin		Legal Case w/ Permanent Injunction				Permanent			Permanent	Paper, Electronic storage	Yes	No	Per direction of County Counsel
Agriculture	Admin		Department applicable Resolution or Ordinance	Department Discretion			Retain current			Retain current	Paper, Electronic storage	Yes	Yes	
Agriculture	Pest Detection		Determination Slips	Government Code § 26202			3 years			3 years	Paper, Electronic storage	Yes	Yes	CDFA
Agriculture	Pest Detection		Trapping Dailies	Government Code § 26202			2 years	3 years	3 years	5 years	Paper	Yes	No	County
Agriculture	Pest Eradication		Contracts, MOU, Spray Records	Government Code § 26202			2 years	3 years	3 years	5 years	Paper	Yes	No	CDFA, CDPR
Agriculture	Pest Eradication		Compliance Agreements	Government Code § 26202			2 years	3 years	3 years	5 years	Paper	Yes	No	
Agriculture	Pest Management		GWSS shipments	Intergovernmental Coop 1968			2 years	3 years	3 years	5 years	Paper	Yes	Yes	CDFA
Agriculture	Pest Management		Weed/Pest Projects/Agreements	Government Code § 26202			2 years	3 years	3 years	5 years	Paper	Yes	No	
Agriculture	Pest Exclusion		Enforcement/Actions/Violations	Government Code § 26202			2 years	3 years	3 years	5 years	Paper	Yes	Yes	CDFA
Agriculture	Pest Exclusion		Quarantine Ship Notice/Rpt./Hold	Government Code § 26202			2 years	3 years	3 years	5 years	Paper	Yes	Yes	CDFA
Agriculture	Pest Exclusion		Post Entry	Government Code § 26202			2 years	3 years	3 years	5 years	Paper	Yes	Yes	CDFA
Agriculture	Pest Exclusion		State-Phyto	Government Code § 26202			2 years	3 years	3 years	5 years	Paper	Yes	No	CDFA
Agriculture	Pest Exclusion		Feed-Phyto	Export Manual-01/2012-14			2 years	3 years	3 years	5 years	Paper, Electronic storage	Yes	No	USDA
Agriculture	Pest Exclusion		Compliance Agreements	Government Code § 26202			2 years	3 years	3 years	5 years	Paper	Yes	No	CDFA, USDA
Agriculture	PUE		PUE Eval from DPR/Workplan	Government Code § 26202			2 years	3 years	3 years	5 years	Paper	Yes	No	CDPR, County
Agriculture	PUE		Registration/OIN/Permits Files	Government Code § 26202			2 years	3 years	3 years	5 years	Paper, Electronic storage	Yes	No	CDPR/SPCB/County
Agriculture	PUE		Continuing Education/Testing	Code of Regs 6513			2 years	3 years	3 years	5 years	Paper	Yes	Yes	CDPR/SPCB
Agriculture	PUE		Investigation/Enforcement/Action	Government Code § 26202			2 years	3 years	3 years	5 years	Paper	Yes	No	CDPR/SPCB
Agriculture	PUE		Penalties/Appeals	Government Code § 26202			2 years	3 years	3 years	5 years	Paper	Yes	Yes	CDPR/SPCB/County
Agriculture	Seed		Stop Sale/Cert./Permit/Insp./Action	Government Code § 26202			2 years	3 years	3 years	5 years	Paper	Yes	Yes	CDFA
Agriculture	Nursery		Insp./Non Compl./Action	Government Code § 26202			2 years	3 years	3 years	5 years	Paper	Yes	Yes	CDFA

RETENTION PERIOD AND DISPOSITION OF RECORDS										
Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When In Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	Comments and Notes
Agriculture	Nursery	Agreements/Certification	Government Code § 26202	2 years	3 years	5 years	Paper	Yes	No	CDFPA, USDA, County
Agriculture	Nursery	Individual Nursery Files		Retain current files + 3 years		Retain current files + 3 years	Paper	Yes	Yes	CDFPA, County
Agriculture	F & V	Insp./Non Compl./Action	Government Code § 26202	2 years	3 years	5 years	Paper	Yes	Yes	CDFPA
Agriculture	F & V	Direct Mkt./Farmers Mkts/CPC	Government Code § 26202	2 years	3 years	5 years	Paper	Yes	No	CDFPA/County
Agriculture	Organic	Individual Reg Forms	Government Code § 26202	2 years	3 years	5 years	Paper	Yes	Yes	CDFPA
Agriculture	Egg	Inspections Rpts./NOV/Actions	Government Code § 26202	2 years	3 years	5 years	Paper	Yes	Yes	CDFPA
Agriculture	Aplary	Registration/Insp./Action/Abate	Government Code § 26202	2 years	3 years	5 years	Paper	Yes	Yes	CDFPA/County
Agriculture	Crop Statistics	Survey Data	Government Code § 26202	2 years		2 years	Paper, Electronic storage	Yes	Yes	County
Agriculture	Crop Statistics	Ag Disasters	Government Code § 26202	2 years	3 years	5 years	Paper	Yes	Yes	CDFPA/USDA/County
Agriculture	Crop Statistics	Crop Reports		Permanent		Permanent	Paper, Electronic storage	Yes	No	County
Weights & Measures	Admin	Standards Inventory/Certificates		Permanent		Permanent	Paper	Yes	No	
Weights & Measures	Admin	Contracts/MOU-Federal		Permanent		Permanent	Paper	Yes	No	
Weights & Measures	Admin	Contracts/MOU-State, County		2 years	6 years	8 years	Paper	Yes	No	
Weights & Measures	Admin	NOV/Investigation/Enforcement		2 years	3 years	5 years	Paper	Yes	No	DMS
Weights & Measures	Admin	Proposed Act./NOPA/Hearing		2 years	3 years	5 years	Paper	Yes	No	DMS
Weights & Measures	Admin	Settlements/Decisions		2 years	3 years	5 years	Paper	Yes	No	DMS
Weights & Measures	Admin	Legal Case w/ Permanent Injunction		Permanent		Permanent	Paper, Electronic storage	Yes	No	Per direction of County Counsel
Weights & Measures	Admin	Department applicable Resolutions or Ordinance	Department Discretion	Retain current		Retain current	Paper, Electronic storage	Yes	Yes	
Weights & Measures	Device	Fee Resolution/Schedule		Retain current		Retain current	Paper, Electronic storage	Yes	Yes	County/DMS
Weights & Measures	Device	Inspections/Violations		2 years	3 years	5 years	Paper	Yes	Yes	County/DMS
Weights & Measures	Device	Device Registration		2 years	3 years	5 years	Paper, Electronic storage	Yes	Yes	County
Weights & Measures	Service Agent	Registrations/Licenses		2 years	3 years	5 years	Paper	Yes	Yes	DMS
Weights & Measures	Service Agent	Violations/Enforcement		2 years	3 years	5 years	Paper	Yes	Yes	DMS
Weights & Measures	QC	Inspections/Complaints/Audits		2 years	3 years	5 years	Paper	Yes	Yes	DMS
Weights & Measures	Weightmaster	Applications/License		2 years	3 years	5 years	Paper	Yes	Yes	DMS
Weights & Measures	Weightmaster	Tares/Warning Notice/Audits		2 years	3 years	5 years	Paper	Yes	Yes	DMS
Weights & Measures	Petroleum	Inspections/Audits		2 years	3 years	5 years	Paper	Yes	Yes	DMS
Air Pollution	Petroleum	Correspondence		2 years	3 years	5 years	Paper	Yes	Yes	County
Air Pollution	Petroleum	Draft Documents		Retain until final or approval		Retain until final or approval	Paper, Electronic storage	Yes	Yes	
Air Pollution	Petroleum	Complaints		2 years	3 years	5 years	Paper, Electronic storage	Yes	Yes	

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS						Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	
Air Pollution	Petroleum	Personnel Policy/Forms		Retain current		Retain current	Paper	Yes	Yes	County Docs/HR
Air Pollution	Petroleum	Individual Personnel Files		Retain for current employees		Retain for current employees	Paper	Yes	Yes	County Docs/HR
Air Pollution	Petroleum	Payroll Reports		2 years	3 years	5 years	Paper	Yes	Yes	County Docs/Auditor
Air Pollution	Petroleum	Staff/Safety Meetings		2 years		2 years	Paper	Yes	Yes	County
Air Pollution	Petroleum	Budget/Exp./Finl Stmt./Subvention		2 years	3 years	5 years	Paper	Yes	Yes	County/ARB
Air Pollution	Petroleum	Contracts/MOU-Federal		2 years	6 years	8 years	Paper	Yes	No	
Air Pollution	Petroleum	Contracts/MOU- State, County		2 years	3 years	5 years	Paper	Yes	No	
Air Pollution	Petroleum	Incentive Grant Program Agreements		2 years	3 years	5 years	Paper	Yes	No	
Air Pollution	Petroleum	Calendars, Appis, Call Logs		2 years		2 years	Paper	Yes	Yes	County
Air Pollution	Petroleum	Draft Rpts. Time Tracking		2 years		2 years	Paper, Electronic storage	Yes	No	County
Air Pollution	Petroleum	Permits to Operate		2 years	3 years	5 years	Paper	Yes	Yes	County
Air Pollution	Petroleum	Authority to Construct		2 years	3 years	5 years	Paper	Yes	Yes	County
Air Pollution	Petroleum	Title V Permits		2 years	6 years	8 years	Paper	Yes	No	EPA, County
Air Pollution	Petroleum	Smoke Mgmt Plan		2 years	3 years	5 years	Paper	Yes	Yes	County
Air Pollution	Petroleum	Burn Permits		2 years		2 years	Paper	Yes	Yes	County
Air Pollution	Petroleum	NOV/Actions/Penalties		2 years	3 years	5 years	Paper	Yes	No	County
Air Pollution	Petroleum	Legal Case w/ Permanent Injunction		Permanent		Permanent	Paper	Yes	No	Per direction of County Counsel
Air Pollution	Petroleum	Department applicable Resolution or Ordinance	Department Discretion	Retain current		Retain current	Paper	Yes	Yes	

\*If no statutory authority is cited, use Government Code section 26202

# EXHIBIT D



TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records		RETENTION PERIOD AND DISPOSITION OF RECORDS										
Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	Comments and Notes			
Ambulance/EMS	Ambulance	Pre-hospital care reports-Adult	California Code of Regulations, Division 9, Chapter 2, Article 6, Section 10082(f), Chapter 3, Article 5, Section 100128 a (7)(A-D), and Chapter 4, Section 100175, 6 (A-E).	Minimum 7 years following service	Indefinitely	Indefinite	Paper	Yes	Yes			
Ambulance/EMS	Ambulance	Pre-hospital care reports-Child	California Code of Regulations, Division 9, Chapter 2, Article 6, Section 10082(f), Chapter 3, Article 5, Section 100128 a (7)(A-D), and Chapter 4, Section 100175, 6 (A-E).	At least 1 year after child's 18th birthday, & minimum 7 years following service.	Indefinitely	Indefinite	Paper	Yes	Yes			
Ambulance/EMS	Ambulance	Billing records	Amazon database	Indefinitely	Indefinitely	Indefinite	Electronic Storage	N/A	N/A			
Ambulance/EMS	EMS	Licensure records	Cal Emergency Management Agency	4 years	N/A	4 years	Paper	N/A	N/A			
Ambulance/EMS	EMS	Grant-related documents	Cal Emergency Management Agency (2013 Recipient Handbook Section 11200)	Minimum 3 years following grant period	Indefinitely	Indefinite	Electronic Storage, Paper	Yes	Yes			

\*If no statutory authority is cited, use Government Code section 26202

**EXHIBIT E**

**TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE**

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS						Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	
Animal Control		ANIMAL IMPOUND AND DISPOSITION RECORDS, ADOPTION CONTRACTS	Department preference. Food & Agricultural Code § 32003 requires 3 years.	5 years	N/A	5 years	Paper	Yes	N/A	
Animal Control		BITE REPORTS, STATE RABIES CONTROL REPORTS	Department preference. Could reduce to County-wide standard of 2 years Government Code § 26202	10 years	N/A	10 years	Paper	Yes	N/A	
Animal Control		CITATIONS, CRIMINAL COMPLAINTS, NOTICES OF VIOLATION, PRE & POST SEIZURE PROCEEDINGS, NOTES, PHOTOS, EVIDENCE, ACO LOGS	Department preference. Could reduce to county-wide standard of 2 years Government Code § 26202	10 years	N/A	10 years	Paper, misc.	Yes	N/A	
Animal Control		CONTROLLED SUBSTANCE INVENTORY RECORDS AND EUTHANASIA LOGS	Food & Agricultural Code § 32003	3 years	N/A	3 years	Paper	Yes	N/A	
Animal Control		LEDGER, CLAIMS, PURCHASE ORDERS, DEPOSIT PERMITS, BILLING RECORDS	Department preference. Could reduce to County-wide standard of 2 years pursuant to Government Code § 26202.	5 years	N/A	5 years	Paper	Yes	N/A	
Animal Control		LICENSE FORMS, CALL OUT SLIPS, RADIO LOGS, TIME CARDS	Department preference. Could reduce to County-wide standard of 2 years pursuant to Government Code § 26202.	7 years	N/A	7 years	Paper	Yes	N/A	
Animal Control		MISC. RECORDS: lost & found, trap contracts, activity logs, work schedules	Government Code § 26202	2 years	N/A	2 years	Paper	Yes	N/A	

\*If no statutory authority is cited, use Government Code section 26202

# EXHIBIT F

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS					Comments and Notes	
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged		May Destroy Paper Records After Imaged
Assessor		ASSESSOR'S DOCUMENTS	Revenue & Taxation Code § 465			6 years after lien date	Paper	Yes	Yes after 3 years	
Assessor		AIRCRAFT & VESSEL RECORDS (active)	Assessor or Board may destroy any taxpayer's document lien date plus 6 years; Revenue & Taxation Code § 465, 834.	Change of Ownership + 1 year	5 years	Change of Ownership + 6 years	Paper	Yes	Yes after 3 years	
Assessor		APPEALS: denied or granted	Clerk of BCS maintain the originals Government Code § 25105.5	Final Action + 3 years	2 years	Final Action + 5 years	Paper	Yes	Yes after 3 years	
Assessor		APPRAISAL RECORDS (ACTIVE)	Department preference: administration purposes Government Code § 26202	Permanent	Permanent	Permanent	Paper	Yes	Yes after 3 years	
Assessor		APPRAISAL RECORDS (inactive)	Department preference: administration purposes Government Code § 26202	Permanent	Permanent	Permanent	Paper	Yes	Yes after 3 years	
Assessor		ASSESSMENT ROLLS (unsecured & secured)	Assessor maintains the originals Government Code § 26201	Permanent	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes after 3 years	
Assessor		ASSESSMENT ROLLS STATISTICS	Government Code § 26202	2 years		2 years	Paper	Yes	Yes after 3 years	
Assessor		ASSESSOR PARCEL MAPS (active & historical)	All assessor maps maintained permanently for administrative purposes.	Permanent		Permanent	Electronic Storage, Paper	Yes	No	
Assessor		BOARD ORDERS OR ROLL CORRECTIONS	Department Preference: Administration purposes Government Code § 26202	6 years		6 years	Paper	Yes	Yes after 3 years	
Assessor		BUILDING PERMITS	County or City maintain the originals	1 years		1 year	Paper	Yes	Yes after 3 years	
Assessor		BUSINESS PROPERTY RECORDS	Assessor or Board may destroy any taxpayer's document lien date plus 6 years; Revenue & Taxation Code § 465	4 years	2 years	6 years	Electronic Storage, Paper	Yes	Yes after 3 years	
Assessor		CHANGE OF OWNERSHIP (cop)	Assessor maintains the originals; Government Code § 26201	5 years	Permanent	Permanent	Paper	Yes	Yes after 3 years	
Assessor		ESCAPE NOTICE	Assessor or Board may destroy any taxpayer's document lien date plus 6 years; Revenue & Taxation Code § 465	4 years	2 years	6 years	Paper	Yes	Yes after 3 years	
Assessor		EXEMPTION CLAIMS: homeowners veterans or other (active)	Assessor or Board may destroy any taxpayer's document lien date plus 6 years; Revenue & Taxation Code § 465	Permanent		Permanent	Paper	Yes	Yes after 3 years	
Assessor		EXEMPTION CLAIMS: homeowners veterans or other (inactive)	Consistent with Auditing standards	2 years	4 years	6 years	Paper	Yes	Yes after 3 years	
Assessor		MAILING ADDRESS CHANGES	Government Code § 26202	2 years		2 years	Paper	Yes	Yes after 3 years	
Assessor		PERSONAL/BUSINESS PROPERTY RECORDS-CANCELLED ACCOUNTS	Consistent with Auditing standards.	4 years	2 years	6 years	Paper	Yes	Yes after 3 years	
Assessor		PRELIMINARY CHANGE OF OWNERSHIP (PCOR)	Department Preference: Assessor or Board may destroy any taxpayers document lien date plus 6 years; Revenue & Taxation Code § 465	5 years	Permanent	Permanent	Paper	Yes	Yes after 3 years	
Assessor		PROBLEM LETTER FILES	Department Preference: Administration purposes use Government Code § 26202	Permanent	Permanent	Permanent	Paper	Yes	Yes After 3 years	
Assessor		SUBVENTION APPLICATIONS	Department preference, administration purposes.	Permanent	Permanent	Permanent	Paper	Yes	Yes after 3 years	
Assessor		VESSEL & AIRCRAFT RECORDS (cancelled)	Assessor or Board may destroy any taxpayer's document lien date plus 6 years; Revenue & Taxation Code § 465	Change of Ownership + 4 years	2 years	Change of Ownership + 6 years	Paper	Yes	Yes after 3 years	

\*If no statutory authority is cited, use Government Code section 26202

# EXHIBIT G

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS					May Destroy Paper Records After Imaged	Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged		
Auditor		CANCELLED COUNTY, SCHOOL, SPECIAL DISTRICT BONDS & COUPONS	Government Code § 26907.1			5 years	Paper	Yes	Would not want to image	
Auditor		COUNTY, SCHOOL, SPECIAL DISTRICT CLAIMS, WARRANTS, WARRANT VOUCHERS	Government Code § 26907			5 years, if index or register kept	Electronic Storage	Yes		
Auditor		DEPOSIT PERMITS	Government Code § 26907.2	Copies- Destroyed at any time		5 years	Electronic Storage	Yes	Available internal to financial types in departments	
Auditor		DUPLICATE LISTS OF CLAIMS ALLOWED	Government Code § 29747; Government Code § 26907			5 years	Electronic Storage	Yes	GC § specifies content of list.	
Auditor		MONTHLY CASH STATEMENTS	Government Code §§ 24356, 26907			5 years	Paper	Yes		
Auditor		MONTHLY REPORTS (revenue expenditures)		Copies- Destroyed at any time		Copies- Destroyed at any time	Electronic Storage	Yes	Auditor maintains originals, final must be filed with county auditor.	
Auditor		STATEMENTS OF CASH IN TREASURY	Government Code §§ 26920, 26922			Original- permanent; Duplicate, 1 month	Paper	Yes	Copy filed with clerk.	
Auditor		WARRANTS INDEX OR REGISTER	Government Code § 26907			15 years	Electronic Storage	Yes		
Auditor		WELFARE ACCOUNTING RECORDS	Government Code § 26202			2 years	Paper	Yes	Scanned if backup for journal	
Auditor & Library		CASH RECEIPTS (CRO)	Auditor is required to maintain for 5 years; Consistent with Accounts Receivable; Published articles show 2-6 years; Government Code §§ 26202, 24356, 26907.	Current + 1 year	4 years	6 years	Electronic Storage	Yes	Yes; When inactive	
Auditor & Recreation		CASH RECEIPTS (CRO)	Auditor is required to maintain for 5 years; Consistent with Accounts Receivable; Published articles show 2-6 years; Government Code §§ 26202, 24356, 26907.	Current + previous fiscal year. Copies only.	1 Year. Copies only.	6 years	Electronic Storage	Yes	Yes; When inactive	
Auditor & Recreation Department		TIME CARDS	IRS requires 4 years; California requires 2 year. Min.; FTB keeps 3 years; Cal. Dept. of Fair Requires 4 years; Published articles show 7-10 years; IRS Req. §§ 31.6001-1(e)(2), Revenue & Taxation Code § 19530; Labor Code § 1174(g); Government Code § 26202	Copies only. Current + previous fiscal year.	Refer to Auditor Records	4 years	Electronic Storage	Yes	Data is submitted electronically to Auditor.	
Auditor & All departments		JOURNAL VOUCHERS	Government Code § 26202	Copies - Destroy at any time		Copies - Destroy at any time	Electronic Storage	Yes	Auditor maintains originals; Financial records are audited annually.	
Auditor, Tax Collector, Redemption Officer		SECURED DELINQUENT TAX ROLLS	Revenue & Taxation Code § 4377			12 years	Paper	Yes	Abstract must have been certified by auditor; 1912-1913 original secured roll must be retained.	
Auditor & All departments		DEPOSIT PERMITS WITH BACKUP RECEIPTS		Current + 1 year	1 Year	3 years	Electronic Storage	Yes	Yes; When inactive	
Auditor & All departments		MONTHLY CASH STATEMENT		Current + 1 year	1 Year	3 years	Paper	Yes	Yes; When inactive	
Auditor & All departments		PAYROLL PRINTOUTS		Current + 1 year	1 Year	3 years	Electronic Storage	Yes	Yes; When inactive	
Auditor & All departments		RECEIPT BOOKS		Current + 1 year	4 Years	6 years	Paper	Yes	Originaling Department maintains receipt with all backup information; Auditor maintains for 5 years.	
Auditor & All departments		RECEIPTS		Current + 1 year	4 Years	6 years	Electronic Storage	Yes	Originaling Department maintains receipt with all backup information; Auditor maintains for 5 years.	
Auditor's Office		AUDITS; all others (special districts, trust funds etc.)	Government Code § 26201	2 years	Permanent	Permanent	Electronic Storage, Paper	Yes	The department supervising the audit maintains the original permanently.	

If you are listing departments that use the internal cash receipt system, CRA, BSS, BOS, Animal Control etc.  
 \*If no statutory authority is cited, use Government Code section 26202

**EXHIBIT H**



# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS						Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	
Behavioral Health		MANAGED CARE AUDIT RECORDS	Welfare & Institutions Code § 14124.1 [Medi-Cal, 3 yrs.]; but see, 42 CFR § 422.504(g) [provider contract retention requirements, 10 yrs.]	1 year	9 years	10 years	Electronic storage, Paper	Yes	Yes	
Behavioral Health		MANAGED CARE RECORDS: Medical, Medicare, provider contracts	Welfare & Institutions Code § 14124.1 [Medi-Cal, 3 yrs.]; but see, 42 CFR § 422.504(g) [provider contract retention requirements, 10 yrs.]	1 year	9 years	10 years	Electronic storage, Paper	Yes	Yes	
Behavioral Health		MANAGED CARE RECORDS: Grievance/Appeals; Notices of Action (NOAs)	22 CCR § 75055	7 years		7 years	Electronic storage, Paper	Yes	Yes	
Behavioral Health		DEPARTMENT - FINANCE: Deposits, Cost Reports, County Warrant w/ Health Information Claim Forms (HICFs); Journal Entry Transfer Forms (JET Forms)	22 CCR § 75055	7 years		Permanent	Electronic storage, Paper	Yes	Yes	
Behavioral Health		PATIENT TREATMENT/BUSINESS FILES: Treatment Records, Client Billing; Eligibility Determination System (EDS/TUT's [TAR Utilization Tracking]); Firearms Evaluations; Notifications	22 CCR § 75055; Penal Code § 8100 et seq. [firearms evaluations].	7 years (after last date of service)		7 years, if minor, Age 18 + 1 year	Electronic storage, Paper	Yes	Yes	
Behavioral Health		COMPLIANCE RECORDS: Hotline logs, Fraud, Waste or Abuse Reports, HIPAA logs.	22 CCR § 75055	7 years		7 years	Electronic storage, Paper	Yes	No	
Behavioral Health		ADMINISTRATIVE - BUSINESS: Contracts, Leases	CCP § 337, et seq.	Completion + 4 years		4 years	Electronic storage, Paper	Yes	No	
Behavioral Health		ADMINISTRATIVE - CLERICAL: Correspondence, etc.	Government Code § 26202	3 years		3 years	Electronic storage, Paper	Yes	No	
Behavioral Health		Tuolumne County Behavioral Health Advisory Board Materials	Government Code § 26202	Permanent		Permanent	Electronic storage, Paper	Yes	Yes	

\*If no statutory authority is cited, use Government Code section 26202

**EXHIBIT I**

TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

RETENTION PERIOD AND DISPOSITION OF RECORDS							Comments and Notes			
Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention		Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged
Board of Supervisors		UNSOLD BONDS	Government Code §§ 29940, 29943			2 years	Paper	Yes		Notice of intent; public destruction; cannot be reissued without new election.

\*If no statutory authority is cited, use Government Code section 26202

EXHIBIT J

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS					Comments and Notes	
				Active When In Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged		May Destroy Paper Records After Imaged
Clerk of BOS		AGREEMENTS OVER \$5000 (RFP/RFO, successful bid, change orders)		Upon Completion		Upon Completion	Paper	Yes		
Clerk of BOS		BUDGET FILES		Copies- Destroyed at any time		Copies- Destroyed at any time	Electronic Storage & Paper	Yes	Yes: When inactive	Auditor maintains originals, final must be filed with county auditor
Clerk of BOS		COUNTY ORDINANCES AND RESOLUTIONS - Proposed		2 years	2 years	4 years	Paper	Yes	Yes	
Clerk of BOS		ADVISORY BOARDS & COMMISSIONS - applications: appointed	Government Code § 26202	Term of Office (Minimum 2 years)		Term of Office (Minimum 2 years)	Paper	Yes	No	
Clerk of BOS		ADVISORY BOARDS & COMMISSIONS - applications: unsuccessful	Government Code § 26202	2 years		2 years	Paper	Yes		
Clerk of BOS		ADVISORY BOARDS & COMMISSIONS - correspondence	Government Code § 26202	2 years		2 years	Electronic Storage & Paper	Yes		
Clerk of BOS		AFFIDAVIT OF PUBLICATION	Code of Civil Procedure § 337 et seq., § 349-4; Government Code § 26202	2 years	2 years	4 years	Electronic Storage & Paper	Yes		Statute of limitations for mailings for annexations, special districts, bonds is 60 days; municipal government actions is 3-6 months.
Clerk of BOS		AGENDAS	Government Code § 26202	2 years		2 years		Yes		
Clerk of BOS		AGREEMENTS & CONTRACTS: infrastructure over \$10,000 (\$10,000 public works)	Code of Civil Procedure § 337, 337.1(a), 337.15, Government Code § 26202; contractor has retention requirements in 48 CFR § 4.703	Completion + 2 years	Permanent	Permanent	Electronic Storage & Paper	Yes	Yes	CAO is Responsible Department for over \$10,000; CRA-PW is Responsible Department for under \$10,000; statute of limitations is 4 years; 10 years for errors & omissions.
Clerk of BOS		AGREEMENTS & CONTRACTS: mutual aid, joint powers (JPA)	Government Code § 26202	Superseded + 2 years	Permanent	Permanent	Electronic Storage & Paper	Yes	No	
Clerk of BOS		AGREEMENTS & CONTRACTS: non-infrastructure over \$10,000: RFPs & bids - consultants, franchisees, slurry seals, leases, professional services, (not infrastructure projects: see below)		Completion + 2 years	8 years	Completion + 10 years	Electronic Storage & Paper	Yes	Yes: When Active	CAO is Responsible Department for over \$10,000. Statewide guidelines propose completion + 5 years for Non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements.
Clerk of BOS		AGREEMENTS & CONTRACTS: reports & memos re: any agreement (including infrastructure contracts)	Code of Civil Procedure §§ 337, 337.1(a), 337.15; Government Code § 26202	Completion + 2 years	8 years	Completion + 10 years	Electronic Storage & Paper	Yes	Yes: When Inactive	Statute of limitations is 4 years for contracts, (10 years for developers).
Clerk of BOS		AGREEMENTS & CONTRACTS: retirement, PERS retirement agreements	29 CFR § 1627.3(b)(2); Government Code §§ 12946, 26202	2 years	Permanent	Permanent	Electronic Storage & Paper	Yes	No	EEOC/ADEA (Age) requires 1 year after benefit plan termination; state law requires 2 years after action.
Clerk of BOS		AGREEMENTS & CONTRACTS: subdivision, LLAS (lot line adjustments), & LSAS (lot split agreements)	Government Code § 26202	2 years	Permanent	Permanent	Electronic Storage & Paper	Yes	No	Administrative & legal value.
Clerk of BOS		AGREEMENTS & CONTRACTS: title insurance, land records	Government Code § 26202	2 years	Permanent	Permanent	Electronic Storage & Paper	Yes	No	
Clerk of BOS		ANNEXATIONS	Government Code § 26202	2 years	Permanent	Permanent	Electronic Storage & Paper	Yes	No	
Clerk of BOS		ASSESSMENT APPEALS BOARD (includes records obtained from taxpayers) hearings, files	Code of Civil Procedure §§ 338(m), 341 et seq.; Government Code § 25105.5, Revenue & Taxation Code § 465	2 years	Permanent	Permanent	Electronic Storage & Paper	Yes	No	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.

		RETENTION PERIOD AND DISPOSITION OF RECORDS								
Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	Comments and Notes
Clerk of BOS		ASSESSMENT APPEALS BOARD: minutes	Government Code § 26202	2 years		2 years	Electronic Storage & Paper	Yes	No	
Clerk of BOS		ASSESSMENT DISTRICTS (e.g., lighting districts); boundaries maps, diagrams	Government Code § 26202	2 years	Permanent	Permanent	Electronic Storage & Paper	Yes	No	
Clerk of BOS		AUDIO TAPES (board of supervisors meetings)	64 Ops. Atty. Gen. 317; Government Code § 26201	2 years		2 years	Electronic Storage	Yes		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.
Clerk of BOS		AUDITOR/CHPRS: comprehensive annual reports	Government Code § 26202	2 years	Permanent	Permanent	Electronic Storage, Paper	Yes	No	
Clerk of BOS		AUDITOR'S FINANCIAL REPORTS (exempt from CAFR, audits & final budgets)	Government Code § 26202	2 years	3 years	5 years	Electronic Storage, Paper	Yes	Yes: When Inactive	
Clerk of BOS		BIDS - accepted	Code of Civil Procedure §§337, 337.1(a), 337.15; Government Code § 26202; Contractor has retention requirements in 48 CFR § 4.703	Completion + 2 years	8 years	Completion + 10 years	Paper	Yes		CAO is Responsible Department for over \$10,000; CRA-PW is Responsible Department for under \$10,000; statute of limitations is 4 years; 10 years for Errors & Omissions.
Clerk of BOS		BIDS - unaccepted	Government Code § 26202.1	2 years		2 years	Paper	Yes		
Clerk of BOS		BOND BINDERS (various types of bonds from bond counsel)	Code of Civil Procedure §§ 335(a)(1) & (2), 337.5(2)	2 years	8 years	10 years	Electronic Storage, Paper	Yes	Yes: When Inactive	Statute of limitations for bonds issued by local governments are 10 years; Clerk of the BOS retains for Cancellation or Maturity plus 10 years; there are specific requirements for disposal of unused bonds.
Clerk of BOS		BOND BINDERS (various types of bonds from bond counsel)	Code of Civil Procedure §§ 335(a)(1) & (2), 337.5(2)	2 years	8 years	10 years	Electronic Storage, Paper	Yes	Yes: When Inactive	Statute of limitations for bonds issued by local governments are 10 years; Clerk of the BOS retains for Cancellation or Maturity plus 10 years; there are specific requirements for disposal of unused bonds.
Clerk of BOS		BOOKS, RECORDS & ACCOUNTS OF BOARD	Government Code §§ 25-104, 25105	2 years	3 years	5 years	Paper	Yes	Yes	This is a catch-all provision; Required records to be kept in clerk's office & open to public inspection; Authorizes the use of photograph, micrographs, photocopies of records.
Clerk of BOS		BUDGETS: final - includes CIP and treasurers report	Government Code § 26202	2 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes: When Inactive	Statewide guidelines propose completion date plus 2 years.
Clerk of BOS		BUDGETS: primary, drafts, forecasts, line item, allocation to outside agencies, etc.	Government Code § 26202	2 years		2 years	Electronic Storage, Paper	Yes		Statewide guidelines propose completion date plus 2 years.
Clerk of BOS		CLAIMS & COMPLAINTS	Government Code § 26201	2 years		2 years	Electronic Storage, Paper	Yes		Clerk to retain copy; Originals to County Counsel

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS					May Destroy Paper Records After Imaged	Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged		
Clerk of BOS		CLAIM LOGS	Government Code § 26202	2 years		2 years	Electronic Storage, Paper	Yes	Yes	
Clerk of 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	Government Code § 26202	2 years	1 year	3 years	Electronic Storage, Paper	Yes	Yes: When Superseded	
Clerk of BOS		CONFLICT OF INTEREST	Government Code § 26202	5 years		5 years	Electronic Storage, Paper	Yes	Yes: When Superseded	Code is revised at least biennially; FPCC opinion requires agency to retain forms and manuals for 5 years.
Clerk of BOS		CONSOLIDATED ANNUAL FINANCIAL REPORTS (CAFR)	Department preference; Government Code §§ 26202, 40802	2 years	1 year	3 years	Electronic Storage, Paper	Yes	Yes: When Superseded	Statewide guidelines propose completion date plus 7 years.
Clerk of BOS		CORRESPONDENCE: submitted to BOS on any subject		1 year		1 year	Paper	Yes		See Elections for initiatives, recall or referendum petitions.
Clerk of BOS		COUNTY-wide plan (draft EIR, correspondence to BOS, etc.)	Government Code § 26202	2 years		2 years	Electronic Storage, Paper	Yes		
Clerk of BOS		COUNTY-WIDE PLAN (adopted plans, elements, amendments, specific plans, final EIRs)	Government Code § 26202	2 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes: When Superseded	
Clerk of BOS		DEEDS: loan programs to others (e.g. housing)	Government Code § 26202	2 years	Payoff + 2 years	Payoff + 4 years	Electronic Storage, Paper	Yes	No	
Clerk of BOS		DEEDS: property owned by county	Government Code § 26202	2 years	Permanent	Permanent	Electronic Storage, Paper	Yes	No	
Clerk of BOS		EASEMENTS	Government Code § 26202	2 years	Permanent	Permanent	Electronic Storage, Paper	Yes	No	
Clerk of BOS		ELECTION RESOLUTIONS (calling the election, canvass, etc.)	Government Code § 26202	8 years	Permanent	Permanent	Electronic Storage, Paper	Yes	No	Retained for Historical Value,
Clerk of BOS		GRANT APPLICATIONS	Government Code § 26202	Completion + 2 years		Completion + 2 years	Electronic Storage, Paper	Yes	Yes: Upon Completion	
Clerk of BOS		GRAND JURY RECOMMENDATIONS, REPORTS	Government Code § 26202	2 years	8 years	10 years	Electronic Storage, Paper	Yes	No	
Clerk of BOS		HISTORICAL LIST OF ELECTED OFFICIALS AND APPOINTMENTS MADE BY BOS (BOARD/COMMISSION MEMBERS)	Government Code § 26202	2 years	Permanent	Permanent	Electronic Storage, Paper	Yes	No	
Clerk of BOS		HUMAN RESOURCES: classification/salary schedules	29 CFR §§ 516.6(2), 1602.14; Government Code §§ 12946, 26202	2 years		2 years	Electronic Storage, Paper	Yes	Yes	Wage rate tables are 1 or 2 years; State requires 2 years.
Clerk of BOS		HUMAN RESOURCES: MOU	29 CFR § 516.5, Government Code §§ 12946, 26202.	5 years	Expiration + 5 years	Expiration + 10 years	Electronic Storage, Paper	Yes	Yes: When Inactive	EEOC/FLSA requires 3 years for MOUs; State requires 2 years.
Clerk of BOS		INDEXES	Government Code § 26202	5 years	Permanent	Permanent	Paper	Yes		Clerk of BOS maintains all original Lease Agreements.
Clerk of BOS		LEASE AGREEMENTS		Completion + 2 years	Permanent	Permanent	Paper	Yes		
Clerk of BOS		LEGISLATION (PROPOSED): county, state or federal governments	Government Code § 26202	2 years		2 years	Electronic Storage, Paper	Yes		
Clerk of BOS		MASTER PLANS (i.e. general plan)	Government Code § 26202	2 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes: When Superseded	

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS						Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	
Clerk of BOS		MINUTES (BOS)	Government Code §§ 26202, 54960.1(c)(1)	10 years	Permanent	Permanent	Electronic Storage, Paper	Yes	No	Brown Act challenges must be filed within 30 or 90 days or 9 months of action
Clerk of BOS		OATHS OF OFFICE	Government Code § 26201	Copies - Destroy at any time		Copies - Destroy at any time	Electronic Storage, Paper	Yes		Clerk of the Board maintains originals - copies may be destroyed at any time.
Clerk of BOS		ORDINANCES	Government Code § 26202 et. seq.	10 years	Permanent	Permanent	Electronic Storage, Paper	Yes	No	
Clerk of BOS		PETITIONS	Government Code § 50115	1 year		1 year	Paper	Yes		Law requires 1 year for petitions.
Clerk of BOS		POLICIES/PROCEDURES	Government Code § 26202	3 years	Permanent	Permanent	Paper	Yes	Yes	
Clerk of BOS		POSTINGS (all subjects)	Code of Civil Procedure § 337 et seq; Government Code § 26202	2 years		2 years	Electronic Storage, Paper	Yes		Statute of limitations on Government Actions is 3-6 months.
Clerk of BOS		PROJECTS - INFRASTRUCTURE (buildings, etc.)	Government Code § 26202	Completion + 2 years	10 years	Completion + 12 years	Electronic Storage, Paper	Yes	Yes: When Inactive	
Clerk of BOS		PROJECTS: misc. preliminary notices	Department Preference; Government Code §§ 26202, 40802	Bid Opening + 2 years		Bid Opening + 2 years	Electronic Storage, Paper	Yes		Statewide guidelines propose completion date plus 7 years.
Clerk of BOS		PROJECTS: performance bonds	Code of Civil Procedure §§ 336(a)(1&2), 337 et seq.; Government Code § 26202	Completion + 2 years	10 years	Completion + 12 years	Electronic Storage, Paper	Yes	Yes: When Inactive	Longest statute of limitations is 10 years; Conforms with Agreement Retention; statewide guidelines propose permanent.
Clerk of BOS		PROJECTS - NON-INFRASTRUCTURE: contracts, notice of completion	Code of Civil Procedure §§ 36(a)(1&2), 337 et seq.; Government Code § 26202	Completion + 2 years	10 years	Completion + 12 years	Electronic Storage, Paper	Yes	Yes: When Inactive	Longest statute of limitations is 10 years; statewide guidelines propose completion date plus 5 years for non-capital improvement contracts & completion date plus 4 years for transportation and concessionaire agreements.
Clerk of BOS		PROOF OF POSTING (declaration of the clerk of the board of supervisors)	Government Code §§ 26202, 54960.1(c)(1)	2 years		2 years	Electronic Storage, Paper	Yes	Yes	Brown Act challenges must be filed within 30 or 90 days or 9 months of action.
Clerk of BOS		PROOF OF PUBLICATIONS (all subjects)	Code of Civil Procedure §337 et seq; Government Code § 26202	2 years		2 years	Electronic Storage, Paper	Yes	Yes	A copy is filed with subject file; statute of limitations on Government actions is 3-6 months.
Clerk of BOS		PUBLIC HEARING NOTICES (includes undeliverable envelopes)		2 years		2 years		Yes	Yes	
Clerk of BOS		RECORDS MANAGEMENT: destruction/retention schedule	Government Code § 26202 et seq.	Until superseded	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	
Clerk of BOS		RESOLUTIONS	Government Code § 26202	10 years	Permanent	Permanent	Electronic Storage, Paper	Yes	No	
Clerk of BOS		ROSTER OF BOARDS AND COMMISSIONS	Government Code § 26202	2 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	
Clerk of BOS		SPECIAL DISTRICTS: boundary maps, diagrams, district folders	Government Code § 26202	2 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes: When Inactive	
Clerk of BOS		SPECIFIC PLANS (adopted plans, final EIR)	Government Code § 26202	2 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes: When Inactive	
Clerk of BOS		STREETS: adoption, acceptance, functional classifications, names, numbering	Government Code § 26202	2 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes: When Inactive	



Department Responsible For Records		RETENTION PERIOD AND DISPOSITION OF RECORDS							Comments and Notes
Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	
Clerk of BOS	STREET: vacations	Government Code § 26202	2 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes: When Inactive	Statewide Guidelines show 2 years.
Clerk of BOS	SUBDIVISIONS	Government Code § 26202	5 years	Permanent	Permanent	Paper	Yes	Yes: When Inactive	
Clerk of BOS	TITLE REPORTS: property owned by county	Government Code § 26202	2 years	Permanent	Permanent	Electronic Storage, Paper	Yes	No	
*If no statutory authority is cited, use Government Code section 26202									

**EXHIBIT K**

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS						Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	
Clerk and Elections		400 FORMS CAMPAIGN STATEMENTS	Government Code § 81009	Original statements are to be retained indefinitely	Original statements are to be retained indefinitely	Original statements are to be retained indefinitely	Paper	Yes	Yes	
Clerk and Elections		400 FORMS CAMPAIGN STATEMENTS THAT DID NOT WIN	Government Code § 81009	5 years	5 years	5 years	Paper	Yes	Yes	
Clerk and Elections		700 FORMS STATEMENT OF ECONOMIC INTEREST	Government Code § 81009	7 years for originals	7 years	7 years	Paper	Yes	Yes	
Clerk and Elections		ABSENT VOTER BALLOTS FOR FEDERAL ELECTIONS	Elections Code § 17504	22 months	22 months	22 months	Paper	No	No	
Clerk and Elections		ABSENT VOTER BALLOTS FOR STATE AND LOCAL ELECTIONS	Elections Code § 17505	6 months	6 Months	6 Months	Paper	No	No	
Clerk and Elections		BALLOTS, ELECTION OF FEDERAL OFFICES	Elections Code § 17301	Unopened and unaltered in 22 months	Final Disposition 22 months	Final Disposition 22 months	Paper	No	No	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 Elections Code § 3015.
Clerk and Elections		FORMS FOR PUBLIC INSPECTION	Elections Code § 20442	30 days after election	30 days after the election	30 days after the election	Paper	No	No	The Elections official shall accept, at all times prior to the Elections, 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 Elections.
Clerk and Elections		INITIATIVE OR REFERENDUM PETITIONS	Elections Code § 17200	8 months after the certification of the results	8 months if the petitions does not quality or measure not submitted to voters	8 Months	Paper	NA	NA	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	Elections Code § 17506	22 months from the date of the election	22 months	22 months	Paper	No	No	Pursuant to Chapter 5 commencing with § 34000 of Division 3 for 22 months from the date of the Elections.
Clerk and Elections		MATERIALS, ELECTION OF FEDERAL OFFICES	Elections Code § 17303	22 months	22 months	22 months	Paper	No	May be destroyed if not contested within 22 months	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	Elections Code § 17304	6 months	6 months	6 months	Paper	No	May be destroyed if not contested within 6 months	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		PRECINCT MAPS	Elections Code § 17501	12 years by Secretary of State	12 years by Secretary of State	12 years by Secretary of State	Paper	No	No	Following each general election the county election official shall file with the secretary of state copies of all precinct maps then any changes that are made. If no changes just a written statement.
Clerk and Elections		PRECINCT OFFICIAL MATERIAL, FEDERAL ELECTIONS	Elections Code § 17502;	22 months	22 months	22 months	Paper	No	No	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 § 12286, nominations for appointment to the precinct board by the county central committee for each qualified political party and written orders appointing precinct board members.

Department Responsible For Records		RETENTION PERIOD AND DISPOSITION OF RECORDS										Comments and Notes
Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged				
Clerk and Elections	PRECINCT OFFICIAL MATERIAL, STATE AND LOCAL ELECTIONS	Elections Code § 17503	6 months	6 months	6 months	Paper	No	No	See above for description of material.			
Clerk and Elections	RECALL PETITIONS	Elections Code § 17400	8 months after certification of the results	8 months if the petitions does not quality or measure not submitted to voters	8 months	Paper	No	No	Unless notice is received of pending or ongoing investigation or proceeding.			
Clerk and Elections	ROSTER OR COMBINED ROSTERS AND INDEXES	Elections Code § 17300	1 year	4 years	5 years date of election	Electronic Storage, paper	Yes	Year after the next subsequent general election				
Clerk and Elections	VOTED PAPER BALLOT CARDS OF FEDERAL OFFICES	Elections Code § 17305	22 months	22 months	22 months	Paper	No	No				
Clerk Elections	VOUCHERS FOR CIVIL ACTIONS	Government Code § 68089			2 years	Paper	Yes		Court order required.			
Clerk Elections	AFFIDAVITS OF REGISTRATION	Elections Code § 17000	2 years	3 years	5 years	Paper	Yes	Yes: After general election after the date of cancellation				
Clerk Elections	INDEXES TO THE AFFIDAVITS OF REGISTRATION	Elections Code § 17001	2 years	3 years	5 years	Paper	Yes	Yes: After 3 years	It is being preserved for election, political research, and government purposes.			
Clerk Elections	VOTED PAPER BALLOT CARDS STATE AND LOCAL ELECTIONS	Elections Code § 17306	6 months	6 months	6 months	Paper	No	No				

If no statutory authority is cited, use Government Code section 25202

**EXHIBIT L**

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS							Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged		
Columbia Airport		NOMINATION DOCUMENTS AND SIGNATURES IN LIEU OF FILING FEE PETITIONS	Elections Code § 17100	4 Years	4 Years	8 Years	Paper	Yes	Yes: After 4 Years		
Columbia Airport		A.P.C. MINUTES / AGENDAS		Current	1 Year	2 Years	Paper	Yes			
Columbia Airport		CAMPGROUND FLY IN FILES (GROUPS ANNUAL)		30 days		Destroy After 30 Days	Paper	Yes			
Columbia Airport		CAPITOL IMPROVEMENT PLANS (ACIP)		Current	1 Year	2 Years	Paper	Yes			
Columbia Airport		CHRONOLOGICAL FILES		Current + 1 Year	1 Year	3 Years	Paper	Yes			
Columbia Airport		CONTRACTS; services		Maintain for Duration	4 Years	Duration + 4 Years	Paper	Yes			
Columbia Airport		EMPLOYER SAFETY	Training Files	Current	2 Years	3 Years	Paper	Yes			
Columbia Airport		FLY IN FILES (airport annual)		Current + 1 Year	1 Year	3 Years	Paper	Yes			
Columbia Airport		GRANT FILES		2 Years	4 Years	6 Years	Paper	Yes			
Columbia Airport		HANGAR PERMITS		Maintain for Duration	4 Years	Duration + 4 Years	Paper	Yes			
Columbia Airport		HANGAR WAITING LISTS		Current		Destroy After Update	Paper	Yes			
Columbia Airport		HAZ MAT RULES AND REGS	Onsite Regulations	Current		Destroy Once Updated	Paper	Yes			
Columbia Airport		INVENTORY FILES		Current	1 Year	2 Years	Paper	Yes			
Columbia Airport		LICENSES		Current	4 Years	Duration + 4 Years	Paper	Yes			
Columbia Airport		LONG-TERM PARKING PERMITS		Maintain for Duration	4 Years	Duration + 4 Years	Paper	Yes			
Columbia Airport		NEWS LETTERS		Copies- Destroyed at any time		Copies- Destroyed at any time	Paper	Yes			
Columbia Airport		NOTAMS		Current + 1 Year	1 Year	3 Years	Paper	Yes			
Columbia Airport		PESTICIDE FILES	Onsite Regulations/Training Files	Current		Destroy Once Updated	Paper	Yes			
Columbia Airport		STORM WATER RECORDS		Current + 1 Year	4 Years	6 Years	Paper	Yes			
Columbia Airport		TIE-DOWN CANCELLATION		Current + 1 Year	1 Year	3 Years	Paper	Yes			
Columbia Airport		TIE-DOWN PERMITS		Maintain for Duration	4 Years	Duration + 4 Years	Paper	Yes			

\*If no statutory authority is cited, use Government Code section 26202.

**EXHIBIT M**

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS						Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	
CAO		ADMINISTRATIVE BUDGET FILES		Current Fiscal Year + 3 Years	6 Years	10 Years	Paper	Yes	Yes	
CAO		COUNTY FINANCES (Fees/ Revenues/ Borrowing/ Debt/ Financing)		Current Fiscal Year + 3 Years	6 Years	10 Years	Paper	Yes	Yes	
CAO		COUNTY DEPARTMENTS - GENERAL		Current + 3 Years	1 Year	5 Years	Paper	Yes	Yes	
CAO		BOARD COMMITTEES AND OUTSIDE AGENCIES		Current + 3 Years	6 Years	10 Years	Paper	Yes	Yes	
CAO		CAPITAL PROJECTS		Current	Permanent	Permanent	Paper	Yes	No	It will be decided on a case by case basis when these records should be archived. It may be reasonable to keep a closed project file in this office if it pertains to a newer project.
CAO		JAMESTOWN MINE		Permanent		Permanent	Paper	Yes	No	Retain all records in this office until settlement/closure.
CAO		COMMUNITY DEVELOPMENT BLOCK GRANT PROJECTS		10 Years	15 Years	25 Years (see comments)	Paper	Yes	Yes	Ten years after closure of grant.
CAO		EMERGENCY SERVICES AND NATURAL RESOURCE PROJECTS		Current	9 Years	10 Years	Paper	Yes	Yes	
CAO		TUOLUMNE PUBLIC POWER AGENCY (TPPA) HISTORICAL CONTRACTS/AGREEMENTS, POLICY DETERMINATIONS		Current + 3 Years	Permanent	Permanent	Paper	Yes	No	
CAO		TUOLUMNE PUBLIC POWER AGENCY (TPPA) BILLING / INVOICING		Current + 1 Year	3 Years	5 Years	Paper	Yes	Yes	Invoicing will be kept 3 years in CAO office, then destroyed.
CAO		PURCHASING		10 Years		10 Years	Paper	Yes	Yes	
CAO		ADMINISTRATIVE PROJECTS		Current + 3 Years	1 Year	5 Years	Paper	Yes	Yes	It will be decided on a case by case basis when these records should be archived. It may be reasonable to keep a closed project file in this office if it pertains to a newer project.

\*If no statutory authority is cited, use Government Code section 26202.



**EXHIBIT N**

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

		RETENTION PERIOD AND DISPOSITION OF RECORDS										Comments and Notes
Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged			
County Counsel		INVOICES		Copies- Destroyed at any time	Copies- Destroyed at any time		Paper	Yes	Yes	County Auditor/Controller maintains the original.		
County Counsel		ACCIDENT REPORTS (County vehicles, etc.)	Government Code § 25105.5	Final Disposition	Final Disposition + 5 years	Final Disposition + 5 years	Electronic Storage, Paper	Yes	Yes	Claim must be filed within 2 years.		
County Counsel		BAIL BOND MOTIONS	Penal Code § 1305	Hearing Conclusion + 6 months	Hearing Conclusion + 6 months		Electronic Storage, Paper	Yes	Yes			
County Counsel		CLAIMS (filed against the county)	Code of Civil Procedure § 337 et seq.; Government Code § 25105.5; Penal Code § 832.5	Final Disposition	Final Disposition + 5 years	Final Disposition + 5 years	Electronic Storage, Paper	Yes	Yes	Complaints against peace officers within 5 years; statute of limitations for contracts is 4 years; wrongful death for construction is completion date plus 5 years.		
County Counsel		CLAIMS (initiated by the county)	Government Code § 25105.5; Penal Code § 832.5	Final Disposition	Final Disposition + 5 years	Final Disposition + 5 years	Electronic Storage, Paper	Yes	Yes	Statute of limitations for most contracts is 4 years; wrongful death for construction is completion date plus 5 years; Code of Civil Procedure § 337 et seq.		
County Counsel		DEPARTMENTAL / SUBJECT - Human Resources files; grievances, selection appeals, etc.	Government Code §§ 12946, 26202; Labor Code § 3212	Final Disposition	Final Disposition + 5 years	Final Disposition + 5 years	Electronic Storage, Paper	Yes	Yes	All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken.		
County Counsel		DEPARTMENTAL - General Department, Special Districts, Outside agencies	Department preference; Government Code § 26202	5 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	Yes: When Inactive		
County Counsel		DEPARTMENTAL SHORT-TERM PROJECTS - Code Compliance, PRAs, inspection warrants, subpoenas, Pitchess motions	Department preference; Government Code § 26202	3 years	7 years	10 years	Electronic Storage, Paper	Yes	Yes	Yes: When Inactive Intended for files with limited historic purpose.		
County Counsel		INDEX (file of cases and file in office)	Government Code § 26202	Permanent	Permanent	Permanent	Electronic Storage, Paper	Yes	No	Vital record.		
County Counsel		JUVENILE COURT CASE FILES PROBATION ACTIONS (WIC 600)	WIC §§ 781(d), 826	Open/active	Termination of wardship + 5 years	Termination of wardship + 5 years	Electronic Storage, Paper	Yes	Yes			
County Counsel		JUVENILE COURT CASE FILES (dependency actions); matters handled for the Department of Social Services	Statute of limitations runs up to age of majority plus 8 years (sexual abuse); Sealing for Juveniles and Wards of the Court retained for 5 years; Code of Civil Procedure § 340.1, Government Code § 26202; Welfare & Institutions Code §§ 389, 781(d)	Termination of Juvenile Court Jurisdiction	Until youngest child reaches age 28	Until youngest child reaches age 28	Electronic Storage, Paper	Yes	Yes	Yes: After Final Disposition		
County Counsel		LITIGATION FILES: pleadings, correspondence, etc.	Department Preference; statute of limitations for most contracts is 4 years; wrongful death for construction is completion date plus 5 years; Code of Civil Procedure §§ 337 et seq.; Government Code § 25105.5; Penal Code § 832.5	Final Disposition	Final Disposition + 10 years	Final Disposition + 10 years	Electronic Storage, Paper	Yes	Yes	Yes: After Final Disposition		
County Counsel		PROBATE & LPS CONSERVATORSHIP CASES FILES: matters for Public Guardian/Public Administrator	Department Preference	Closure	Closure + 10 years	Closure + 10 years	Electronic Storage, Paper	Yes	Yes	Yes: After Closure		

\*If no statutory authority is cited, use Government Code section 26202

**EXHIBIT O**

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS					Comments and Notes	
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged		May Destroy Paper Records After Imaged
CRA		RECORDED RADIO AND TELEPHONE COMMUNICATIONS	Government Code § 34090.6			100 days				Certificate of destruction required.
CRA		1980 GENERAL PLAN FIRE, TIMBER, RANGE DIAGRAMS		N/A	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	
CRA		1980 GENERAL PLAN GEOTECHNICAL INTERPRETIVE DIAGRAMS		N/A	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	
CRA		1980 GENERAL PLAN LAND USE DIAGRAMS		N/A	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	
CRA		1986 GENERAL PLAN UPDATE BACKUP DOCUMENTS		10 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	
CRA		8MM BACK-UP TAPES DAILY		1 year	2 years	3 years	Electronic Storage, Paper	Yes	No	Recycled and updated with new data frequently.
CRA		8MM BACK-UP TAPES MONTHLY		3 years	Permanent	Permanent	Electronic Storage	Yes	No	Kept at IT indefinitely.
CRA		8MM BACK-UP TAPES WEEKLY		2 years	5 years	7 years	Electronic Storage, Paper	Yes	No	Kept at IT storage for 1 year.
CRA		ASSEMBLY BUILDINGS "A" OCCUPANCY FILES		3 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	Maintain original comment & plans permanently.
CRA		BOS - agendas, minutes	Government Code § 26201	Destroy at anytime		Destroy at anytime	Paper	Yes	N/A	Originals on file with Board Clerk.
CRA		BOS - resolutions, ordinances related to CRA/development		Permanent		Permanent	Paper	Yes	Yes	
CRA		BUDGET - drafts, adoptions, monthly financial statements, reporting transactions		Destroy at anytime		Destroy at anytime	Electronic Storage, Paper	Yes	N/A	
CRA		BUILDING CENSUS REPORTS		3 years		3 years	Paper	Yes	Yes	Monthly report for the year end census report.
CRA		BUILDING PERMITS/PROJECT FILES		Permanent		Permanent	Electronic Storage, Paper	Yes	Yes	Must be able to reproduce permit on request.
CRA		BUSINESS "B" OCCUPANCY FILES		3 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	
CRA		CAMP "C" OCCUPANCY FILES		3 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	
CRA		CASH RECEIPTS		Current + 1 year	4 years	6 years	Electronic Storage, Paper	Yes	Yes	Maintain receipt with all backup.
CRA		CRA-ANNUAL REPORT		10 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	
CRA		CENTRAL SIERRA PLANNING - misc. NOD's, NOE's, NOA's		2 years	2 years	4 years	Electronic Storage, Paper	N/A	N/A	
CRA		CEOA EXEMPT BLA & MERGER MAPS REVIEWED		2 years		2 years	Electronic Storage, Paper	N/A	N/A	
CRA		CERTIFICATE OF COMPLIANCE APPLICATIONS REVIEWS		2 years		2 years	Electronic Storage, Paper	Yes	Yes	Originals kept in CRA-PW files.

RETENTION PERIOD AND DISPOSITION OF RECORDS										
Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	Comments and Notes
CRA		CHRONOLOGICAL FILES (copies of director's/staff's correspondence)	Government Code § 26202	2 years		2 years	Electronic Storage, Paper	Yes	Yes	
CRA		CODE VIOLATION CASE FILES		5 years after case closed	Permanent	Permanent	Paper	Yes	Yes	
CRA		COMMERCIAL PLANS	Health & Safety Code §§ 19850 & 19851	1 year after permit finalized	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	Must be able to reproduce plans on request.
CRA		CONSULTANT CONTRACTS		Until completion		Until completion	Electronic Storage, Paper	Yes	Yes	
CRA		CONTRACTS ADMINISTRATION RECORDS		Completion + 10 years		Completion + 10 years	Electronic Storage, Paper	Yes	Yes, when inactive	
CRA		CONTRACTS WITH STATE AGENCIES		Until completion		Until completion	Electronic Storage, Paper	Yes	Yes	
CRA		CULTURAL RESOURCE INDEX		Permanent		Permanent	Electronic Storage, Paper	Yes	Yes	
CRA		DEMOLITION PERMIT APPLICATIONS (<50 years old) (planning)		2 years		2 years	Electronic Storage, Paper	Yes	Yes	Originals in CRA-Building & Safety Division project files.
CRA		DESIGN REVIEW GUIDELINES		Until superseded		Until superseded	Electronic Storage, Paper	Yes	Yes	
CRA		DIRECTOR'S DECISION LETTERS		2 years		4 years	Electronic Storage, Paper	Yes	Yes	
CRA		EDUCATION BUILDINGS "E" OCCUPANCY FILES		3 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	Maintain original permanently.
CRA		EQUIPMENT RECORDS, OPERATOR'S MANUALS, WARRANTIES		Until equipment is disposed		Until equipment is disposed	Paper	Yes	Yes	
CRA		FEE SCHEDULE		Until superseded		Until superseded	Electronic Storage, Paper	Yes	Yes	Report of all final inspections submitted to Assessor's Office.
CRA		FINAL BUILDING INSPECTION REPORTS		3 years		3 years	Paper	Yes	Yes	
CRA		FIRE PROTECTION SYSTEM - automatic fire sprinkler system plans		3 years	Permanent	Permanent	Paper	Yes	Yes	
CRA		FIRE PROTECTION SYSTEM - fire alarm system		3 years	Permanent	Permanent	Paper	Yes	Yes	
CRA		FIRE PROTECTION SYSTEM - fire hydrant & underground pipe		Until superseded		Until superseded	Electronic Storage, Paper	Yes	Yes	
CRA		FIRE PROTECTION SYSTEM - kitchen hood & duct		3 years	Permanent	Permanent	Paper	Yes	Yes	
CRA		FISH & GAME ENVIRONMENTAL FILING FEE RECORDS	Fish & Game Code § 711.4; 14 COR § 753.5	12 months		12 months	Electronic Storage, Paper	Yes	Yes	
CRA		GENERAL PLAN Geotechnical interpretive diagrams		Until superseded	2 years	2 years after superseded	Electronic Storage, Paper	Yes	Yes	
CRA		GENERAL PLAN LAND USE DIAGRAMS		Until superseded	2 years	2 years after superseded	Electronic Storage, Paper	Yes	Yes	
CRA		GENERAL PLAN OVERLAYS		Until superseded	2 years	2 years after superseded	Electronic Storage, Paper	Yes	Yes	

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS					Comments and Notes	
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged		May Destroy Paper Records After Imaged
CRA		GENERAL PLAN TEXT amendment files		10 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	
CRA		GIS CULTURAL RESOURCES OVERLAYS		2 years	2 years	4 years	Paper	Yes	No	
CRA		GRANT ADMINISTRATION DOCUMENTATION	HUD § 2228.2 rev.-3, 29 CFR § 97.42, Government Code § 26202	2 years	4 years	6 years	Electronic Storage, Paper	Yes	Yes	
CRA		GRANT APPLICATIONS	HUD § 2228.2 rev.-3, 29 CFR § 97.42, Government Code § 26202	2 years	4 years	6 years	Electronic Storage, Paper	Yes	Yes	
CRA		HAZARDOUS OCCUPANCY "H" OCCUPANCY FILES		3 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	
CRA		HOSPITALS, NURSING HOMES, JAILS "I" OCCUPANCY FILES		3 years	Permanent	Permanent	Paper	Yes	Yes	
CRA		INDEX CARD FILES		Permanent		Permanent	Paper	N/A	N/A	
CRA		INVENTORY RECORDS (assets)		3 years		3 years	Paper	Yes	Yes	
CRA		LAND DEVELOPMENT APPLICATION FILES		Permanent		Permanent	Electronic Storage, Paper	Yes	Yes	
CRA		LICENSE CARE FACILITY "R"- 2 residential care facility files		Life of facility + 3 years		Life of facility + 3 years	Electronic Storage, Paper	Yes	Yes, when inactive	
CRA		LICENSE GROUP CARE FACILITY "R"- 6 FILES		Life of facility + 3 years		Life of facility + 3 years	Electronic Storage, Paper	Yes	Yes, when inactive	
CRA		MANUFACTURING BUILDINGS "F" OCCUPANCY FILES		3 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	
CRA		MERCHANDISING OCCUPANCY "M" OCCUPANCY FILES		3 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	
CRA		MISC EIREIS NOT RELATED TO LAND DEVELOPMENT APPLICATIONS		5 years		5 years	Electronic Storage, Paper	N/A	N/A	
CRA		MOBILEHOME PARK FILES		Permanent		Permanent	Paper	Yes	Yes	Includes permit to operate - rent control - general info.
CRA		MONTHLY BUILDING & SAFETY REPORTS		2 years	3 years	5 years	Electronic Storage, Paper	Yes	Yes	Includes numerous reports.
CRA		MULTI-UNIT OCCUPANCY "R" - 1 OCCUPANCY FILES		3 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	
CRA		OFFICE LAYOUT FLOOR PLANS		Until superseded		Until superseded	Electronic Storage, Paper	N/A	N/A	
CRA		ORDINANCE CODE AMENDMENT FILES		10 years	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes	
CRA		PARCEL INFORMATION SHEETS (yellow sheets)		Until superseded		Until superseded		Paper	Yes	
CRA		PERSONNEL FILES	Government Code § 26201, Human Resource policy	Duration of employment		Destroy upon termination	Electronic Storage, Paper	N/A	N/A	
CRA		PLANNERS WORKLOAD STATUS REPORTS		For current evaluation period		For current evaluation period	Paper	N/A	N/A	

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS						Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	
CRA		VARIOUS COMMISSIONS AND COMMITTEES (PLANNING, HOUSING, HPRC, BBA, ALUC, ETC.) AGENDAS	Government Code § 26201	2 years	Permanent	Permanent		Yes	Yes	
CRA		VARIOUS COMMISSIONS AND COMMITTEES (PLANNING, HOUSING, HPRC, BBA, ALUC, ETC.) AUDIO TAPES/VIDEO TAPES/DIGITAL RECORDINGS	80 Ops. Atty. Gen 1006, (4/18/81)	2 years		2 years	Cassette audio tapes/video tapedigital recording	N/A	N/A	
CRA		VARIOUS COMMISSIONS AND COMMITTEES (PLANNING, HOUSING, HPRC, BBA, ALUC, ETC.) MINUTES & RECORDS	Government Code § 26201	2 years	Permanent	Permanent		Yes	Yes	
CRA		PRINT ORDER RECORDS		1 year		1 year	Paper	N/A	N/A	
CRA		PROCEDURES MANUALS		Until superseded		Until superseded	Electronic Storage, Paper	Yes	N/A	
CRA		PROJECTS LOGS		Permanent		Permanent	Electronic Storage, Paper	Yes	No	
CRA		PUBLIC HANDOUTS - other CRA publications not specifically listed herein		Until superseded		Until superseded	Electronic Storage, Paper	N/A	N/A	
CRA		PUBLICATIONS IN LIBRARY - reference materials		Until out of date		Until out of date	Paper	N/A	N/A	
CRA		PURCHASE ORDER RECORDS		1 year		1 year	Paper	Yes	Yes	
CRA		REFERENCE - Aerial photography		Permanent		Permanent	Photo	Yes	No	
CRA		REFERENCE - cultural resource surveys		Permanent		Permanent	Paper	Yes	Yes	
CRA		REFERENCE - deer herd maps		Until superseded		Until superseded	Electronic Storage, Paper	Yes	Yes	
CRA		REFERENCE - special status species database		Until revised		Until revised	Electronic Storage, Paper	Yes	Yes	
CRA		REFERENCE - wildland fire hazard maps		Until superseded		Until superseded	Electronic Storage, Paper	Yes	Yes	
CRA		REFERENCE - wildlife habitat maps		Until superseded		Until superseded	Electronic Storage, Paper	Yes	Yes	
CRA		REFERENCE MATERIALS - clerical		Until superseded		Until superseded	Electronic Storage, Paper	N/A	N/A	
CRA		REQUESTS FOR PROPOSALS AND RESPONSES	Government Code §§ 26202, 26205	Until completion + 2 years		Until completion + 2 years	Electronic Storage, Paper	Yes	Yes	
CRA		REQUESTS FOR QUALIFICATIONS AND RESPONSES	Government Code §§ 26202, 26205	Until completion + 2 years		Until completion + 2 years	Electronic Storage, Paper	Yes	Yes	
CRA		RESIDENTIAL PLANS	Building standards law; Health & Safety Code §§ 19850 & 19851; 2010 California Building Code § 1.8.4.3	90 days		90 days	Paper	Yes	Yes	
CRA		ROAD EASEMENT ABANDONMENT APPLICATIONS REVIEWED		2 years		2 years	Electronic Storage, Paper	Yes	Yes	
CRA		SECURITY AGREEMENTS		Completion + 2 years	8 years	Completion + 10 years	Electronic Storage, Paper	Yes	Yes	

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS							Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged		
CRA		SOILS REPORTS		1 year after final inspection	Permanent	Permanent		Paper	Yes	Yes	Reports on soils received on projects.
CRA		STAFF'S WEEKLY REPORTS		For current evaluation period		For current evaluation period		Paper	N/A	N/A	
CRA		THREE-PARTY CONTRACTS (county, property owner, consultant)		Until completion		Until completion		Electronic Storage, Paper	Yes	Yes	
CRA		TIMBER HARVESTING PLANS REVIEWED FOR CDF		2 years		2 years		Electronic Storage, Paper	N/A	N/A	
CRA		TIMBERLAND CONVERSION APPLICATIONS REVIEWED FOR CDF		2 years		2 years		Electronic Storage, Paper	N/A	N/A	
CRA		TUOLUMNE CO. HARDWOOD COMMITTEE AGENDAS, NOTICES, CORRESPONDENCE	Government Code § 26202	2 years		2 years		Electronic Storage, Paper	Yes	Yes	
CRA		TUOLUMNE CO. HARDWOOD COMMITTEE MEETING MINUTES	Government Code § 26202	10 years		10 years		Electronic Storage, Paper	Yes	Yes	
CRA		TUOLUMNE COUNTY GENERAL PLAN TEXT		Until superseded	2 years	2 years after superseded		Electronic Storage, Paper	Yes	Yes	
CRA		HOME APPLICATION/ADMINISTRATION FILES		5 years after funds are expended		5 years after funds are expended			Yes	Yes	
CRA		TENANT BASES RENTAL ASSISTANCE FILES		5 years		5 years		Paper	Yes	Yes	
CRA		FIRST TIME HOMEBUYER LOAN FILES		Until Loan has been repaid.		Until Loan has been repaid.			Yes	Yes	
CRA		HOUSING REHABILITATION LOAN FILES		Until Loan has been repaid.		Until Loan has been repaid.			Yes	Yes	
EHD	Admin	ADVISORY LETTERS, POLICIES, GUIDANCE DOCUMENTS		Until superseded		Until superseded		Electronic Storage, Paper	Yes	Yes	Discard upon rescission/outdated.
EHD	Certified Unified Program Agency (CUPA) Admin & Accounting	ANNUAL ENFORCEMENT SUMMARY REPORT		5 years	Permanent	Permanent		Paper	Yes	Yes	
EHD	Certified Unified Program Agency (CUPA) Admin & Accounting	ANNUAL INSPECTION SUMMARY REPORT		5 years	Permanent	Permanent		Paper	Yes	Yes	
EHD	Certified Unified Program Agency (CUPA) Admin & Accounting	ANNUAL SINGLE FEE SUMMARY REPORT		5 years	Permanent	Permanent		Paper	Yes	Yes	
EHD	Certified Unified Program Agency (CUPA) JUST	AUDIT REPORTS		5 years	Permanent	Permanent		Paper	Yes	Yes	
EHD	Accounting	AUDIT REPORTS (includes audits & annual reports) for grants	Government Code § 26202	1 year	Permanent	Permanent		Paper	Yes	Yes	Archive at end of fiscal year.
EHD	Small Public Water System	AUDITS – includes annual reports, quarterly reports & work plans	Health & Safety Code § 116345	1 year after program reviewed	4 years	5 years after program reviewed		Paper	Yes	Yes	Requires monthly report and review of program every 3 years.
EHD	Food & Consumer Protection	CLOSED FOOD ESTABLISHMENT INSPECTION REPORTS & PERMIT TO OPERATE		2 years after facility closes	3 years	5 years after facility is closed.		Paper	Yes	Yes	
EHD	Recreational Health	CONSTRUCTION PLANS	22 CCR § 66507	Current year	Permanent	Permanent		Paper	Yes	Yes	Requires 1 copy to be retained.



Department Responsible For Records		RETENTION PERIOD AND DISPOSITION OF RECORDS									
Department	Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	Comments and Notes
EHD		Admin	CORRESPONDENCE (general)		2 years after date created or received		3 years	Paper	Yes	Yes	
EHD		Admin	COURT CASE FILE		Current year	5 years	6 years	Paper	Yes	Yes	Some documents may be retained (e.g. indefinite injunctions, and terms of probation.)
EHD		Admin	DAILY ACTIVITY REPORT		1 year	1 year	2 years	Paper	Yes	Yes	
EHD		Housing Services	DETENTION FACILITY INSPECTION REPORT		Current year + 5 years		6 years	Paper	Yes	Yes	
EHD		Admin	DIVISION PROGRAM PLAN		1 year after calendar year	Permanent	Permanent	Paper	Yes	Yes	
EHD		Accounting	DOCUMENTATION FOR FEDERAL OR STATE GRANTS		1 year after FY ends, annual or final expenditure report submitted	3 years	3 years after annual report	Paper	Yes	Yes	
EHD		Small Public Water System	DOMESTIC WATER SYSTEMS, LARGE. Includes permit amendments, DHS inspection reports		Current year		1 year	Paper	Yes	Yes	
EHD		Small Public Water System	DRINKING WATER SOURCE ASSESSMENT & PROTECTION GRANT		5 years after end of contract period	After 5 years	10 years	Paper	Yes	Yes	
EHD		Housing Services	EXTRA OR ADDITIONAL CONSTRUCTION PLANS		1 year from the date of final approval or cancellation	2 years	3 years after final approval or cancellation	Paper	Yes	Yes	
EHD		Food & Consumer Protection	EXTRA OR ADDITIONAL FOOD FACILITY CONSTRUCTION PLANS (blueprints)		1 year from the date of final approval or cancellation	2 years	3 years after the date of final approval or cancellation	Paper	Yes	Yes	
EHD		Food & Consumer Protection	FOOD - borne illness reports		Current year	3 years	4 years	Paper	Yes	Yes	Retained in food facility file
EHD		Food & Consumer Protection	FOOD HANDLER TEST RESULTS		1 year	4 years	5 years	Paper	Yes	Yes	
EHD		Certified Unified Program Agency (CUFA) Hazardous Materials	HAZARDOUS MATERIAL BUSINESS PLAN SKETCH FOR EACH FACILITY.		Until 5 years after site closed		5 years after site closed	Paper	Yes	Yes	
EHD		Certified Unified Program Agency (CUFA) Hazardous Waste Generators & Tiered Permitting	HAZARDOUS WASTE GENERATOR FILES. includes inspection reports, correspondence.		Current year + 5 years		6 years	Paper	Yes	Yes	Program will determine which documents within the file will be retained indefinitely
EHD		Certified Unified Program Agency (CUFA) Site Remediation & Oversight	INDUSTRIAL CLEANUP FILED IN CHRONOLOGICAL DATE RECEIVED. Consists of initial complaint investigation, reports, maps, correspondence and data compiled during mitigation activities.		Permanent		Permanent	Paper	Yes	Yes	Due to County liability, these files should be kept for future property assessment.
EHD		Housing Services	INSPECTION REPORT & PERMIT TO OPERATE ORGANIZED CAMPS		5 years		5 years	Paper	Yes	Yes	
EHD		Recreational Health	INSPECTION REPORT & PERMIT TO OPERATE SWIMMING POOL/SPA AND WADING POOL		5 years		5 years	Paper	Yes	Yes	
EHD		Certified Unified Program Agency (CUFA) Hazardous Materials	INSPECTION REPORTS & PERMIT TO OPERATE (includes inspection reports and correspondence)		Current year + 5 years		6 years	Paper	Yes	Yes	

		RETENTION PERIOD AND DISPOSITION OF RECORDS								
Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	Comments and Notes
EHD	Development Management Services	INSPECTION REPORTS & PERMIT TO OPERATE LIQUID WASTE PUMPER TRUCKS		5 years		5 years	Paper	Yes	Yes	Health & Safety Code § 116170 states permits are valid for 5 years. Health & Safety Code, 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	Solid Waste Services/Local Enforcement Agency/Medical Waste	INSPECTION REPORTS & PERMIT TO OPERATE MEDICAL WASTE TREATMENT FACILITIES		5 years		5 years	Paper	Yes	Yes	
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	22 CCR §§ 64259(b)(2), (4) & (5)	10 years		10 years	Paper	Yes	Yes	
EHD	Solid Waste Services/Local Enforcement Agency/ Medical Waste	INSPECTION REPORTS & PERMIT TO OPERATE SOLID WASTE FACILITIES	14 CCR § 18020	Current facility information, permits, etc. Monitoring and until written reports for 1 year and Technical Reports	Retain for as long as a facility or disposal site physically exists, and until written reports for 1 year from the California Waste Board gives approval	Until written discard approval is given by the California Waste Board	Paper	Yes	Yes	
EHD	Certified Unified Program Agency (CUPA) UST	INSPECTION REPORTS & PERMIT TO OPERATE UST (includes inspection reports, correspondence, inventory and reconciliation reports)		5 years	Permanent	Permanent	Paper	Yes	Yes	Contract requirement from the State Water Resources Board, Permanent Archive.
EHD	Admin	INTERAGENCY AGREEMENTS (agreements with state or federal agencies, cities, other counties)		3 years after fiscal year created or until audited whichever is sooner		5 years	Paper	Yes	Yes	
EHD	Food & Consumer Protection	INVESTIGATION REQUESTS		5 years	5 years	10 years	Paper	Yes	Yes	
EHD	Housing Services	INVESTIGATION REQUESTS		5 years	5 years	10 years	Paper	Yes	Yes	
EHD	Recreational Health	INVESTIGATION REQUESTS		5 years	5 years	10 years	Paper	Yes	Yes	
EHD	Solid Waste Services/Local Enforcement Agency/Medical Waste	INVESTIGATION REQUESTS		5 years	5 years	10 years	Paper	Yes	Yes	
EHD	Small Public Water System	INVESTIGATION REQUESTS		5 years	5 years	10 years	Paper	Yes	Yes	
EHD	Certified Unified Program Agency (CUPA) Admin & Accounting	INVESTIGATION REQUESTS		5 years	5 years	10 years	Paper	Yes	Yes	
EHD	Certified Unified Program Agency (CUPA) Site Remediation & Oversight	LEAKING UST FILES WHICH CONSIST OF REPORTS, MAPS, CORRESPONDENCE, AND DATA COMPILED DURING MITIGATION ACTIVITIES.		Permanent		Permanent	Paper	Yes	Yes	Contract requirement from the State Water Resources Board.
EHD	Certified Unified Program Agency (CUPA) CEM Technical Support	LEGISLATIVE FILES. Includes chaptered legislation analyses and correspondence		Current year + 5 years		5 years	Paper	Yes	Yes	

		RETENTION PERIOD AND DISPOSITION OF RECORDS								
Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	Comments and Notes
EHD	Admin	LOGS (i.e., well/septic)		10 years	Permanent	Permanent	Paper	Yes	Yes	Retain in office for reference
EHD	Certified Unified Program Agency (CUPA) CEM Technical Support	MANAGEMENT REPORTS, includes quarterly/annual highlights, ab-8 reports, monthly program activity reports, calendar year reports, fiscal year reports		Current year + 5 years		6 years	Paper	Yes	Yes	Used for purposes of budget, research and audits. Re-evaluate at a later date after audit or condensed totals are made
EHD	Solid Waste Services/Local Enforcement Agency/Medical Waste	MEDICAL WASTE FACILITY REGISTRATION FORMS		Current year + 1 year	4 years	6 years	Paper	Yes	Yes	
EHD	Solid Waste Services/Local Enforcement Agency/Medical Waste	MEDICAL WASTE PLANS	Health & Safety Code §§ 117935 & 117960	Retain until superseded		Retain until superseded	Paper	Yes	Yes	Requires filing of plans with enforcement agency.
EHD	Certified Unified Program Agency (CUPA) Incident Response	MINUTES – hazardous material advisory committee		1 year	Permanent	Permanent	Paper	Yes	Yes	
EHD	Admin	MINUTES OF ADVISORY BOARDS OR COMMISSIONS (non decision making bodies)		1 year	Permanent	Permanent	Paper	Yes	Yes	
EHD	Admin	MINUTES OF OFFICIAL BOARDS OR COMMISSIONS (GOVERNING OR DECISION MAKING BODIES – official or original minutes)		1 year	Permanent	Permanent	Paper	Yes	Yes	BOS has original minutes -EH retains only those pertinent to EH
EHD	Certified Unified Program Agency (CUPA) Site Remediation & Oversight	NON-PETROLEUM SITE FILE. FILED BY FACILITY. Consists of reports, maps, correspondence, and data compiled during mitigation activities.		Permanent		Permanent	Paper	Yes	Yes	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		5 years	Paper	Yes	Yes	
EHD	Certified Unified Program Agency (CUPA) CEM Technical Support	PROPOSITION 65 NOTIFICATION REPORT, includes notification report, criteria sheet, follow-up, unauthorized release form, and copy of press release.		Current year + 5 years		6 years	Paper	Yes	Yes	Special files that involve Public Press Releases or Legal action may be maintained indefinitely
EHD	Certified Unified Program Agency (CUPA) Admin & Accounting	SELF AUDIT		5 years	Permanent	Permanent	Paper	Yes	Yes	
EHD	Development Management Services	SEWAGE DISPOSAL AND WELL PERMITS TEST RESULTS		Permanent		Permanent	Paper	Yes	Yes	
EHD	Development Management Services	SUBDIVISION MAPS		All subdivision maps since 1975	Permanent	Permanent	Paper	Yes	Yes	Retain subdivision maps because of pre-engineering and trenching information
EHD	Certified Unified Program Agency (CUPA) Technical Support	SUPERFUND FILES, includes contingency reports, EIRs, fact sheets, and correspondence.		Current year + 5 years		6 years	Paper	Yes	Yes	Special files that involve Legal action may be maintained indefinitely
EHD	Food & Consumer Protection	TAC MINUTES		2 years	3 years	5 years	Paper	Yes	Yes	
EHD	Development Management Services	TAC MINUTES		2 years	3 years	5 years	Paper	Yes	Yes	

Department Responsible For Records		RETENTION PERIOD AND DISPOSITION OF RECORDS				Statutory or Other Authority Controlling Retention		Title and Description of Records		Departmental or County Tracking Information		Comments and Notes	
Department	Responsible For Records	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged						
EHD	Solid Waste Services/Local Enforcement Agency/Medical Waste	5 years		5 years	Paper	Yes	Yes		TATTOOING/PERMANENT COSMETICS INSPECTION REPORT				
EHD	Development Management Services	Permanent		Permanent	Paper	Yes	Yes		TENTATIVE PARCEL MAPS				Original map retained in County Surveyors. This does not include test trench information
EHD	Certified Unified Program Agency (CUPA) Hazardous Waste Generators & Tiered Permitting	Current year + 5 years		6 years	Paper	Yes	Yes		TIERED PERMITTING FILES, includes inspection reports, correspondence.				Program will determine which documents within the file will be retained indefinitely
EHD	Certified Unified Program Agency (CUPA) Incident Response	Permanent		Permanent	Paper	Yes	Yes		TUOLUMNE COUNTY HAZARDOUS MATERIAL AREA RESPONSE PLAN AND TELEPHONE NUMBER UPDATE				
EHD	Development Management Services	1 year	4 years	5 years	Paper	Yes	Yes		USE PERMIT/REZONE/ZONE CHANGES LOT LINE ADJUSTMENTS, ETC.				Original is retained in County Planning Division
EHD	Certified Unified Program Agency (CUPA) UST	5 years	Permanent	Permanent	Paper	Yes	Yes		UST INSTALLATION, REMOVAL AND MODIFICATION PLANS.				Due to county liability, these files should be kept for future property assessment. Permanent archive
EHD	Solid Waste Services/Local Enforcement Agency/Medical Waste	Current year	4 years	5 years	Paper	Yes	Yes		VECTOR REPORTS i.e. rabies bite log, etc.				
EHD	Small Public Water System	2 years after facility closes		2 years after facility closes	Paper	Yes	Yes		WATER DISCHARGE REQUIREMENT FILE				
EHD	Small Public Water System	5 years		5 years	Paper	Yes	Yes		WATER SAMPLING SHEETS - consists of bacteriological examination of waters & plant reports				
Survey		2 years after close of file	8 years	10 years	Paper	Yes	Yes		CORRESPONDENCE				
Survey		Permanent	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes		MAPS				
Survey		Permanent	Permanent	Permanent	Electronic Storage, Paper	Yes	Yes		PROJECT FILES				

\*If no statutory authority is cited, use Government Code section 26202

**EXHIBIT P**



**EXHIBIT Q**

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS						Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	
District Attorney's Office		CASE MANAGEMENT COMPUTER RECORDS	These internal data files are maintained on the departmental computer server. There are no physical files involved.	Permanent		Permanent	Magnetic	Yes	No	
District Attorney's Office		OPEN MISDEMEANOR CRIMINAL CASE FILES	Appeal usually takes 2 years from conviction or notice of appeal. Statutes of limitation vary from 1 year in misdemeanors with 3 year Probation period. (Penal Code §§ 800, et. seq.)	5 years	5 years	10 years	Paper / Electronic Media	Yes	Yes	Only open Misdemeanors will be kept 10 years. Misdemeanors are not priorable after 10 years. Exception: Open DUJ's & Sexual Assaults will be kept on-site
District Attorney's Office		CLOSED MISDEMEANOR CRIMINAL CASE FILES	Appeal usually takes 2 years from conviction or notice of appeal. Statutes of limitation vary from 1 year in misdemeanors with 3 year Probation period. (Penal Code §§ 800, et. seq.)	5 years		5 years	Paper / Electronic Media	Yes	Yes	Closed misdemeanors will be destroyed after 5 years by DA office.
District Attorney's Office		OPEN FELONY CRIMINAL CASE FILES	Appeal usually takes 2 years from conviction or notice of appeal. Statutes of limitation vary up to 6 years in felonies with a penalty of 8 years or more and 5 year formal probation. (Penal Code §§ 800, et. seq.)	Open/active		Open/active	Paper / Electronic Media	Yes	Yes	All Open Felonies remain on-site.
District Attorney's Office		CLOSED FELONY CRIMINAL CASE FILES	Appeal usually takes 2 years from conviction or notice of appeal. Statutes of limitation vary up to 6 years in felonies with a penalty of 8 years or more and 5 year formal probation. (Penal Code §§ 800, et. seq.)	5 years	5 years	10 years	Paper / Electronic Media	Yes	Yes	Only closed felony cases will be stored off-site. Exception: Sexual Assaults & Homicide cases will remain on-site
District Attorney's Office		HOMICIDE CASE FILES	There is no statute of limitations in murder cases. (Penal Code § 799.) Homicide appeals and accompanying writs can take 10 to 15 years.	5 years	Permanent	Permanent	Paper / Electronic Media	Yes	No	Most Homicide cases will remain on-site once closed. Destruction only upon defendants death (Most files to be kept on-site)
		ASSET FORFEITURE CASES	All Asset Forfeiture cases to be kept on-site. Closed Asset Forfeiture cases to be kept for 10 years & destroyed on site	Open/Active	N/A	10 years	Paper / Electronic Media	Yes	No	All Asset Forfeiture cases to be kept on site & destroyed 10 years after closure.
District Attorney's Office		JUVENILE (601 & 602 W&I) FELONY CRIMINAL CASE FILES	After five years from the date on which the jurisdiction of the juvenile court over a minor is terminated, records & papers may be destroyed per W&I Code § 826	Until Closed	Closed - 5 years	10 years	Paper / Electronic Media	Yes	Yes	Exception: Felony Sexual Assaults will be kept by DA Office
District Attorney's Office		JUVENILE (601 & 602 W&I) MISDEMEANOR CRIMINAL CASE FILES	After five years from the date on which the jurisdiction of the juvenile court over a minor is terminated, records & papers may be destroyed per W&I Code § 826	5 years		5 years	Paper / Electronic Media	Yes	Yes	Closed misdemeanors will be destroyed after 5 years by DA office.
District Attorney's Office		JUVENILE DEPENDENCY (300 W&I) CASE FILES	DA Dependency client files to be kept on-site until dependency terminated & file closed. Once closed to be kept off-site until child turns 18 years of age. W&I § 300 and W&I Code § 826. Client files not governed by W&I § 826	Open/active	Dependency terminated & child turns 18 years of age	Dependency terminated & child turns 18 years of age	Paper / Electronic Media	Yes	Yes	Only closed 300 files to be stored in Archives
District Attorney's Office		SEXUAL ASSAULT CRIMINAL CASE FILES	There is no time limit upon the charging of a serious or violent felony as a prior conviction under the "Three Strikes" Law. (Penal Code § 667 (G).) Prior sexual assault files can be used to prove new allegations. (Evidence Code § 1108.) All Sexual Assault convictions must be kept for 75 years per Penal Code §§ 290.03	Open - permanent Closed 75 years after conviction	Closed - 75 years after conviction	75 years after conviction	Paper / Electronic Media	Yes	No	Most Sexual Assault cases will remain on-site once closed



EXHIBIT R

**TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE**

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS						Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	
Human Resources / Risk Management		TIME SHEETS/TIME CARDS	Data is submitted electronically to Auditor; IRS requires 4 years; California requires 2 year. Min.; FTB keeps 3 years; Cal. Dept. of Fair Requires 4 years; Published articles show 7-10 years; 26 CFR § 31.6001-1(e)(2), Revenue & Taxation Code § 19530; Labor Code § 1174(d); Government Code § 26202	2 years	2 years	4 years	Electronic Storage, Paper	Yes		
Human Resources / Risk Management		PERSONNEL FILES		2 years after resignation	3 years/5 years safety	5 years/7 years safety	Paper	Yes		
Human Resources / Risk Management		RISK MANAGEMENT CLAIMS		2 years after closed	3 years after closed	5 years after closed	Paper	Yes		
Human Resources / Risk Management		WORKERS COMPENSATION		2 years after closed	3 years after closed indefinitely if future medical liability	5 years or indefinitely	Paper	Yes		Indefinitely if there is future medical liability.
Human Resources / Risk Management		ACCIDENT AND INJURY REPORTS- EMPLOYEE (employee injuries, not including county property - e.g. county property- e.g. workers compensation )	Government Code § 26201	Copies - Destroy at any time		Copies - Destroy at any time	Electronic Storage, Paper	Yes		Human Resources and Sheriff (if appropriate) maintain originals

\*If no statutory authority is cited, use Government Code section 26202.

# EXHIBIT S



# EXHIBIT T

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS							Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged		
IT		ACCIDENT REPORTS/EMPLOYEES	Human Resources and Sheriff (if appropriate) maintains originals; Government Code §§ 26201, 26206.7	Copies- Destroyed at any time		Copies- Destroyed at any time	Paper	Yes	Yes		
IT		BILLING & TIMETRACKING	Department preference; Government Code § 26202	5 years		5 years	Paper	Yes	Yes		
IT		BUDGET DATA	Department preference; Government Code § 26202	5 years		5 years	Electronic Storage, Paper	Yes	Yes		
IT		CONTRACTS	Department preference; Government Code § 26202	5 years	5 years	10 years	Paper	Yes	Yes		
IT		CORRESPONDENCE	Government Code § 26202.	5 years		5 years	Paper	Yes	Yes		
IT		DATA BACKUPS OF THE DEPARTMENTAL SERVERS	Department preference; Government Code §§ 26201, 26206.7	12 months		12 months	Electronic Storage	Yes	Yes		
IT		ENTERPRISE BACKUPS	Includes backups for email system and servers tied to enterprise applications; Government Code §§ 26201, 26206.7	45 Days		45 Days	Electronic Storage	Yes	Yes		If contract requires longer retention, follow contract
IT		JOURNAL ENTRIES (copies)	Department preference; Government Code § 26202	5 years		5 years	Paper	Yes	Yes		
IT		PURCHASE ORDERS	Department preference; could reduce to the County-Wide standard of 2 years total retention; Government Code § 26202	10 years		10 years	Paper	Yes	Yes		
IT		SOFTWARE INVOICES	Department preference; Government Code § 26202	7 years		7 years	Paper	Yes	Yes		

\*If no statutory authority is cited, use Government Code section 26202

EXHIBIT U

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

RETENTION PERIOD AND DISPOSITION OF RECORDS										
Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	Comments and Notes
Library		APPEALS (e.g. Planning Commission, tax exemptions)	Government Code § 26202	2 years		2 years	Electronic Storage, Paper	Yes		Lead department maintains records as part of their file.
Library		ACCIDENT REPORTS (involving County vehicles)	Government Code § 26201	Copies - Destroy at any time		Copies - Destroy at any time	Electronic Storage, Paper	Yes		County Counsel and Sheriff (if appropriate) maintain originals.
Library		ACCOUNTS RECEIVABLE (Patron accounts of unreturned library items, unpaid fines and bills, damage charges, etc.)		Current FY + 4 years		5 years	Paper	Yes		
Library		AGREEMENTS- UNSUCCESSFUL BIDS - Infrastructure	Government Code §§ 26202, 26202.1	Bid Opening+ 5 years		Bid Opening + 5 years	Paper	Yes		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.
Library		AGREEMENTS- UNSUCCESSFUL BIDS - Not infrastructure	Government Code §§ 26202, 26202.1	Bid Opening+ 2 years		Bid Opening + 2 years	Paper	Yes		County records are a minimum of 2 years; special districts are required to keep public works unaccepted bids for 2 years.
Library		AGREEMENTS- ADMINISTRATION RECORDS (Correspondence, payments, etc.)	Code of Civil Procedure §§ 336(a), 337 at seq, Government Code § 26202, contractor has retention in 48 CFR § 4.703	Completion + 10 years		Completion + 10 years	Electronic Storage, Paper	Yes		Published audit standards is 7 years; statute of limitations are contracts & design specifications completion date plus 4 years, wrongful death is completion date plus 5 years, developers is completion date plus 10 years.
Library		BAD DEBTS RECORDS OF UNCOLLECTABLE ACCOUNTS - Includes: invoices & related backup				Relief from Accountability of 5 years, whichever is less	Paper	Yes		Once account deemed uncollectable, account is 5 years past statute of limitations, or relief of accountability granted, whichever comes earlier.
Library		BOARD OF SUPERVISORS LIBRARY - Recreation subcommittee: includes: agendas, notices, minutes, etc.	Government Code § 26202, 54960 (f)(c) (1)	2 years		2 years	Paper	Yes		Brown Act challenges must be filed within 30 or 90 days of action.
Library		BUDGET RECORDS (Used to prepare and support the budget)		Current FY + 4 years		5 years	Paper	Yes		
Library		CHRONOLOGICAL FILES (Copies of director's correspondence)		4 years		4 years	Paper	Yes		
Library		COMMISSIONS, COMMITTEES & BOARDS- Citizens Advisory formed by County Administrator or department head - e.g., task force (all records)	Government Code § 26202	2 years		2 years	Electronic Storage, Paper	Yes		
Library		COMPLAINTS (Written from citizens): operational or county personnel	Code of Civil Procedure §§338 et seq, 340 et seq., 342; Evidence Code 1045; Government Code §§9465.6, 12946, 2602; Penal Code §§501.5, 803(c), Vehicle Code § 2547	Final Disposition + 5 years		Final Disposition + 5 years	Electronic Storage, Paper	Yes		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 plus 4 years; claims must be filed in 6 months; state and federal laws indicate until final disposition or formal complaint; state requires 2 years after action.
Library		COMPUTER BACKUPS (Computer backups of systems, applications and data files)		1 week		1 week	Electronic Storage	Yes		
Library		COMPUTER DATABASE MASTER DATABASE FOR THE TUOLUMNE COUNTY LIBRARY includes: circulation and patron information		Active		Active	Electronic Storage	Yes		Records are constantly updated.



RETENTION PERIOD AND DISPOSITION OF RECORDS										
Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	Comments and Notes
Library		CONSTRUCTION FILES - Project files for construction or renovation of library facilities. Includes: bid, contract, and construction documents, correspondence, reports, studies, design records, safety records and environmental docs	Code of Civil Procedure § 337.15	Permanent		Permanent	Paper	Yes		Statute of limitation on actions on latent deficiencies in design, survey, construction, 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	Code of Civil Procedure § 337.15	Permanent		Permanent	Paper	Yes		Statute of limitation on actions on latent deficiencies in design, survey, construction, 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	Code of Civil Procedure § 337.15	5 years		5 years	Paper	Yes		Statute of limitation on actions is 4 years after the expiration or termination of contract.
Library		CORRESPONDENCE - Routine (Administration, chronological general files, letters, misc. reports)	Government Code § 26202	2 years		2 years	Paper	Yes		
Library		GIFTS AND DONATIONS (Private, copies of correspondence, descriptions or donations, etc.)		5 years	3 years	8 years	Paper	Yes		Matches other grant retentions
Library		GRANTS: Applications, reports, and final information	HUD § 2228.2 rev-3, 29 CFR § 97.42, Government Code § 26202; Grant issuer has requirements under various CFRs.	2 years	4 years	6 years	Electronic Storage, Paper	Yes		Consistent with County Accounting Committee; HUD requires 3 years; Uniform Admin. Requirements for Grants to Local Governments in 3 years from expenditure report.
Library		INTERLIBRARY LOAN DOCUMENTS USED TO SUPPORT INTERLIBRARY LOAN TRANSACTIONS. Included: Patron request cards, and periodical request forms.	5 CCR § 20265(b)	4 years		4 years	Paper	Yes		Items containing patron circulation information are confidential in accordance Government Code § 6254(i). For audit purposes, a record of the interlibrary loan transactions must be maintained for four years.
Library		INTERLIBRARY LOAN TRANSACTION REPORT (Report filed with the state documentation interlibrary loan transaction), includes: reports and backup.	5 CCR § 20265(b)	Current Fiscal year + 4 years		5 years	Paper	Yes		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		Permanent		Yes		If the library no longer wants to retain records, they should be sent to the County Archives for permanent retention.
Library		LITERACY PROGRAM RECORDS OF LEARNERS AND TUTORS IN THE READING PLUS LITERACY PROGRAM. Includes: intake form, test results, etc.		Upon Completion + 5 years		Upon Completion + 5 years	Paper	Yes		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		Review	Paper	Yes		Destroy records after review by Supervisor.

RETENTION PERIOD AND DISPOSITION OF RECORDS										
Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	Comments and Notes
Library		PERSONNEL FILES: Departmental records & files	Government Code § 26201	Duration of Employment		Destroy upon termination	Electronic Storage, Paper	Yes		Human Resources is Responsible Department for official personnel files; Departments are to maintain and destroy departmental files pursuant to policy issued by the Human Resources Department.
Library		PRESS RELEASES	Government Code § 26202	2 years		2 years	Electronic Storage, Paper	Yes		
Library		REFERENCE MATERIALS: BROCHURES, MANUALS, NEWSLETTERS, POLICIES, PROCEDURES & REPORTS: PRODUCED BY LIBRARY	Government Code § 26202	2 years		2 years or when superseded	Paper	Yes		
Library		REPORTS & STUDIES (Other than annual reports)	Government Code § 26202	10 years		10 years	Electronic Storage, Paper	Yes	Yes, After 2 years	Information is outdated after 10 years.
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)	Education Code § 18023	Permanent		Permanent				Ed. Code 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		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	Government Code § 26202	2 years		2 years	Electronic Storage, Paper	Yes		Source documents are considered Temporary records and can be destroyed when no longer required.
Library		TIME SHEETS / TIME CARDS	26 CFR § 31.6001-1(e)(2), Revenue & Taxation Code § 19530; Labor Code § 1174(f); Government Code § 26202	2 years	2 years	4 years	Electronic Storage, Paper	Yes		Data is submitted electronically to Auditor; IRS requires 4 years; California requires 2 year. Min.; FTB Keeps 3 years; Cal. Dept. of Fair Requires 4 years; Published articles show 7 -10 years.
Library		VOLUNTEERS PERSONNEL NOTES AND RECORDS OF HOURS SERVED BY VOLUNTEERS. Includes: personnel notes, volunteer timesheet.		Current FY + 5 years		6 years		Yes		

\*If no statutory authority is cited, use Government Code section 26202

**EXHIBIT V**

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS					Comments and Notes	
				Active When In Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged		May Destroy Paper Records After Imaged
Probation		RECEIPTS, DEPOSIT PERMITS, CASH DRAWER DAILY BALANCING SHEETS AND MONTHLY CASH STATEMENTS	Government Code § 26201	1 year	1 year	2 years	Paper	Yes		
Probation		ADULT PROBATION CASE FILES		Duration of Probation Term		Completion + 5 years.	Paper	Yes		Probation and Court maintain originals.
Probation		COURTESY SUPERVISION PROBATION CASE FILES (Adult and Juvenile)		Duration of Probation Term		Completion + 2 years.	Paper	Yes		Requesting Probation Dept. and Court maintain originals.
Probation		INDEX CARDS - JUVENILE (Card file of cases)		Same as file		Same as file	Paper	Yes		Same as file
Probation		INDEX CARDS - ADULT (Card file of cases)		Permanent		Permanent	Paper	Yes		Adult Index Cards are retained permanently for future record checks.
Probation		JUVENILE COURT/PROBATION CASE FILES		Termination of Juvenile Court Jurisdiction		Termination of Juvenile Court Jurisdiction + 5 years.	Paper	Yes		Probation and Court maintain originals; Destruction of records varies according to offense.
Probation		JUVENILE INFORMAL PROBATION CASE FILES AND INTAKES		Closed Upon Completion		Completion + 5 years.	Paper	Yes		Probation and Law Enforcement maintain originals.
Probation		PROBATION, PRISON & YOUTH AUTHORITY CASE FILES (Adult and Juvenile)		Closed Upon Commitment		Commitment Term + 5 years.	Paper	Yes		Probation and Court maintain originals.
Probation		STANDARDS AND TRAINING FOR CORRECTIONS (STC) RECORDS (Employees)	STC Policy & Procedure Manual for participating departments - Chapter II Section VII-B minimum of 3 years. Retention	Permanent		Permanent	Paper	Yes		
Probation		WORK RELEASE, SHERIFF'S PAROLE, WORK FUJROUGH, AND COMMUNITY SERVICE WORK PROGRAMS		Upon Completion		Completion + 5 years.	Paper	Yes		Probation and Court maintain originals.

\*If no statutory authority is cited, use Government Code section 26202.

EXHIBIT W

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

RETENTION PERIOD AND DISPOSITION OF RECORDS										
Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	Comments and Notes
Public Defender		CLAIM FORMS		2 years		2 years	Electronic storage, paper	Yes		
Public Defender		CLOSED CLIENT FILES - Conservatorship (LPS)		2 years	2 years	4 years	Electronic storage, paper	Yes		
Public Defender		CLOSED CLIENT FILES - Contempt		1-3 years	1-3 years	4 years	Electronic storage, paper	Yes		Active status depends on length of probation.
Public Defender		CLOSED CLIENT FILES - Felonies		5 years	5 years	10 years	Electronic storage, paper	Yes		Standard probation for felonies is five years.
Public Defender		CLOSED CLIENT FILES - Felonies, life & 3 strike cases		5 years	15 years	20 years	Electronic storage, paper	Yes		
Public Defender		CLOSED CLIENT FILES - Misdemeanors		3 years	1 year	4 years	Electronic storage, paper	Yes		Standard probation for misdemeanor is three years.
Public Defender		CLOSED CLIENT FILES - WIC 300		3 years	1 year	4 years	Electronic storage, paper	Yes		
Public Defender		CORRESPONDENCE - Non-client related		2 years		2 years	Electronic storage, paper	Yes		
Public Defender		CLOSED Client Files - Wic 602		Age of 18	2 years	Age of 18 + 2 years	Electronic storage, paper	Yes		
Public Defender		CLOSED Client Files - Family Law (Civil)		2 years	1 year	3 years	Electronic storage, paper	Yes		
Public Defender		OPEN CLIENT FILES		Until Closed		Until Closed	Electronic storage, paper	Yes		

\*If no statutory authority is cited, use Government Code section 26202

# EXHIBIT X

TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

		RETENTION PERIOD AND DISPOSITION OF RECORDS								
Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	Comments and Notes
Public Health	Public Health	BOARD OF REGISTERED NURSING CONTINUING EDUCATION PROGRAM	Applies to fiscal year not under audit review.	4 years after conclusion of course	N/A	N/A	Paper	Yes	N/A	
Public Health	Public Health	CA CHILDRENS SERVICES (CCS) MEDICAL RECORDS		5 years after closing of case	6 years and until the age of 21	Completion + 7 years from date of last service and until the age of 21	Paper	Yes	N/A	
Public Health	Public Health	CLINICAL MEDICAL RECORDS		7 years after last service or when patient is 21 years old, whichever is the later	N/A	N/A	Paper	Yes	N/A	
Public Health	Public Health	COMMUNICABLE DISEASE RECORDS (TB and Typhoid)		Completion + 1 year	Lifetime	Patients lifetime	Paper	Yes	N/A	
Public Health	Public Health	FAMILY PLANNING MEDICAL RECORDS		Completion + 7 years from date of last service and until the age of 21		Completion + 7 years from date of last service and until the age of 21		Yes		
Public Health	Public Health	GRANT RECORDS		End of Contract + 3 years		End of contract + 3 years	Paper	Yes	N/A	
Public Health	Public Health	MEDICAL ADMINISTRATIVE ACTIVITIES (MAA) and TARGETED CASE MANAGEMENT (TCM)	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 disallowances.	Completion + 3 years		3 years after closure	Paper	Yes	N/A	
Public Health	Public Health	STATE/FEDERAL GRANTS with exceptions listed below	Applies to fiscal year not under audit review	Current and last FY			Paper			
Public Health	Public Health	TELEPHONE LOGS		2 years		2 years				
Public Health	Public Health	TOBACCO CONTROL	Applies to fiscal year not under audit review	Current & last FY	3 years after last payment and end of contact	5 years after last payment	Paper	Yes	N/A	

\*If no statutory authority is cited, use Government Code section 26202



# EXHIBIT Y

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

		RETENTION PERIOD AND DISPOSITION OF RECORDS								
Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When In Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	Comments and Notes
Recorder		CONTRACTS, PLANS, SPECIFICATIONS and BONDS	Government Code § 27205			May be returned 2 years after completion, or destroyed after 5 years	Paper	Yes		
Recorder		LAYOUT SHEETS, RIGHT OF WAY MAPS	Streets & Highways §§ 12B-129			Not stated				S&H Code - Requirements for maintaining and filing.
Recorder		VITAL STATISTICS: births, death & marriage certificates	Government Code §§ 26202, 27320-27336, 27360-27388	Permanent		Permanent	Electronic Storage, Paper	Yes	Forwarded to the State	
Recorder		DOCUMENTS UNDELIVERABLE BY MAIL & UNCALLED FOR		2 years		2 years	Paper	Yes	Yes after 2 years	Paper records may be destroyed after 2 years if imaged
Recorder		All official records, vital statistics, etc.	Government Code §§ 26202, 27320-27336, 27360-27388	Permanent	Permanent	Permanent	Electronic Storage, Paper	Yes	No	
Recorder		INDICES .all official records, vital statistics, etc.	Government Code §§ 26202, 27320-27336, 27360-27388	Permanent	Permanent	Permanent	Electronic Storage, Paper	Yes	No	
Recorder		MAPS	Government Code §§ 26202, 66464-66468, 66469-66472			Permanent	Electronic Storage, Paper	Yes	No	
Recorder		VITALS Applications: births, death & marriages	Government Code §§ 26202	2 years		2 years	Paper	Yes	No	Paper records may be destroyed after 2 years from date of application.
Recorder		Burial Permits	Health & Safety Code 103060	1 year		1 year	Paper	Yes	Yes after 1 year	May be destroyed 1 year from date of issuance.

\*If no statutory authority is cited, use Government Code section 26202

EXHIBIT Z

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

		RETENTION PERIOD AND DISPOSITION OF RECORDS								
Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When In Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	Comments and Notes
Recreation		ENCROACHMENT PERMIT COPIES	Recorders Office maintains all originals	Copies- Destroyed at any time		Copies- Destroyed at any time	Paper	Yes	Yes	
Recreation		AGREEMENTS: ADMINISTRATION RECORDS (correspondence, payments, etc.)	Statute of limitations for contracts, 4 years, Code of Civil Procedure §§ 337 et seq., Government Code § 26202, Contractors subject to Federal Acquisition Regulations, 3 years after final payment, 48 CFR § 4.703. See comments.	Completion + 7 years		Completion + 7 years	Electronic Storage, Paper	Yes	Yes	Published audit standards is 7 years.
Recreation		COMPLAINTS (filed against the county);	Code of Civil Procedure § 337 et seq., Government Code § 25105.5.	Final Disposition	Final Disposition + 5 years	Final Disposition + 5 years	Electronic Storage, Paper	Yes	Yes	Minor Tolling: CCP §352, actions by minors not tolled until age 18 as against public agencies if claim is required under Gov't Code §900 et seq.
Recreation		PROGRAM APPLICATIONS AND AGREEMENTS (program applications with liability waivers and releases; Special event agreements, applications and other documents, e.g. Orient Express, facilities use.)	Code of Civil Procedure § 337 et seq., Government Code § 25105.5.	Final Disposition	Final Disposition + 5 years	Final Disposition + 5 years	Electronic Storage, Paper	Yes	Yes	Concern: minors as the most common clients, 18+? See above, courts will liberally grant relief for late claims, but we should have some notice of claim prior to 5 years. Maintaining electronic copy should be enough for any later actions.
Recreation	Various	CORRESPONDENCE-routine (e.g. administrative, chronological, general files, letters, memorandums, miscellaneous reports, reading files, working files, etc.)	Clerk of the Board is Responsible Department for documents presented at BOS meeting; Government Code § 26202	2 years		2 years	Electronic Storage, Paper	Yes	Yes	
Recreation		CORRESPONDENCE-TRANSITORY (e.g. transmittal letters, thank yous, meetings, notices, etc.) see comments	Provided they are not retained in the "regular course of business" use Government Code § 26202	Destroy at any time		Destroy at any time	Electronic Storage, Paper	Yes	Yes	
Recreation		GRANTS: applications, reports, and final information	Consistent with County Accounting Committee; HUD requires 3 years; Uniform Admin. Requirements for Grants to Local Governments in 3 years from expenditure report; HUD Handbook 2228.2 rev-3, 29 CFR § 97.42 [3 years], Government Code § 26202. Grant issuer has requirements under various CFRs.	2 years	4 years	6 years	Electronic Storage, Paper	Yes	Yes	
Recreation		REPORTS: INCIDENT AND ACCIDENT	Government Code § 25105.5	Final Disposition	Final Disposition + 5 years	Final Disposition + 5 years	Paper	Yes	Yes	Statute of limitations for most contracts is 4 years; wrongful death for construction is completion date plus 5 years; Code of Civil Procedure § 337 et seq.
Recreation		PERSONNEL FILES: DEPARTMENTAL RECORDS & FILES	Human Resources is Responsible Department for official personnel files; Departments are to maintain and destroy departmental files pursuant to policy issued by the Human Resources Department; Government Code § 26201	Duration of Employment, plus 1 year		Duration of Employment plus 1 year	Paper	Yes	Yes	
Recreation		PROPERTY: EQUIPMENT INVENTORY, SPECIFICATIONS	All departments are required to file inventories with Clerk or Auditor, which must be retained for 5 years; Government Code §§24051, 26202	2 years		2 years	Paper	Yes	Yes	
Recreation		REFERENCE MATERIALS: brochures, manuals, newsletters, policies, procedures & reports; produced by your department	Government Code § 26202	Minimum of 2 years		Minimum of 2 years	Electronic Storage, Paper	Yes	Yes	
Recreation		REPORTS & STUDIES (other than annual reports)	Information is outdated after 10 years; Government Code § 26202	10 years		10 years	Electronic Storage, Paper	Yes	Yes	
Recreation		COMMISSIONS, COMMITTEES & BOARDS: INTERNAL - E.G. SAFETY COMMITTEE	Government Code § 26202	2 years		2 years	Electronic Storage, Paper	Yes	Yes	



EXHIBIT AA

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS						Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	
Revenue Recovery		WORK ORDERS/PURCHASE REQUEST FORM USED TO REQUEST REPAIRS AND SERVICES FROM THE FACILITIES MANAGER, includes: branch, request signatures, approval, cost, remarks.		Upon Completion		Upon Completion	Electronic Storage, Paper	Yes	Yes	Destroy copies after completion of the request.
Revenue Recovery		ACCOUNT ADJUSTMENT FORMS	Government Code § 26202	1 year	1 year	2 years	Electronic Storage, Paper	Yes	Yes	
Revenue Recovery		AGED ACCOUNTS LIST	Government Code § 26202	1 year	1 year	2 years	Electronic Storage, Paper	Yes	Yes	
Revenue Recovery		ALL PAPER RECORDS OF ACCOUNTS PAID IN FULL	Government Code § 26202	1 year	1 year	2 years	Electronic Storage, Paper	Yes	Yes	
Revenue Recovery		COMPUTER FILES OF ACCOUNTS PAID IN FULL FOR 4 YEARS INCLUDING ALL RECORDS OF PAYMENTS		4 years		4 years	Electronic Storage, Paper	Yes	Yes	
Revenue Recovery		DAILY REPORTS OF PAYMENTS RECEIVED	Government Code § 26202	1 year	1 year	2 years	Electronic Storage, Paper	Yes	Yes	
Revenue Recovery		MISCELLANEOUS MANAGEMENT REPORTS	Government Code § 26202	1 year	1 year	2 years	Electronic Storage, Paper	Yes	Yes	
Revenue Recovery		MONTHLY REPORTS OF MONEY COLLECTED FOR EACH COUNTY DEPARTMENT	Government Code § 26202	1 year	1 year	2 years	Electronic Storage, Paper	Yes	Yes	
Revenue Recovery		MONTHLY REPORTS OF NEW ACCOUNTS ADDED	Government Code § 26202	1 year	1 year	2 years	Electronic Storage, Paper	Yes	Yes	

\*If no statutory authority is cited, use Government Code section 26202

EXHIBIT BB



# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS						Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	
Road		CORRESPONDENCE FILES		2 years		2 years	Paper	Yes	Yes	
Road		PROJECT FILES		Permanent		Permanent	Paper	Yes	Yes	
Road		ROAD FILES		Permanent		Permanent	Paper	Yes	Yes	

\*If no statutory authority is cited, use Government Code section 26202

EXHIBIT CC

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS					Comments and Notes	
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged		May Destroy Paper Records After Imaged
Coroner		TRANSIENT TIE-DOWN LOGS		Current + 1 year (2 years)	4 Years	Current + 5 Years (6 years)	Paper	Yes	Yes: When inactive	
Coroner		CORONER REPORTS		Completion + 3 years		Completion + 3 years	Paper	Yes	Yes	
Sheriff Civil		CIVIL CASES AND REPORTS		6 months		6 months	Paper	Yes		Providing they do not involve real property sales. Expire after 6 months and sent back to court
Sheriff Civil		Concealed Weapon Permits (CCW)		Expiration + 2 years		Expiration + 2 years	Paper	Yes		DOJ manages the sale and transfer of firearms; most agencies retain for 2 years; GC 12070 et seq.
Sheriff Civil		Cash Receipt Books		1 year		1 year	Paper	Yes		
Sheriff Civil		Restraining Orders		2 years		2 years	Paper	Yes		
Sheriff Civil		CCW Duplicate Receipts sent to DOJ		2 years		2 years	Paper	Yes		
Sheriff Civil		Civil Check Registers		2 years		2 years	Paper	Yes		
Sheriff Civil		Deposit Slip Copies		1 year		1 year	Paper	Yes		
Sheriff Civil		Journal Entry Copies		1 year		1 year	Paper	Yes		

\*If no statutory authority is cited, use Government Code section 26202

EXHIBIT DD



EXHIBIT EE

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS					Comments and Notes	
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged		May Destroy Paper Records After Imaged
Jail		WORK ORDERS	Department preference; Government Code § 26202	3 years		3 years	Paper	Yes		
Jail		DAILY LOGS		5 years		5 years	Paper	Yes		
Jail		DISPOSITIONS		5 years		5 years	Paper	Yes		
Jail		INMATE FILE		5 years		5 years	Paper	Yes		Contains: booking slip, sentence form, property intake form, minute order, property receipt, classification form, property release form, all systems.
Jail		MAINTENANCE LOGS		5 years		5 years	Paper	Yes		
Jail		NO SHOW COMMITMENTS		5 years		5 years	Paper	Yes		
Jail		POPULATION ROSTER		5 years		5 years	Paper	Yes		
Jail		POST LOGS		5 years		5 years	Paper	Yes		
Jail		SAFETY CELL CHECKS		5 years		5 years	Paper	Yes		
Jail		TELETYPES		5 years		5 years	Paper	Yes		
Jail		TITLE 15 LOGS		5 years		5 years	Paper	Yes		
Jail		VISITOR LOGS		5 years		5 years	Paper	Yes		
Jail		YARD LOGS		5 years		5 years	Paper	Yes		
Jail		LEGAL RESEARCH ASSOCIATES REQUESTS		2 years		2 years	Paper	Yes		Inmate requests for legal info
Jail		EMPLOYEE TRAINING FILES		5 years after termination		5 years after termination	Paper	Yes		

\*If no statutory authority is cited, use Government Code section 26202

EXHIBIT FF



# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS						Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	
Administration		ABC LETTERS		2 years		2 years	Paper	Yes		
Administration		ALIEN LETTERS		2 years		2 years	Paper	Yes		
Administration		BOATING GRANTS		15 years		15 years	Paper	Yes		
Administration		CITIZEN COMPLAINTS		Completion + 5 years		Completion + 5 years	Paper	Yes		Providing they are not presently involved in civil litigation.
Administration		CORRESPONDENCE		2 years		2 years	Paper	Yes		Includes DSA, Internal, Sheriff and Undersheriff correspondence.
Administration		FALSE ALARM BILLS		Completion + 2 years		Completion + 2 years		Yes		
Administration		LIVESCAN BILLING		Completion + 2 years		Completion + 2 years	Paper	Yes		
Administration		MEDICAL FILES	29 CFR 1910.1020			Termination + 30 years	Paper	Yes		If employed less than one year records may be destroyed upon termination. See CFR for more details.
Administration		MEGANS LAW RELEASE FORM		5 years		5 years	Paper	Yes		
Administration		MEGANS LAW REQUEST TO VIEW OFFENDER CD		5 years		5 years	Paper	Yes		
Administration		OSHA RECORDS		5 years		5 years	Paper	Yes		
Administration		OTHER GRANTS		Completion + 3 years		Completion + 3 years	Paper	Yes		
Administration		PERSONNEL FILES	Government Code § 26201			Duration of Employment plus 1 year	Paper	Yes		Human Resources is Responsible Department for official personnel files; Departments are to maintain and destroy departmental files pursuant to policy issued by the Human Resources Department.
Administration		RECORDINGS OF TELEPHONE AND RADIO COMMUNICATIONS	Government Code § 26202	100 days from date of recording		100 days from date of recording	Tape	No		
Administration		SAFETY COMMITTEE MINUTES		2 years		2 years	Paper	Yes		
Administration		STAFF MEETINGS MINUTES		2 years		2 years	Paper	Yes		
Administration		TRAINING FILES					Paper	Yes		
Administration		VEHICLE ACCIDENT REPORT		2 years		2 years	Paper	Yes		
Administration		ACCOUNTING FILES		4/7 years		4/7 years	Paper	Yes		4 years for state funds, 7 years for federal funds.
Administration		CORRESPONDENCE FILES		2 years		2 years	Paper	Yes		Required 2 years; typically keep for 20-30 years.
Administration		DAMAGE CLAIMS		Permanent		Permanent	Paper	Yes		Claim must be filed within 1 year.
Administration		PROJECT FILES		Permanent		Permanent	Paper	Yes		

\*If no statutory authority is cited, use Government Code section 26202.

EXHIBIT GG

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

RETENTION PERIOD AND DISPOSITION OF RECORDS										
Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	Comments and Notes
SO Admin		ABC LETTERS		2 years		2 years	Paper	Yes		
SO Admin		ALIEN LETTERS		2 years		2 years	Paper	Yes		
SO Admin		BOATING GRANTS		5 years		5 years	Paper	Yes		
SO Admin		CITIZEN COMPLAINTS / IA's	EVC 1045; GC 12946, PC 801.5, 803 (e), 832.5, VC 2547	Completion + 5 years		Completion + 5 years	Paper	Yes		Providing they are not presently involved in civil litigation; All State & Federal laws require retention until final dispo of formal complaint; State requires 2 years after action is taken; Statute of Limitation is 4 years for misconduct.
SO Admin		INTERNAL INVESTIGATIONS; OFFICER INVOLVED SHOOTINGS / SHOOTING REVIEW		Final Dispo + 25 Years		Final Dispo + 25 years	Paper	Yes		Consistent with IA & Proposed statewide guidelines.
SO Admin		CORRESPONDENCE		5 years		5 years	Paper	Yes		Includes DSA, Internal, Sheriff and Undersheriff correspondence.
SO Admin		FALSE ALARM BILLS		Completion + 2 years		Completion + 2 years		Yes		
SO Admin		LIVESCAN BILLING		Completion + 2 years		Completion + 2 years	Paper	Yes		
SO Admin		EMPLOYEE MEDICAL FILES		Termination + 5 years		Termination + 5 years	Paper	Yes		
SO Admin		OSHA RECORDS		5 years		5 years	Paper	Yes		
SO Admin		OTHER GRANTS		Completion + 3 years		Completion + 3 years	Paper	Yes		
SO Admin		PERSONNEL FILES	Government Code § 26201			Duration of Employment plus 5 years	Paper	Yes		Human Resources is Responsible Department for official personnel files; Departments are to maintain and destroy departmental files pursuant to policy issued by the Human Resources Department.
SO Admin		SAFETY COMMITTEE MINUTES	Government Code § 26202	5 years		5 years	Paper	Yes		
SO Admin		STAFF MEETINGS MINUTES/COMMUNITY MEETING MINUTES	Government Code § 26202	2 years		2 years	Paper	Yes		
SO Admin		EMPLOYEE TRAINING FILES		Termination + 5 years		Termination + 5 years	Paper	Yes		
SO Admin		VEHICLE ACCIDENT REPORT		2 years		2 years	Paper	Yes		
SO Admin		POST AUDITS		2 years		2 years	Paper	Yes		
SO Admin		RFPs & RESPONSES	Government Code § 26202	2 years		2 years	Paper	Yes		
SO Admin		CLOSED CONTRACTS / AGREEMENTS		Completion + 2 years		Completion + 2 years	Paper	Yes		Contract may require longer retention.
SO Admin		BUDGET RECORDS - PREP & SUPPORTING Docs		5 years		5 years	Paper	Yes		
SO Admin	Background Investigator	BACKGROUND INVESTIGATION FILES ON EMPLOYEES / RESERVES		5 years after termination of employment		5 years after termination of employment	Paper	Yes		Retained for Administrative value.
SO Admin	Background Investigator	BACKGROUND INVESTIGATION FILES ON UNSUCCESSFUL APPLICANTS	29 CFR 1672.3(e)(5) and (6), 8 CFR 11040.7(e); GC 12946	3 years		3 years	Paper	Yes		EEOC/FLSA/ADEA requires 3 years; State law requires 2-3 years.
SO Admin	Background Investigator/CSUSA R Coord	BACKGROUND FILES - VOLUNTEERS		Termination + 3 years		Termination + 3 years		Yes		

\*If no statutory authority is cited, use Government Code section 26202.

EXHIBIT HH

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

RETENTION PERIOD AND DISPOSITION OF RECORDS										
Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	Comments and Notes
Sheriff's Records		11850 HEALTH AND SAFETY CODE CRIME REPORTS		Permanent		Permanent	Paper	Yes	Yes	
Sheriff's Records		FELONY CRIME REPORTS	Provided that there are no outstanding warrants, deaths, and it is not classified under PC §800 & 290 and H&S §11850; Statute of Limitations is up to 6 years; Other Cities show 3 – 10 years; PC §§187, 800 et seq.	Completion + 10 years		Completion + 10 years	Electronic Storage	Yes	Yes	
Sheriff's Records		FELONY CRIME REPORTS INVOLVING CRIMINAL DEATH CASES		Permanent		Permanent	Paper	Yes	No	SCAN PLUS KEEP HARD COPY
Sheriff's Records		FIELD INVESTIGATION CARDS		2 years		2 years	Paper	Yes	Yes	
Sheriff's Records		FILED PAPERS OR RECORDS BOOKS CREATED UNDER LAND TITLE ACT	Destruction subject to Government Code §§ 26205.5; 27207.			Varies		Yes		
Sheriff's Records		INFRACTION CITATIONS		2 years		2 years	Electronic Storage, Paper	Yes	No	Purge Paper and electronic after 2 years
Sheriff's Records		Citations: Misdemeanor, Traffic or Criminal		Completion + 3 years		Completion + 3 years	Electronic Storage, Paper	Yes	Yes	COMPLETION + 3 YEARS
Sheriff's Records		MISCELLANEOUS NON-CRIMINAL OFFICER'S CONTACT REPORTS		Completion + 2 years		Completion + 2 years	Paper	Yes	Yes	
Sheriff's Records		MISDEMEANOR CRIME REPORTS	Providing that case does not have an unserved warrant and is not involved in a civil or criminal litigation or serialized property	Completion + 3 years		Completion + 3 years	Paper	Yes	Yes	
Sheriff's Records		RECORDS OF LOST AND FOUND ITEMS		Completion + 2 years		Completion + 2 years	Paper	Yes	Yes	
Sheriff's Records		UNSERVED FELONY WARRANTS AND CORRESPONDING CASES	Warrant is returned to Court	5 years		5 years	Paper	Yes		
Sheriff's Records		UNSERVED MISDEMEANOR WARRANTS AND CORRESPONDING CASES	Warrant is returned to Court	3 years		3 years	Paper	Yes		
FROM CONCORD PD										
Sheriff's Records		Crime Reports: "Detention Only" Retainable Arrests	Provided there are no outstanding warrants, deaths, and it is not classified under PC §800 & 290 and H&S §11850; Statute of Limitations is 2 years; Destroy juvenile marijuana after age 18; H&S §11361.5; GC §34090, PC §802, PC §§187, 800 et seq.	2 years		2 years	Electronic Storage	Yes	Yes	
Sheriff's Records		Crime Reports: Sealed Juvenile Cases	Statute of Limitations runs up to age of majority + 8 years; Sealing for Juveniles and Wards of the Court retained for 5 years; CP §§340.1; GC §34090; W&I §181(d)	Sealing date + 5 years		Sealing date + 5 years		Yes		
Sheriff's Records		Crime Reports: Misdemeanors, Traffic Collisions / Non-Fatal Accidents, Incidents, Marijuana (less than 28.5 grams)	Provided there are no outstanding warrants, deaths, and it is not class. under PC §800 & 290 and H&S §11850; Statute of Limitations is 2 years; Destroy juvenile marijuana after age 18; H&S §11361.5; GC §34090, PC §802, PC §§187, 800 et seq.	3 years		3 years		Yes		
Sheriff's Records		Drug Registrants	H&S 11590	5 years from exp of parole/probation or registration		5 years from exp of parole/probation or registration		Yes		
Sheriff's Records		Guns: Dealers Record of Sale	PC §12070	6 years		6 years		Yes		

RETENTION PERIOD AND DISPOSITION OF RECORDS										
Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	Comments and Notes
Sheriff's Records		Injury / Overdose / Attempted Suicide Reports NOT Resulting in Death	GC §34090	3-5 years		3-5 years		Yes		
Sheriff's records		Lost and Found Reports	If artifact over \$10,000, artifact is permanent – Statute of Limitations is up to 3 years (recovery from seized property by police is 1 year), CP §338(c), 340(4), 341(b), GC §34090	2 years		2 years		Yes		
Sheriff's records		Marijuana Citations or Reports (less than 28.5 grams)	GC §34090, H&S §11361.5	2 years		2 years		Yes		
Sheriff's records		Mental Cases (Except multiple entry and last entry is less than 2 years)	GC §34090	2 years		2 years		Yes		
Sheriff's records		Mental Cases (With 72 Hour Holds)	GC §34090	5 years		5 years		Yes		
Sheriff's records		Missing Person & Runaway Reports (Cleared)	Also see Crime Reports; GC §34090	2 years		2 years		Yes		
Sheriff's records		Missing Person Reports (Unsolved)	Department Preference; Also see Crime Reports; GC §34090	Until Located				Yes		
Sheriff's records		Parking Citations	GC §34090	6 Months		6 Months	Paper	Yes	Yes	ORR Handles these
Sheriff's records		Pawn Slips	Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090	90 days		90 days		Yes		
Sheriff's records		Sealed Criminal Records	Wards of the Court and Juveniles; W&I §781(d)	Sealing date + 5 years		Sealing Date + 5 years		Yes		
Sheriff's records		Sex Offender Registrations	Pursuant to PC §290 et seq.; If released from CAY, records are destroyed after age 25 or sealing pursuant to W&I §781	Lifetime				Yes		
Sheriff's records		Suspect Fingerprint Cards	Department Preference; Transmitted to DOJ;	10 years				Yes		
Sheriff's records		Teletype Roster of Criminal Offender Record Information Requests	Attorney General's Determination for PC §11078; CCR 707(c)	3 years		3 years	Paper	Yes		

\*If no statutory authority is cited, use Government Code section 26202

EXHIBIT I I

TUOLUMNE COUNTY DOCUMENT RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS					Comments and Notes	
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged		May Destroy Paper Records After Imaged
Social Services	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	The manual of policies and procedures for the CDSS - §§ 10-119.2, and the Welfare & Institutions Code § 10851 specify a minimum retention period for social services records and their supporting documents of three years which begins on the date on which public social services were last provided.	3 years after closure		3 years after closure	Paper	Yes		
Social Services	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)	The manual of Policies and Procedures for the CDSS - §§ 10-119.2, and the Welfare & Institutions 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 - Miller v. Wood; Tyler v. Anderson.	Completion + 3 years		3 years after closure	Paper	Yes		
Social Services	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	The manual of policies and procedures for the CDSS - §§ 10-119.2, and the Welfare & Institutions 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.	Completion + 3 years or 10 years after closure for cases sent to the DOJ		3 years or 10 years after closure for cases sent to the DOJ	Paper	Yes		
Social Services	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	Preserve when there is an open Federal or State Audit. When a case involved a criminal or civil litigation, the records shall 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 an 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: Bass v. Anderson.	Completion + 3 years		3 Years after the date the last State expenditure report was made to the Federal Dept. of Health and Human Services	Paper	Yes		
Social Services	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	Cases affected by the follow court actions are kept beyond 3 years or until the court case is closed, settled or dismissed: Rush v. Anderson; Miller, et al. v. Carlson; Andreyeva v. Anderson; Anderson v. Saenz; Nickols v. Saenz	Completion + 3 and one-half years		3 and one-half years after closure	Paper	Yes		



TUOLUMNE COUNTY DOCUMENT RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS					Comments and Notes	
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged		May Destroy Paper Records After Imaged
Social Services	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	Medi-Cal records documenting eligibility and budget documents shall be retained 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 (Welfare & Institutions Code § 10851) required that public social service records (aid and services) be maintained for three years from the last date of aid or services.	Completion + 3 and one-half years		3 and one-half years after closure	Paper	Yes		
Social Services	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	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 (Welfare & Institutions Code § 10851) required that public social service records (aid and services) be maintained for three years from the last date of aid or services.	Completion + 3 years and until paid in full		3 Years after the date the last Sale expenditure report was made to the Federal Dept. of Health and Human Services And Until Paid in Full	Paper	Yes		
Social Services	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	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 (Welfare & Institutions Code § 10851) required that public social service records (aid and services) be maintained for three years from the last date of aid or services.	Completion + 3 and one-half years		3 and one-half years after closure	Paper	Yes		
Social Services	Eligibility	PAIWA 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	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: Akar v. Anderson; Anderson v. Saenz; Lornell v. Saenz; Lopez v. Espy; Yang v. Healy. Records and their supporting documents for which there is an open Federal or State audit must be retained until resolved.	3 Years from the month of origin for Program Records and 3 Years from the date of closure for fiscal records		3 Years from the month of origin for Program Records and 3 Years from the date of closure for fiscal records	Paper	Yes		
Social Services	Eligibility	WELFARE FRAUD. The following are included in the case files: referral; investigative reports; documentation of evidence	The manual of Policies and Procedures for the CDSS - §§ 10-119.2, and the Welfare & Institutions 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.	Completion + 3 Years. Records are retained for 5 Years or longer in the event of overpayment or litigation		3 years after closure and records are retained for 5 years or longer in the event of overpayment or litigation	Paper	Yes		

**TUOLUMNE COUNTY DOCUMENT RETENTION SCHEDULE**

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS					Comments and Notes	
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged		May Destroy Paper Records After Imaged
Social Services	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	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.	Completion + 3 years		3 Years after the date the last State expenditure report was made to the Federal Dept. of Health and Human Services	Paper	Yes		

\*If no statutory authority is cited, use Government Code section 26202.

EXHIBIT JJ

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS						Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	
Solid Waste		ACCOUNTING FILES (Budget)		3 years		3 years	Paper	Yes	Yes	
Solid Waste		BOARD OF SUPERVISORS Solid Waste Committee Minutes & Records		2 years	Permanent	Permanent	Paper	Yes	Yes	BOSSWC should be kept. BOS packets are kept by Board Clerk.
Solid Waste		Closed Contracts		3 years	5 years	8 years	Paper	Yes	Yes	
Solid Waste		CORRESPONDENCE-CIWMB		3 years	Permanent	Permanent	Paper	Yes	Yes	
Solid Waste		CORRESPONDENCE-CRWQCB		3 years	Permanent	Permanent	Paper	Yes	Yes	
Solid Waste		CORRESPONDENCE-DOC		3 years	5 years	8 years	Paper	Yes	Yes	
Solid Waste		CORRESPONDENCE-DTSC		3 years	5 years	8 years	Paper	Yes	Yes	
Solid Waste		CORRESPONDENCE-Fed. Agency		3 years	5 years	8 years	Paper	Yes	Yes	
Solid Waste		CORRESPONDENCE-Franchisee		3 years	Permanent	Permanent	Paper	Yes	Yes	
Solid Waste		CORRESPONDENCE-Intra Office		3 years	5 years	8 years	Paper	Yes	Yes	
Solid Waste		CORRESPONDENCE-LEA		3 years	Permanent	Permanent	Paper	Yes	Yes	
Solid Waste		CORRESPONDENCE-Operator		3 years	Permanent	Permanent	Paper	Yes	Yes	
Solid Waste		CORRESPONDENCE-Other		3 years	Permanent	Permanent	Paper	Yes	Yes	
Solid Waste		FACILITIES-landfills, transfer stations or recycling facilities		3 years	5 years	8 years	Paper	Yes	Yes	
Solid Waste		HISTORY		3 years	Permanent	Permanent	Paper	Yes	No	Scan large reports
Solid Waste		LOCAL TASK FORCE		3 years	Permanent	Permanent	Paper	Yes	Yes	
Solid Waste		PROJECT FILES		3 years after close of project	7 years	10 years		Yes	Yes	
Solid Waste		PROJECT FILES-Facilities means landfills, transfer stations, recycling facilities or oil collection facilities		3 years after close of project	Permanent	Permanent	Paper	Yes	Yes	
Solid Waste		PROJECT FILES-Grants		3 years after close of project	2 years	5 years	Paper	Yes	Yes	Term of grants state 3 years after grant is officially closed
Solid Waste		Manifests and Bills of Lading for Universal Waste		3 years	Permanent	Permanent	Paper	Yes	Yes	Title 22 sec 66262.40 states 3 years after signed Manifest returned by disposal facility.

\*If no statutory authority is cited, use Government Code section 26202

EXHIBIT KK



EXHIBIT LL

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS						Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	
Tax Collector		ABSTRACT, UNSECURED	Revenue & Taxation Code § 2928 -After paid or relief of accountability	2 years	3 years	5 years	Paper	Yes		
Tax Collector		BANKRUPTCY FILES	Government Code § 26202	2 years		2 years	Paper	Yes		
Tax Collector		CORRESPONDENCE (inter-department memos, published legal notices, bulk transfers)	Government Code § 26202.	2 years		2 years	Paper	Yes		
Tax Collector		DEPOSIT PERMITS, JOURNAL ENTRIES, CASH RECEIPT BOOKS	Government Code § 26202	2 years	3 years	5 years	Paper	Yes		
Tax Collector		LIENS AND LIEN RECORDS	Government Code §§ 26205, 26205.1	2 years	10 years	12 years	Paper	Yes		
Tax Collector		MOBILE HOME TAX CLEARANCE CERTIFICATES	Government Code § 26202	2 years		2 years	Paper	Yes		
Tax Collector		PROPERTY SOLD AND DEEDED REPORTS	Government Code § 26205.1	2 years	10 years	12 years	Paper	Yes		
Tax Collector		PUBLIC SALES/AUCTION RECORDS	Government Code §§ 26205, 26205.1	2 years	10 years	12 years	Paper	Yes		
Tax Collector		SILVER MEDALLION DEPOSITS	Government Code § 26202	2 years	3 years	5 years	Paper	Yes		
Tax Collector		SUMMARY JUDGMENT UNSECURED TAXES	Revenue & Taxation Code § 3105	10 years		10 years	Paper	Yes		
Tax Collector		SUPPLEMENT TAX ROLLS (cross-reference, breakdown, refunds and recons)	Revenue & Taxation Code § 4377	2 years	10 years	12 years	Electronic Storage, Paper	Yes		
Tax Collector		SUPPLEMENTAL TAX TRANSFER TO UNSECURED	Government Code § 26205.1	2 years	10 years	12 years	Paper	Yes		
Tax Collector		TAX BILL PAID STUBS, CORTAC TAPE PAYMENTS	Government Code § 26202	2 years		2 years	Paper	Yes		
Tax Collector		TAX COLLECTION TRUST RECORDS	Government Code § 26205	2 years	10 years	12 years	Paper	Yes		
Tax Collector		TAX COLLECTORS CERTIFICATES OF REDEMPTION	Revenue & Taxation Code § 4107	2 years	10 years	12 years	Paper	Yes		
Tax Collector		TAX PAYMENT RECORDS AND RECEIPTS	Government Code § 26202	2 years		2 years	Paper	Yes		
Tax Collector		TAX PREPAYMENT (BLA's, mobile homes parcel maps, subdivisions)	Government Code § 26202	3 years	2 years	5 years	Paper	Yes		
Tax Collector		TAX ROLLS, DELINQUENT, SECURED AND SUPPLEMENTAL	Revenue & Taxation Code § 4377	2 years	10 years	12 years	Electronic Storage, Paper	Yes		
Tax Collector		TAX ROLLS, GENERALLY	Government Code § 26908			2 years		Yes	Yes: after 2 years	Destruction authorized only after electronic documentation; electronic version must be maintained permanently
Tax Collector		TAX ROLLS, UNSECURED	Revenue & Taxation Code § 2928	2 years	3 years	5 years	Electronic Storage, Paper	Yes		
Tax Collector		TAX-DEFAULTED SUBJECT TO POWER TO SELL RECORDS	Government Code § 26205	2 years	10 years	12 years	Paper	Yes		
Tax Collector		DISCHARGE OF ACCOUNTABILITY	Revenue & Taxation Code § 4377			12 years	Paper	Yes		
Tax Collector		TRANSIENT OCCUPANCY TAX RETURNS, REPORTS	Government Code § 26202			5 years	Paper	Yes		

\*If no statutory authority is cited, use Government Code section 26202.



EXHIBIT MM

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	RETENTION PERIOD AND DISPOSITION OF RECORDS							Comments and Notes
				Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged		
Treasurer		BANK STATEMENTS	Government Code § 26202	2 years	3 years	5 years	Paper	Yes			
Treasurer		BONDS	After the life of the bond or after last audit.	5 years		5 years	Paper	Yes			
Treasurer		BOOKS OF ACCOUNT FOR RECEIPTS & WARRANTS	Government Code §§ 26202, 27002.1			5 years		Yes		Yes	A duplicate of each roll of microfilm shall be made and kept in a safe and separate place.
Treasurer		CANCELLED BONDS & INT. COUPONS	Conditions fixed by Treasurer; Government Code § 53921			5 years	Paper	Yes			
Treasurer		DAILY CASH COUNT REPORTS	Government Code § 26202	1 year	1 year	2 years	Paper	Yes			
Treasurer		DEPOSIT PERMITS	Government Code §§ 26202, 26205.5, 27001	1 year		Varies	Paper	Yes			
Treasurer		INVESTMENT RECORDS	Government Code § 26202	2 years	3 years	5 years	Paper	Yes			
Treasurer		PURCHASE ORDER	Government Code § 26202	1 year	1 year	2 years	Paper	Yes			
Treasurer		RECEIPT & DISBURSEMENT REPORTS	Government Code § 26202			2 years	Paper	Yes			
Treasurer		TREASURY CORRESPONDENCE	Government Code § 26202	2 years	1 year	3 years	Paper	Yes			
Treasurer		UNSECURED TAX ROLLS	Abstract or delinquent roll must have been certified by auditor; Revenue & Taxation Code § 2528			5 years	Paper	Yes			
Treasurer		DISCHARGE OF ACCOUNTABILITY	Revenue and Taxation Code § 4377			12 years	Paper	Yes			
Treasurer		TRANSIENT OCCUPANCY TAX RETURNS, REPORTS	Government Code § 26202			5 years	Paper	Yes			

\*If no statutory authority is cited, use Government Code section 26202

**EXHIBIT NN**

# TUOLUMNE COUNTY RECORDS RETENTION SCHEDULE

RETENTION PERIOD AND DISPOSITION OF RECORDS										
Department Responsible For Records	Departmental or County Tracking Information	Title and Description of Records	Statutory or Other Authority Controlling Retention	Active When in Department	Inactive When Stored Off-Site	Total Retention	Type of Records Material	Records Can Be Imaged	May Destroy Paper Records After Imaged	Comments and Notes
TGMF		BILLING RECORDS - including Medical and Medicare	Welfare & Institutions Code § 14124.1 [Medi-Cal, 3 yrs.], but see, 42 CFR § 422.504(f) [provider contract retention requirements, 10 yrs.]	1 year	9 years	10 years (if minor, age 18+1 year, but no less than 10 years)	Electronic Storage, Paper	Yes	Yes	Note: provider and insurance contracts may vary retention periods.
TGMF		BUSINESS RECORDS - e.g. leases, operating expenses	CCP § 337, et seq.	1 year	3 years	4 years	Electronic Storage, Paper	Yes	Yes	
TGMF		BUSINESS FORMATION - e.g. Articles of Incorporation, First/Last Meeting Minutes, formation or dissolution resolutions or other documents.	Gov't Code § 26202			Permanent	Electronic Storage, Paper	Yes	Yes	Electronic copies/images shall be retained permanently - Inquiries may arise at any time after dissolution of an entity formed by the County, such as an estate planning gift, and need for successor information.
TGMF		PATIENT RECORDS - General (includes inpatient, emergency room, clinic and outpatient surgery records, skilled nursing, home health agencies, stress tests, physical therapy, physician orders, dietary, and blood bank log books and acute care)	Health & Safety § 123145 [general]; 22 CCR § 72543 [skilled nursing]; 22 CCR § 74731 [home health agencies]; 22 CCR § 70751 [acute care].	Discharge + 1 year	6 years	7 years (if minor, age 18 + 1 year, but no less than 7 years)	Electronic Storage, Paper	Yes	Yes	Note: case law, including <i>Call v. Kezirian</i> (1982) 135 Cal. App. 3d 189, <i>Brown v. Bleiberg</i> (1982) 32 Cal. 3d 426, and <i>Warren v. Schechter</i> (1997) 57 Cal. App. 4th 1189, allowed actions for malpractice up to 12 years past date of service resulting in CHA recommendation for 10 year retention period.
TGMF		SPECIFIC RECORDS - Clinical Test Reports (General)	42 CFR § 493.1105	Discharge + 1 year	6 years	7 years (if minor, age 18 + 1 year, but no less than 7 years)	Electronic Storage, Paper	Yes	Yes	
TGMF		SPECIFIC RECORDS - Clinical Test Reports (Pathology Only)	42 CFR § 493.1105	Discharge + 1 year	9 years	10 years (if minor, age 18 + 1 year, but no less than 10 years)	Electronic Storage, Paper	Yes	Yes	
TGMF		SPECIFIC RECORDS - X-Rays (General)	22 CCR § 70751c	Discharge + 1 year	6 years	7 years (if minor, age 18 + 1 year, but no less than 7 years)	Electronic Storage, Paper	Yes	Yes	
TGMF		SPECIFIC RECORDS - X-Rays (Mammograms)	17 CCR § 30317.50	Discharge + 1 year	9 years	10 years (if minor, age 18 + 1 year, but no less than 10 years)	Electronic Storage, Paper	Yes	Yes	
TGMF		SPECIFIC RECORDS - Dental	Health & Safety § § 123105 [definitions], 123145 [general rule]; potential liability insurance requirements.	Discharge + 1 year	6 years	7 years (if minor, age 18 + 1, but not less than 7 years)	Electronic Storage, Paper	Yes	Yes	Current policy is to retain permanently, notwithstanding Health and Safety Code, for insurance and identification purposes of decedents.

\*If no statutory authority is cited, use Government Code section 26202

EXHIBIT 00

