



1 RECORDS RETENTION SCHEDULE : Department of Agriculture / Weights & Measures

2 EFFECTIVE DATE: 1/14/2025

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3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
1 Department of Agriculture / Weights & Measures	PEST MANAGEMENT: Herbicide Inventory, Noxious Weed Records, Garlic Mustard Records, MOU Contracts, Herbicide Application Records, Respirator Training Records, MOU Billing Invoices, MOU Proposals, Training Records, Weed Abatement Letters	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
2 Department of Agriculture / Weights & Measures	INDUSTRIAL HEMP RECORDS: Monthly Report, Reports, and Registrations	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
3 Department of Agriculture / Weights & Measures	PUE RECORDS-NOPA: Violations, Notice of Proposed Actions	Yes		Conclusion of Hearing + 10 Years	County Preference consistent with municipal government auditing standards; GC § 26202
4 Department of Agriculture / Weights & Measures	PERSONNEL RECORDS: Current and Former Employee Personnel Files, Hiring Applications	Yes		Seperation + 5 Years	County Preference consistent with municipal government auditing standards; GC § 26202
5 Department of Agriculture / Weights & Measures	CDFA COUNTY ANNUAL REPORT: Report 11 Weights and Measures Activity & Expenditures over a 12-month period	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
6 Department of Agriculture / Weights & Measures	CDFA COUNTY MONTHLY REPORT: Report 11 Weights and Measures Activity compiled over a 1-month period	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
7 Department of Agriculture / Weights & Measures	CONSUMER PROTECTION DIVISION TRAINING RECORDS: Meeting Sign-in Logs, Training Agenda, Training Materials, Presentations	No		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
8 Department of Agriculture / Weights & Measures	AUTOMOTIVE PRODUCTS PROGRAM CONTRACT: State Contract, Petroleum Product Inspection Forms, Quarterly Invoicing	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
9 Department of Agriculture / Weights & Measures	METROLOGY LABROTORY: Certificates of Accuracy	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
10 Department of Agriculture / Weights & Measures	REGISTERED SERVICE AGENCY PLACED IN SERVICE REPORTS: Reports on work performed by state Registered Service Agents	No		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
11 Department of Agriculture / Weights & Measures	SUB-METER LABROTORY: Test reports and data collected on commercial water, gas and electric sub-meters	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
12 Department of Agriculture / Weights & Measures	WEIGHTMASTER JUNK DEALER/RECYCLER CONTRACT: State Contract, Weighmaster Audit Forms, Quarterly Invoicing	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
13 Department of Agriculture / Weights & Measures	CERTIFIED FARMERS MARKET DATABASE: Certified Farmers Market Certificates	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
14 Department of Agriculture / Weights & Measures	CERTIFIED PRODUCE CERTIFICATE DATABASE: Certified Producer Certificates	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
15 Department of Agriculture / Weights & Measures	QC PROGRAM: CRV Log, New Business List, Re-Inspection List	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
16 Department of Agriculture / Weights & Measures	QC PROGRAM: Notice of Proposed Action Log, District Attorney Case Information, Notice of Violation Evidence, Notice of Proposed Actions.	Yes		Conclusion of Hearing + 10 Years	County Preference consistent with municipal government auditing standards; GC § 26202
17 Department of Agriculture / Weights & Measures	STANDARDIZATION AND DIRECT MARKETING: Notice of Proposed Actions	Yes		Conclusion of Hearing + 10 Years	County Preference consistent with municipal government auditing standards; GC § 26202
18 Department of Agriculture / Weights & Measures	STANDARDIZATION AND DIRECT MARKETING: Notice of Non Compliance, Notice of Non Compliance Evidence, Monthly Reports, Investigation Records, Authorized Representative Letters, Non-Certifiable Ag Products Letters.	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202

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Legal Authority Abbreviations

B&P Business and Professions Code
 CC County Code (San Bernardino)
 CCP Code of Civil Procedure
 CCR California Code of Regulations

CFR Code of Federal Regulations
 EC Elections Code
 EVC Evidence Code
 FC Family Code

GC Government Code
 H&S Health and Safety Code
 IRC Internal Revenue Code
 IRS Internal Revenue Service

LC Labor Code
 PC Penal Code
 R&T Revenue and Taxation Code
 UFC Uniform Fire Code

USC United States Code
 VC Vehicle Code
 WC Water Code
 W&I Welfare and Institutions Code

Schedule Abbreviations

DP Department Preference
 CR Custodian of Record



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19 Department of Agriculture / Weights & Measures	WEIGHTS & MEASURES PERMITS 1: Certificates of Inspection, Notices of Violation, Permit Renewal Invoices, Re-Inspection Invoices.	Yes		5 years	Originating department maintains receipt with all backup information to maintain an audit trail; GC §§ 26907.2, 24356
20 Department of Agriculture / Weights & Measures	WEIGHTS & MEASURES PERMITS 1: Notices of Proposed Actions	Yes		Conclusion of Hearing + 10 Years	Originating department maintains receipt with all backup information to maintain an audit trail; GC §§ 26907.2, 24357
21 Department of Agriculture / Weights & Measures	WEIGHTS & MEASURES PERMITS 2: Certificates of Inspection, Notices of Violation, Permit Renewal Invoices, Re-Inspection Invoices.	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
22 Department of Agriculture / Weights & Measures	WEIGHTS & MEASURES PERMITS 2: Notice of Proposed Actions	Yes		Conclusion of Hearing + 10 Years	County Preference consistent with municipal government auditing standards; GC § 26202
23 Department of Agriculture / Weights & Measures	AFA PERFORMANCE AND EVALUATIONS: Trapper Quality Control Inspections, Trapper Performance Tracker, Field Observation Inspections	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
24 Department of Agriculture / Weights & Measures	CDFA QC AND INSECT PLANTS: CDFA Insect Plants and Quality Control Inspections	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
25 Department of Agriculture / Weights & Measures	DELIMITATIONS AND QUARANTINES: Information on various fruit flys quarantines	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
26 Department of Agriculture / Weights & Measures	CDFA Revenue Tracker: Workbook detailing when Cooperative Agreement and MOU invoices are sent out and payment is received.	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
27 Department of Agriculture / Weights & Measures	PEST DETECTION OFF SEPT 2023 - REDLANDS: Oriental Fruit Fly Quarantine Notices, Grids, Life Cycle Projections, Maps, Emergency Programs	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
28 Department of Agriculture / Weights & Measures	PEST DETECTION WORKPLAN: CDFA pest detection contract workplan documents	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
29 Department of Agriculture / Weights & Measures	PEST DETECTION PROGRAM COVERAGE: Maps, Routes, Trap Re-Location Schedule, Trap Servicing Schedule, Seasonal Trap Schedule, Assigned Vehicle list, Vacant Vehicles	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
30 Department of Agriculture / Weights & Measures	PEST DETECTION PROGRAM DOCUMENTS: Cal Trap Information-user names-password, templates for labels, maps, old memos	No		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
31 Department of Agriculture / Weights & Measures	PEST DETECTION TRAPPING OT CALENDAR: Trapping Overtime Calendar	No		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
32 Department of Agriculture / Weights & Measures	PEST DETECTION EMPLOYEE TRAINING: Quizzes, power point presentations, agendas, written new and current employee training, records	No		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
33 Department of Agriculture / Weights & Measures	PEST DETECTION ROUTE: Trapping Route assignments, traps per route, maps, missed fruit flies	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
34 Department of Agriculture / Weights & Measures	ACP HLB: State Revenue Agreement Invoices, Complied Monthly Reports, State Revenue Agreement Work Plans, Citrus Abatement information, Greewaste facility invoices.	Yes		5 years	County Preference consistent with municipal government auditing standards; GC §§ 26202

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35 Department of Agriculture / Weights & Measures	GLASSY WINGED SHARPSHOOTER PROGRAM: State Revenue Agreement Invoices, Complied Monthly Reports, State Revenue Agreement Workplan, State Training Logs.	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
36 Department of Agriculture / Weights & Measures	GLASSY WINGED SHARPSHOOTER PROGRAM: Notice of Proposed Actions	Yes		Conclusion of Hearing + 10 Years	County Preference consistent with municipal government auditing standards; GC § 26202
37 Department of Agriculture / Weights & Measures	APIARY PROGRAM: Complied Monthly Reports	No		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
38 Department of Agriculture / Weights & Measures	CANINE PROGRAM: State Revenue Agreement Invoices, Complied Monthly Reports, State Revenue Agreement Workplan, A&Q Reports, Daily Health Check Spreadsheet, Field K9 Data Collection Spreadsheet, Kennel Inspection Spreadsheet, County Monthly Report.	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
39 Department of Agriculture / Weights & Measures	HIGH RISK: State Revenue Agreement Invoices, Complied Monthly Reports, State Revenue Agreement Workplan, Meeting and Training Material, Notice of Rejections, investigative reports.	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
40 Department of Agriculture / Weights & Measures	NURSERY PROGRAM: State Revenue Agreement Invoices, Complied Monthly Reports, State Revenue Agreement Workplan.	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
41 Department of Agriculture / Weights & Measures	BOARD AGENDA ITEMS: All files related to Board Agenda Items by Fiscal Year.	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
42 Department of Agriculture / Weights & Measures	VENDOR'S: Invoices, Contracts, Bids, Statements, Goods Receipts, Refunds, Reimbursements filed by Fiscal Year.	Yes, until paid		5 years	Originating department maintains receipt with all backup information to maintain an audit trail; GC §§ 26907.2, 24356
43 Department of Agriculture / Weights & Measures	DEPOSIT'S: All ACH, Bank Receipts, Reports, Fees, Credit Card Reimbursement and Deposit Backup Documentation filed by Fiscal Year.	Yes		5 years	Originating department maintains receipt with all backup information to maintain an audit trail; GC §§ 26907.2, 24356
44 Department of Agriculture / Weights & Measures	EMPLOYEE PERSONNEL/ PERFORMANCE & METRICS: Evaluations, Performance Measures, Exceptions, Rules, Health Screening, Monthly Reports, and EMACS program monitoring.	Yes		Separation + 5 years	County Preference consistent with municipal government auditing standards; GC § 26202
45 Department of Agriculture / Weights & Measures	EMPLOYEE EQUIPMENT: Cell phone, laptop, computers, handheld radios, GPS, and backpacks.	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
46 Department of Agriculture / Weights & Measures	EMPLOYEE / HARD GOODS: Records of vehicles, mechanical equipment, sensitive equipment, office equipment, furniture, appliances, printers, or any other department hard good inventory.	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
47 Department of Agriculture / Weights & Measures	FINANCIAL RECORDS: Budget, Budget Items, Year End Estimates, Annual Reports, Capital Assets Documentation, Capital Improvement Projects Information, Expenditures, Petty Cash, Cash Fund and Revenue filed by Fiscal Year.	Yes		5 years	Originating department maintains receipt with all backup information to maintain an audit trail; GC §§ 26907.2, 24356

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48	Department of Agriculture / Weights & Measures	TRAVEL CAL CARDS: Expenses, Receipts, Logs, and Statements	Yes		5 years	County Preference consistent with municipal government auditing standards; GC § 26202
49	Department of Agriculture / Weights & Measures	CROP REPORT: Crop Report Archives	Yes	Yes	Permanent	This historical county data hat is kept in electronic and hard copies. These documents and files are kept indefinitely.
50	Department of Agriculture / Weights & Measures	VEHICLES: Fleet Billing, Voyager Card information, Vehicle List.	Yes		5 Years	County Preference consistent with municipal government auditing standards; GC § 26202

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