



1 RECORDS RETENTION SCHEDULE: Countywide (Applies to the County, County Agencies and Departments, Board-Governed Special Districts, and Board-Governed Entities)

2 EFFECTIVE DATE: 10/07/2025

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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 Lead Department	ACCIDENT AND INCIDENT REPORTS: Employee			End of employment + 7 years	Administrative Value; Legal Value
2 Lead Department	ACCIDENT AND INCIDENT REPORTS (Non-employee): Minor			2 Years	GC §26202
3 Risk Management	ACCIDENT AND INCIDENT REPORTS (Non-employee): Serious / Severe (Head injuries, unconscious, hospitalization, severe orthopedic injuries)	Yes, before completion		Send Original to Risk Management (Duplicates when no longer required)	Always send originals to Risk Management (other than minor first aid); Copies may be destroyed when no longer needed; GC §26201
4 Lead Department	ACCOUNTS PAYABLE/ CLAIMS FOR PAYMENT/ INVOICES / PAYMENT VOUCHERS/ REQUESTS FOR WARRANTS – Non-PO related invoices and Detailed Backup that is NOT sent to Controller's Office (Includes Cal-Card, Visa Justifications, Statements, etc.)			5 Years	If the detail backup is not sent to Accounts Payable, the department maintains the backup in their department for auditing purposes; Consistent with Controller's retention recommendations; GC §§12168.7, 26907
5 Lead Department	ACCOUNTS PAYABLE/ CLAIMS FOR PAYMENT/ INVOICES / PAYMENT VOUCHERS/ REQUESTS FOR WARRANTS – Non-PO related invoices and Detailed Backup that is NOT sent to Controller's Office related to FEMA grants (Includes Cal-Card, Visa Justifications, Statements, etc.)			After federal audit + 2 years (minimum six years)	Meets auditing standards; Uniform Admin. Requirements for Grants to Local Government is 3 years from expenditure report or final payment of grantee or subgrantee; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), & 570.502(b), 29 CFR 97.42; GC §26202
6 Lead Department	ACCOUNTS PAYABLE/ CLAIMS FOR PAYMENT/ INVOICES / PAYMENT VOUCHERS/ REQUESTS FOR WARRANTS – Non-PO related invoices and Detailed Backup that is NOT sent to Controller's Office related to SB 90 claims (Includes Cal-Card, Visa Justifications, Statements, etc.)			After state audit, minimum of 10 years	Department Preference
7 Lead Department	ACCOUNTS RECEIVABLE/ DEPOSIT DETAIL AND BACKUP (Bank Deposit, Bank Reconciliation, Cash Receipts, Cash Register Tapes, Cash Receipt Books, Copy requests, Fee Slips, Journal Tapes, etc - all records tracking cash or income to County)			5 Years	Originating department maintains receipt with all backup information to maintain an audit trail; GC §§ 26907.2, 24356
8 Lead Department	AGREEMENTS & CONTRACTS: ADMINISTRATIVE RECORDS – NO grant funding (Correspondence, project schedules, certified payrolls, payments, etc.)	Yes, before completion		Completion+10 Years	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years; Developers=comp. + 10 years; CCP §§336(a), 337 et. seq., Contractor has retention in 48 CFR 4.703
9 Lead Department	AGREEMENTS & CONTRACTS: ADMINISTRATIVE RECORDS – WITH grant funding (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Yes, before completion		Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp.+ 10 years; CCP §§336(a), 337 et. seq.

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

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Schedule Abbreviations

DP Department Preference
CR Custodian of Record

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10 Lead Department	AGREEMENTS & CONTRACTS: NON- INFRASTRUCTURE & REAL ESTATE LEASES: Specifications and Successful Proposal / Scope of Work / RFP, RFQ, or RFI / Change Orders/ Insurance Certificates / Notice of Completions. Examples of Non-Infrastructure: Consultants, Franchises, Landscape Maintenance, Leases, Maintenance, Paint, Professional Services, Tree Trimming, etc. (Not infrastructure projects)	Yes, until completion	Yes	Completion+10 Years	If the contract/agreement is signed by the Board of Supervisors, the Clerk of the Board is the Custodian of Record. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp.+ 10 years; CCP §§336(a), 337 et. seq.
11 Lead Department	AGREEMENTS & CONTRACTS: INFRASTRUCTURE: Specifications and Successful Proposal / Scope of Work / RFP, RFQ, or RFI / Change Orders/ Insurance Certificates / Notice of Completions. Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, park improvements, property restrictions, reservoirs, sewers, sidewalks, street & alley improvements, utilities, water, etc.	Yes	Yes	Permanent	If the contract/agreement is signed by the Board of Supervisors, the Clerk of the Board is the Custodian of Record. Infrastructure is retained permanently for disaster recovery purpose. Notices of Completion are recorded and become part of the Records Official Records; CCP §§336(a); 337 et. seq.
12 Lead Department	ASBESTOS - ANY RECORD EXPOSED TO			None, if Board approved by 4/5 vote to destroy specific records	Requires Board authorization by four-fifths (4/5) vote required; determination that the benefit derived from retention or the cost of sterilization far exceeds the value of the record GC §26202.5
13 Clerk of the Board	BOARD OF SUPERVISORS MEETING RECORDS: Agenda Item Summary Reports, Minutes, Ordinances, Resolutions, etc.	Yes		Permanent; Duplicates when no longer required	Clerk of the Board is the Custodian of Record; GC §26201
14 Staffing Department	Boards and Committees: AUDIO OR VIDEO RECORDINGS of Meetings - Where Exceptions are Not Included on Departmental Schedules			Permanent	County Ordinance 19.0108
15 Lead Department	Boards, Commissions, & Committees: Internal - Attended by employees: All Records (e.g. Records Management Committee, In-House Task Forces, etc.)			2 Years	GC §26202
16 Staffing Department	Boards, Commissions, & Committees: Citizens Advisory Formed by BOARD OF SUPERVISORS (Agendas, Bylaws, Notices, Affidavits of Postings, Proof of Publications, Minutes)			When no longer required - Minimum 2 Years	GC §26202
17 Staffing Department	Boards, Commissions, & Committees: External Organizations (e.g. Cities)			When no longer required	Non-records
18	BROCHURES: See Reference Manuals				
19 Facilities Management	BUILDING MAINTENANCE REQUISITIONS (Provided by Facilities Management)			Permanent; Duplicates when no longer required	Facilities Maintenance is the Custodian of Record. (If provided by a private business, see Accounts Payable); GC §26201

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20 Risk Management	CLAIM FOR DAMAGES (filed against the County)	Yes, until resolved		Upon final disposition, the retention period for the original record begins again	Risk Management is the Custodian of Record; Copies, drafts and notes may be destroyed upon conclusion; Claim must be filed within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§337 et seq.; GC §§945.4, 25105.5; PC §832.5
21	CONTRACTS: See Agreements				
22 Lead Department	COMPLAINTS / CONCERNS from Citizens (Operations)	Yes, before disposition		2 Years	GC §26202
23 Lead Department	COMPLAINTS / CONCERNS from Citizens (Personnel - typically Peace Officers - e.g. misconduct, abuse, excessive force. etc.)	Yes, before disposition		Final Disposition + 5 Years	Statute of Limitations for public official misconduct is discovery of offense + 4 years; State and Fed laws is until final disposition of formal complaint; State requires 2 years after action; EVC §1045, GC §§12946; PC §§801.5, 803(c). VC §2547
24 Lead Department	COPIES or duplicates of any record (except notice or promise to appear in court)			When no longer required	GC §26201
25 Lead Department	COPIES or duplicates notice or promise to appear in court			12 months after the original of such notice or promise have been filed with the magistrate or person authorized to receive a deposit of bail	GC §26201
26 Lead Department	COPIES or duplicates video recording media if another record is kept, such as minutes or audio recording			90 days after occurrence of the event recorded	GC §26206.7
27 Lead Department/ Recorder Archives	CORRESPONDENCE- ESTABLISHING POLICY (documents the formation of policies or decision making process)		Yes	Permanent; Duplicates when no longer required	County preference; May be transferred to Archives; GC §26202
28 Lead Department	CORRESPONDENCE - ROUTINE/ GENERAL (e.g. Administrative, Chronological, General Files, Letters, Memoranda, Miscellaneous Reports, Public Records Requests, Reading Files, Summons, Working Files, etc.)			2 Years	GC §26202
29 Lead Department	CORRESPONDENCE - TRANSITORY / PRELIMINARY DRAFTS , not retained in the ordinary course of business, and that do not in the have a material impact on the conduct of business (e.g. calendars, checklists, logs, computer sign-ups, mailing lists, supply inventories, transmittal letters, thank yous, meeting room registrations, requests from other cities/counties, speaker slips, undeliverable envelopes, voice mails, text messages, chats, and e-mails that do not have a material impact on the conduct of business, etc.)			When no longer required	Provided they are not retained in the "regular course of business," and the record does not have a material impact on the conduct of business (considered a preliminary draft / transitory record); Ensure emails that are records (having a material impact on the conduct of the public's business) are properly saved outside the email system; GC §§26201
30 Lead Department	COMMUNICATIONS (routine daily telephone and radio communications)			100 days	With the written consent of County Counsel; GC §26202.6(a)

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31 Lead Department	DECLARED DISASTER RELATED DOCUMENTS (i.e. documentation to support reimbursement or grants from Cal OES or FEMA for declared disasters)	Yes until resolved		3 years from date of submission or after resolution of any litigation, claim or audit findings, whichever is longer	2 C.F.R. §200.334; Stafford Act §705(b)(1)
32 Real Estate Services	DEEDS AND TITLE INSURANCE/ REAL ESTATE ACQUISITION FILES			Permanent; Duplicates when no longer required	Real Estate retains originals, per CAO direction; GC §26201
33 Lead Department	DRAFTS & NOTES: Drafts that are revised (retain the final version), notes, etc. See comments.			When no longer required	As long as the drafts and notes are not retained in the "Regular Course of Business." Refer to County Counsel to determine if a record is considered a draft. GC §26201
34	EMAILS: See Correspondence. Emails should be organized or evaluated based the information they contain, the purpose they serve, and the relevant line item/records series to which they belong.				
35 Lead Department	ENVIRONMENTAL DETERMINATIONS, PERMITS AND DOCUMENTS: Environmental Impact Reports (EIR), Mitigated Negative Declarations, etc.			Permanent	Final EIRs are required to be kept a "reasonable period of time," 14 CCR §15095(c); GC §26201
36 Lead Department	ENVIRONMENTAL MANAGEMENT / CEQA Documents & Regulatory Agency Perm	Yes		Permanent	Department Preference; Final EIRs are required to be kept a "reasonable period of time"; Statute of Limitations for actions not specifically mentioned is 4 years (noticing requirements); 14 Cal Code Regs §15095(c); CCP § 343; GC § 60201
37 Controller / Lead Division	FINANCIAL REPORTS/ FAS REPORTS) - DAILY, WEEKLY, MONTHLY, QUARTERLY, OR ANNUAL REPORTS - Originals Stored on "Control-D"			5 years; paper duplicates when no longer required	Paper versions are considered a copy and can be destroyed when no longer required (the original is stored on Control-D or archive media for 5 years); Published articles shows 3 - 6 years
38 Lead Department	GRANTS - SUCCESSFUL : Applications, Reports, and Financial Information. Includes Reimbursable Claims, such as FEMA	Yes, through any audit period		After Funding Agency Audit, if required, + 2 years (minimum of 5 years)	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; HUD requires 3 years; 24 CFR 85.42, 91.1C5(h), & 570.502(b), 29 CFR 97.42; Grant issuer has requirements under various CFRs
39 Lead Department	GRANTS - UNSUCCESSFUL : All Records			2 years	GC §26202
40 Human Resources	GRIEVANCES	Yes, until disposition		Duplicates when no longer required	GC §26201
41 Lead Department	HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) RECORDS - HIPAA privacy-related documents (breach reports, employee training records, notifications, investigations, accountings for disclosures, authorizations, policies and procedures, audit/reviews, correspondence relating to breaches and investigations, designation of officers, etc.)	Yes		6 years from date of creation or date when last in effect, whichever is later	45 CFR §530; 45 CFR §164.316(b)(2)(i)
42 Lead Department	JOURNAL VOUCHERS AND TRANSFERS-BACKUP DOCUMENTATION			5 Years	Consistent with Controller / Fund Accounting "retention, who keeps the original Journal Voucher without the backup documentation; meets municipal government auditing standards; GC §§26907 et seq.

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43 County Counsel	LITIGATION / LAWSUITS: Complaints, Pleadings, correspondence, etc.	Yes, until final resolution		Upon final disposition, the retention period for the original record begins again	Photocopies, drafts and notes can be destroyed immediately after conclusion of the matter; County Counsel is Custodian of Record, to ensure departments do not destroy their copies prematurely; Statute of Limitations for most contracts is 4 years; construction wrongful death is completion + 5 years; CCP §§ 337 et seq.; GC §§ 945, 25105.5; no sustained finding of misconduct 5 years, sustained finding of misconduct 15 years PC §832.5(b)
44 Lead Department	MSDS (Material Safety Data Sheets) Masters OR List of Chemicals Used			30 Years	MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3)
45 Lead Department	OSHA Inspections & Citations, Log 300A			5 Years	County Preference; Risk Management / Safety coordinates and prepares the documents then Departments post them; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years: State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429c
46 Lead Department	PERSONNEL FILES "201 File" - Background file	Yes, before separation		When separated from your department ensure all documents are scanned into the "201 file," then shred	Scan any documents that are missing, then shred the department-level Payroll Clerk's file. Ensure records kept in Department files comply with County policy (all original applications for the successful candidate forwarded to HR, etc.)
47 Human Resources	PERSONNEL FILES "201 File" - DEPARTMENT-LEVEL PAYROLL CLERK'S FILE	Yes, before separation		When separated from your department ensure all documents are scanned into the "201 file," then shred	Check to see if the application and all other documents have been properly scanned into the "201 File" in the imaging system. Scan any documents that are missing, then shred the department-level Payroll Clerk's file. Ensure records kept in Department files comply with County policy (all original applications for the successful candidate forwarded to HR, etc.)
48 Human Resources	PERSONNEL FILES "201 File" - DEPARTMENT-LEVEL SUPERVISOR'S FILE	Yes, before separation		Separation from your department + 2 years (shred)	County Preference (Copies); Ensure records kept in Department files comply with County policy
49 Lead Department	PERSONNEL FILES - PRELIMINARY DRAFTS, TRANSITORY RECORDS - Leave or Vacation Requests, Jury Duty, Green Slips, etc.)			When no longer required	The employee's time sheet / time card I Time and Labor Report is the final record; Short-term leaves, green slips, doctors excuses are preliminary drafts not retained in the ordinary course of business; GC §26202
50 Human Resources	PERSONNEL FILES - SUPERVISOR'S FILE OF NOTES – Incorporated into Annual Performance Evaluations	Before annual performance evaluations		2 Years	Notes maintained in a separate folder to be incorporated into performance evaluation; GC §26202
51 Human Resources	PERSONNEL REQUISITIONS			Copies when no longer required	Human Resources is the Custodian of Record; GC §26201
52 Lead Department	PETTY CASH DETAIL AND BACKUP (Receipts, Balancing, etc.)			5 Years	Originating department maintains receipt with all backup information to maintain an audit trail; Published articles 3-6 years; GC §24356
53	POLICIES & PROCEDURES - See Regulations / Reference Manuals				
54 Lead Department	PRESS RELEASES			2 Years	GC §26202

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55 Lead Department	PROJECT DEVELOPMENT / CIP Projects, Planning File (Plans, Project Plans, Calculations, Specifications, Engineering Needs Assessments, Environmental, Feasibility Studies, Geotechnical Reports, Regulatory Agency Approvals, Soils Reports, Surveys, etc.)	Yes		Permanent	For disaster preparedness purposes; Drafts and Photocopies may be purged when no longer required; GC §26202 et seq.; Gov't Code 830.6
56 Lead Department	PROJECT DEVELOPMENT / CIP Projects, Project Development Projects, Improvement Plans, Permanent Records (Specifications, Successful Bid, Plans, Change Orders, Materials Testing Reports, Notice of Completion, etc.)	Yes		Permanent	Department Preference for disaster preparedness purposes; Statute of Limitations is 4 years; 10 years for Errors & Omissions; Drafts and Photocopies may be purged when no longer required; CCP § 337.337.1(a), 337.15; GC § 26202; Gov't Code 830.6
57 Lead Department	PROJECTS & ISSUES (Issues and/or projects will vary over time)	Yes, while active issues		When no longer required – Minimum 2 years	GC §26202
58 Lead Department	PROPOSALS and BIDS: UNSUCCESSFUL – INFRASTRUCTURE			Bid Opening + 2 years	Unaccepted bids or proposals for building, structure, bridge, highway or other public works projects are required for 2 years; GC §26202.1
59 Lead Department	PROPOSALS and BIDS: UNSUCCESSFUL – NON-INFRASTRUCTURE			Bid Opening + 2 years	County records are a minimum of 2 years; Special Districts are required to keep public works unaccepted bids for 2 years; GC §26202.1
60 Lead Department	PURCHASE ORDER LOGS	Yes, until paid		5 Years	County Preference consistent with municipal government auditing standards
61 Lead Department	PURCHASE ORDERS			Active + 7 years; Copies when no longer required	GC §26202
62 Lead Department	PURCHASE ORDER BACKUP / REQUISITIONS/ UNSUCCESSFUL PROPOSALS: Where Purchasing is NOT the Lead Department			Bid Opening + 5 years	Except for Special Districts. Department Preference; Unaccepted infrastructure bids are required for 5 years; GC §26202.1
63	REFERENCE OR WORKING FILES: see CORRESPONDENCE				
64 Lead Department	REGULATIONS / POLICIES / PROCEDURES / REFERENCE MATERIALS: Brochures, Manuals, Newsletters, Procedures, Reports and/or Standards: produced by YOUR Department	Yes, until superseded		Minimum of 2 Years	GC §26202
65 Lead Department	REGULATIONS / POLICIES / PROCEDURES / REFERENCE MATERIALS: Brochures, Manuals, Newsletters, Plans, Policies, Procedures, Reports and/or Standards: produced by OTHER Departments			When superseded	Copies may be destroyed when no longer needed; GC §26201
66 Lead Department	REGULATIONS / POLICIES / PROCEDURES / REFERENCE MATERIALS: Brochures, Manuals, Newsletters, Plans, Policies, Procedures, Reports and/or Standards: produced by OUTSIDE ORGANIZATIONS (Chamber of Commerce, etc.)			Non-records - when no longer required	Non-Records
67 Lead Department/Recorder Archives	REPORTS & STUDIES (Historical)		Yes	Permanent	May be transferred to Archives; GC §26202
68 Lead Department	REPORTS & STUDIES (other than Historical)			Minimum of 2 Years	GC §26202

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EVC Evidence Code
FC Family Code

GC Government Code
H&S Health and Safety Code
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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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1 RECORDS RETENTION SCHEDULE: Countywide (Applies to the County, County Agencies and Departments, Board-Governed Special Districts, and Board-Governed Entities)

2 EFFECTIVE DATE: 10/07/2025

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Instr). Refer to the Countywide Record Retention Schedule for retention and destruction periods of records commonly found in all departments/entities. Refer to a department or entity's Record Retention Schedule for retention and destruction periods of records unique to the department/entity.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
69 Real Estate Services	RIGHTS OF WAY / REAL ESTATE ACQUISITION FILES – After 2006			Permanent	Real Estate retains original deed and title insurance
70 Lead Department or Division	SECURITY RECORDS (Active Badges, Activities, and door activation records)	Yes, if needed for access		2 Years	GC §26202
71 Lead Department	STATEMENT OF ECONOMIC INTERESTS (FPPC 700 Series Forms)			7 Years	Various departments maintain different filers; GC §81009(e)(g)
72 Lead Department	SURVEYS/ QUESTIONNAIRES: Summaries			2 Years	Source documents are considered Transitory records and can be destroyed when no longer required; GC §26202
73 ATC - Central Payroll (EMACS)	TIME SHEETS / TIME CARDS (with signatures that ARE forwarded to Central Payroll / EMACS)	Yes, until paid		Copies when no longer required	ATC-Central Payroll is the Custodian of Record; Originals for County Departments are maintained in Central Payroll; GC §26201
74 Lead Department	TIME SHEETS / TIME CARDS (with signatures that are NOT forwarded to Central Payroll / EMACS)	Yes, until paid		5 Years	Consistent with other retentions and municipal government auditing standards; 3 years is required for payroll records; 8 CCR §11040(7)(c)
75 Lead Department	TRAINING RECORDS - BUSINESS TRAINING (e.g., computer skills): Attendance Rosters, Department Project Files, Outlines and Material Handouts, Syllabus, Videos Does not include Ethics training			2 Years	GC §26202
76 Lead Department	TRAINING RECORDS - ETHICS TRAINING			5 Years after completion of training	GC §53235.2(b)
77 Lead Department	TRAINING RECORDS - SAFETY TRAINING (e.g., lifting training): Attendance Rosters, Department Project Files, Outlines and Material Handouts, Syllabus, Videos			7 Years	Department Preference; California Labor Department maintains their records for 7 years; OSHA requires 5 years for safety records; State law requires 2 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(ii), 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429(c), GC §12946
78 Lead Department	SAFETY CHECKS / Pre-Starts / Commercial vehicle Prestarts and Forklift Inspections			2 Years	Meets County records minimum; If a motor carrier, required for 3 and 14 months; 49 CFR 396.11(c)(2); 49 CFR 396.21(b)(1); GC §26202
79 Lead Department	VEHICLE AND EQUIPMENT MAINTENANCE HISTORY			Life of Vehicle or Equipment + 2 years	Covers all statute of limitations; CHP requires life of vehicle; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); CCP §337 et. seq.; GC §26202
80 Lead Department	VIDEO MONITORING (Routine) mobile in-car video, jail observation and monitoring systems, and building security recording systems			1 year	With the written consent of County Counsel GC §26202.6(a)
81 Lead Department	VOLUNTEERS: "PERSONNEL FILES" FOR VOLUNTEERS OR UNPAID INTERNS (includes applications/intake interviews harassment policy acknowledgements, fingerprints, oaths, Juvenile Hall Applications, etc.)			Inactive + 3 years	Case law may consider volunteers as employees; EEOC/FLSA/ADEA (Age Discrimination) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §12946; 29 USC 1113
82 Lead Department	VOLUNTEERS: RECOGNITION FILES - Includes Resolutions of Commendations, Special Circumstances			2 Years	GC §26202

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

Legal Authority Abbreviations

B&P Business and Professions Code
CC County Code (San Bernardino)
CCP Code of Civil Procedure
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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
83 Lead Department	VOLUNTEERS: TIMESHEET FOR VOLUNTEERS OR UNPAID INTERNS			Inactive + 3 years	These are not used for any financial purpose; Case law may consider volunteers as employees; EEOC/FLSA/ADEA (Age Discrimination) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §12946; 29 USC 1113; GC §26202
84 Business Unit Providing Service / Work	WORK ORDERS / Request for Service Forms / CMMS Database (Computerized Maintenance Management System)			Indefinite	Data is interrelated
85 Business Unit Providing Service / Work	WORK ORDERS / Request for Service Forms / SOURCE PAPER DOCUMENTS after ALL , information is entered in CMMS Database (Computerized Maintenance Management System)			When no longer required	Preliminary documents (Database is the original); GC §26202
86 Business Unit Providing Service / Work	WORK ORDERS / Request for Service Forms / SOURCE PAPER DOCUMENTS NOT on CMMS (or partially entered in CMMS) (Business Unit providing service retains originals; Business Unit requesting service is considered a copy)			15 Years	County preference to facilitate claims and grant reimbursements, including Federal Aid for Construction (FEMA always sends an audit notice within 3 years following the last payment); CCP §§338 et seq., 340 et seq., 342, GC §§945.6
87 Lead Department	WORK SCHEDULES – Other than those related to NPDES Permits			2 years	GC §26202
88 Risk Management	WORKERS COMPENSATION	Yes, before completion		Send Original to Risk Management (Copies when no longer required)	Always send originals to Risk Management (other than minor first aid); Copies may be destroyed when no longer needed; GC §26201

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