

**COUNTY OF NAPA RECORDS RETENTION**

Program: Public Works				
Code	Title	Description	Total Retention Time (Hard Copy & Electronic)	Remarks
	Building Permits		2 years after finalizing	GC26202
	Building Plans		Life of building	H&S 19850
	Statement of Fees Collected		5 years	GC24356
	Storage/Use of Explosives		3 years	H&S 12121
	<del>Unaccepted Bids or Proposals</del> BID AND PROPOSAL DOCUMENTS ACCEPTED AND UNACCEPTED	May include proposal statements, noticed cost allocations, bidders forms, schedules for bids received, data sheets, bond and insurance checklist, bonds, proof in insurance, certification of affirmative action request, list of subcontractors.	2 years	GC26201.2

