

**Exhibit "D"**

Department	Division	Description	Explanation	Document Code	Security	Status	Records Retention Class	Legal Requirement	On Site	Records Center	Method of Disposition	Total	Remarks
<p>* For Litigation Hold records, suspend normal retention periods (retention begins after final action-settlement).</p> <p>* Destruction of duplicate copies is authorized pursuant to Government Code Section 26201.</p> <p>* Departments may keep records onsite longer in order to fill up the box before sending to the Records Center.</p> <p>* Records Retention Class: AU=audit plus (x) years, B=2 years, CL=closed plus (x) years, CU=current year plus (x) years, D=clinical retention period, I=Indefinite</p> <p><b>* Any reference to retention periods for copies in the remarks sections are not legally binding retention periods, but internal timelines and practices to ensure efficiency in County operations.</b></p>													
County Counsel												REV. 2026	
County Counsel General													
		Assessment Appeals	Records documenting the appeal of property tax amount, including owner's appeal, BOE/Assessment Appeals Board decision/findings, attorney's notes	COCO-1	Restricted to Dept. use only		CL	CL + 6 YRS	CL + 2 YRS	4 YRS		CL+6	CCP 338 (3 year statute of limitations); CCP 341 (6 months statute of limitations); Govt. Code 25105.5 (5 years); Rev. & Tax. 465 (6 years)
		Bail Bond Motion Files	Records of bail summary judgments, receipt of payments, proof of transfer of funds to court; attorney notes	COCO-2	Restricted to Dept. use only		CL	CL + 2 YRS	CL + 1 YR	1 YR		CL+2	Penal Code 1305 (180-day statute of limitations); Govt. Code 26202
		Case Files, Code Enforcement	Case files, including PBES history, correspondence, orders, notices, pictures, attorney notes.	COCO-3	Restricted to Dept. use only		CL	CL + 5 YRS	CL + 2 YRS	3 YRS		CL+5	Govt. Code 26202; CCP 583.310 (5-year rule)
		Case Files, Human Resources	Case files, including grievances, writs, disciplinary actions, correspondence, federal or state litigation matters, attorney notes	COCO-4	Restricted to Dept. use only		CL	CL or separation from County service whichever is later + 10 YRS	CL or separation from County service whichever is later + 2 YRS	8 YRS		CL or separation from County service whichever is later + 10 YRS	Govt. Code 26202; Govt. Code 12946 (2 years); Labor Code 1198.5 (3 years); CCP 337 (4 years)
		Case Files, Juvenile Dependency	Case files involving minors. May include petitions, birth certificates, notices, citations, orders, social worker reports, court filings, correspondence, parent locator discovery reports, Child Welfare Indian documents, minute orders, paternity tests, attorney notes	COCO-5	Restricted to Dept. use only		CL	CL+ child reaches 28	CL + 2 YRS	26 YRS		CL+ child reaches 28	Govt. Code 68152(e) (until child age 28); Welf. & Instit. 826 (5 years)
		Case Files, Litigation	Records relating to county action in civil and criminal cases or actions involving property such as eminent domain, including court filings, investigative materials, petitions, notices, correspondence, attorney notes	COCO-6	Restricted to Dept. use only		CL	CL + 10 YRS	CL + 5 YRS	5 YRS		CL + 10 YRS	Govt. Code 68152(a) (10 years); CCP 583.310 (5-year rule)

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		Case Files, Probate and Conservatorship	Records relating to Mental Health or Public Guardian in probate or conservatorship matters, including petitions, accountings, correspondence, court orders, court filings, letters of conservatorship, attorney notes	COCO-7	Restricted to Dept. use only		CL	CL + 5 YRS	CL + 3 YRS	2 YRS		CL + 5 YRS	Govt. Code 68152(a)(11) (5 years)
		County Department/Districts files	Records may include correspondence, memoranda, research, notes	COCO-8	Restricted to Dept. use only		CU	CU + 6 YRS	CU + 3 YRS	3 YRS		CU + 6 YRS	Govt. Code 26202
		Law Enforcement Writs and Motions	Including Pitchess proceedings, writs related to jail conditions, return of property	COCO-9	Restricted to Dept. use only		CL	CL + 2 YRS	CL + 1 YR	1 YR		CL + 2 YRS	Govt. Code 26202
		Settlement Agreements	Agreements ending a dispute or lawsuit involving the County	COCO-16	Restricted to Dept. use only		I	CL + 2 YRS	I	N/A		I	
<b>Conflict Public Defender</b>													
		Felony	All felony cases	COCO-10	C	CC	I	Until death of client or client permission for destruction	CL + 10 YRS	N/A	M	Until death of client or client permission for destruction	<p>California State Bar Formal Opinion Interim No. 19-004 addresses lawyers' ethical obligations to retain client files relating to all types of criminal matters. The opinion provides that such files must be retained for the life of the client, unless the client expressly authorizes the destruction of the files.</p> <p>Paper client files will be kept on site for the period stated in the "On Site" column. Thereafter, comprehensive, readable, and complete client files will be preserved electronically until the death of the client or until the client grants the Conflicts Public Defender explicit permission to destroy the records.</p>
		Juvenile	All juvenile cases	COCO-11	C	CC	I	Until death of client or client permission for destruction	CL + 10 YRS	N/A	M	Until death of client or client permission for destruction	
		Juvenile Sealed	Juvenile records where petition to seal records was granted.	COCO-12	C	CC	I	Until death of client or client permission for destruction	CL + 10 YRS	N/A	M	Until death of client or client permission for destruction	
		Misdemeanor - All	Cases where main charge is a misdemeanor	COCO-13	C	CC	I	Until death of client or client permission for destruction	CL + 10 YRS	N/A	M	Until death of client or client permission for destruction	

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		Mental Health	Including but not limited to LPS, Probate, Limited Conservatorships	COCO-14	C	CC	I	Until death of client or client permission for destruction	CL + 5 YRS	N/A	M	Until death of client or client permission for destruction	The Conflicts Public Defender will shred paper files upon converting the paper files to electronic files. Electronic files will be maintained for the life of its client unless given permission by the client to destroy them.
		Orders to Show Cause	Civil contempt cases filed for non-payment of child support	COCO-15	C	CC	I	Until death of client or client permission for destruction	CL + 5 YRS	N/A	M	Until death of client or client permission for destruction	