

Exhibit "H"

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). * Destruction of duplicate copies is authorized pursuant to Government Code Section 26201. * Departments may keep records onsite longer in order to fill up the box before sending to the Records Center. * 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 * 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.</p>													
Public Works													
	Engineering/Design												NEW 2026
		CIP-Project Files	Records and information related to the analysis, design, development, planning, and construction or conversion of public works, capital improvement, and engineering projects for County facilities and infrastructure. Examples: As-Built Record Plans, Final Improvement Plans, technical specifications, drainage calculations, structure calculations, submittals, Certificates of Compliance/Notice of Non-Compliance, Construction Tracking, Daily Inspection Reports, Certificates, Materials Testing Reports, Engineer's Reports, Soils Reports, Geotech Studies, Log of test borings, Standard Plans, O&M Manuals, Warranty Letters, Non-Disclosure Agreements, Drawings, Traffic Control Plans, structural calculations, maps and plats, photos/pictures/videos, Request for Authorization to Proceed (Caltrans), Legal easements and abandonments, dedications, rights-of-way Environmental documents and permits such as: Encroachment Permits, Environmental Impact Statements, NEPA document, E.I.R., M.N.D., Notice of Determination, Categorical Exemptions, and CDFW, RWQCB, USACE, and other regulatory permits, drainage Permits, SWPPP/ WPCP, CEQA, Geotechnical reports, Environmental Impact Reports, Water Resource Studies	PW-ENG 1	OV	CC Approved	I	CL+10	CL+5	I	A	Indefinite	CCP §337.15, GC 4004, PRC 21167.6(e)(10), Dept. Preference
		CIP-Contract and Agreements	Contracts, agreements, amendments, and construction contract change orders related to CIP, IFBs, RFPs, RFQs, Successful/Accepted Bids/Proposals/Qualifications, Notice of Completion	PW-ENG 2	OV	Researched	I	I	CL+5	I	M	Indefinite	CCP §337.15, GC 4004, GC 26202
		CIP-Unaccepted Bids & Proposals	Unaccepted bids for proposals for a public work	PW-ENG 3	OV	Researched	B	2 YRS	2 YRS	-	D	2 YRS	GC 26202.1
		CIP-Project Administration Documents that support process and progress of project to completion.	Supporting documents - records related to CIP other than Project files. Examples: Notice to Contractors, Bidders Lists, Schedules, Punch Lists, Progress Payments, Weekly Project Minutes, Certified Payrolls, Progress Payments, Real Estate Appraisals, Prequalification Packets, Preliminary Notices, Requests for Information (RFIs), Truck tickets/weight tags, Notice to Contractors-Returned Mail, invoices to Caltrans, reports to Caltrans, E76, field review, etc.	PW-ENG 4	OV	CC Approved	CL	CL+10	CL+5	5 YRS	S	CL+10	CCP §337.15, GC 4004, Caltrans Master Agreement 04-5921F15

Exhibit "H"

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). * Destruction of duplicate copies is authorized pursuant to Government Code Section 26201. * Departments may keep records onsite longer in order to fill up the box before sending to the Records Center. * 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 * 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.</p>													
Public Works													
	Engineering/Design												NEW 2026
		Non CIP-Project/Program Files	Projects or programs not considered as Capital Improvement Projects Examples: Pavement Management Program, Bridge Preservation Program, Highway Bridge Program, Highway Safety Improvement Program, Disadvantaged Business Enterprise Program, Local Roads Safety, Stormwater Management, etc. ADA reports: ADA transition plans, County Building Barrier Evaluation Plans, new facilities and ADA Modification Records	PW-ENG 5	OV	CC Approved	CL	CL+10	CL+5	5 YRS	M	CL+10	CCP §337.15, GC 26202 Hard copy can be destroyed once electronically recorded
		Non CIP - Maps and Plats	Engineering and field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.	PW-ENG 6	OV	CC Approved	I		CU+5	I	A	Indefinite	GC 26202
		PW Historic Road Files	Bridges, Road Deed description, original road plans, Guardrail plans, cross sections, Traffic Control Plan. Examples: As-built and final plans and drawings for County buildings, bridges, dams, water system and other structures	PW-ENG 7	OV	CC Approved	I	I	CU+5	I	A	Indefinite	Dept. Preference, Historical Value
		Photos/Pictures - Non CIP	Photos and pictures not related to CIP	PW-ENG 8	OV	CC Approved	I		CU+5	I	A	Indefinite	Dept. Preference
		Regulatory Files	Documents for regulatory compliance including annual and other reports, etc.	PW-ENG 9	OV	CC Approved	AU		AU+3 or CU+5 if no audit	5 YRS	M	AU+8 or CU+10 if no audit	GC 26202, Dept. Preference Hard copy can be destroyed once electronically recorded