

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>*Method of Disposition: D=Discard (Recycle), S=Shred, A=Archives, M=Imaging, P=Pure, R=Return</p> <p>* 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												Red-Line REV. 2026	
	Surveying Services												
		Certificates of Compliance	Individual application files <a href="#">related to the review and determination of parcel compliance with state and local subdivision ordinances.</a>  <u>May Include:</u> <a href="#">Application Checklist, Preliminary Title Report, Condition of Title Guarantee, Chain of Title Guarantee, Site Map, Correspondence, Comments from other Departments, Parcel Descriptions, Parcel Narrative, Environmental Documents, Noticing, Letter of Determination.</a>	PW-COC	OV		I	I	CU+ 2-5-YRS  CU+2 YRS	I	M	I	Time for storage on site depends on department's need to access the specific record.  <a href="#">GC§ 66499.35, NCC§ 17.52, Dept. Preference</a>  Any official records or filed maps contained therein are available from the County Recorder's office and are not retained here.
		Lot Line Adjustments	Individual application files <a href="#">related to the review of requests to adjust parcel boundary lines.</a>  <u>May Include:</u> <a href="#">Application Checklist, Preliminary Title Report, Condition of Title Guarantee, LLA Exhibit, Correspondence, Comments from other Departments, Letter of Determination, Signed/Stamped Legal Descriptions.</a>	PW-LLA	OV		I	I	CU+1 YR  CL+1 YR	I	M	I	GC§ 26201, GC§ 66412(d), NCC§ 17.46, Dept. Preference  Any official records or filed maps contained therein are available from the County Recorder's office and are not retained here.
		Voluntary Merger of Parcels	Individual application files related to the review of requests to merge adjoining parcels under common ownership.  <u>May Include:</u> <a href="#">Application Checklist, Preliminary Title Report, Condition of Title Guarantee, Merger Exhibit, Correspondence, Comments from other Departments, Letter of Determination.</a>	PW-MGR	OV		I	I	CL+1 YR	I	M	I	GC§ 26201, NCC§17.51, Dept. Preference  Any official records or filed maps contained therein are available from the County Recorder's office and are not retained here.
		Corner Records	Documentation of monument recovery & replacement	PW-CR	ALL		I	I	CU+1 YR	I	M	I	CCR Title 16, Div 5, §464(f)
		Records of Survey	Individual application files <a href="#">related to the review of maps prepared in accordance with Business &amp; Professions Code § 8762 et seq.</a>	PW-RecordofSurvey	OV		CU	I	CU+1 YR  CL+1 YR	N/A	D	I	GC§ 26202, BPC§ 8770
		Subdivision Map Application	Individual application files <a href="#">related to the review and approval of Parcel Maps and Final Maps.</a>  <u>May Include:</u> <a href="#">Application Checklist, Preliminary Title Report, Condition of Title Guarantee, Closure Calculations, Right of Way Dedications and Acceptances, Improvement Agreements, Improvement Plans, Correspondence</a>	PW-SubMap	OV		I	I	CU+ 2-5-YRS  CU+2 YRS	I	M	I	Time for storage on site depends on department's need to access the specific record.  <a href="#">GC§ 26201, GC§ 66410 et seq., NCC§ 17.20, NCC§ 17.22</a>  Any official records or filed maps contained therein are available from the County Recorder's office and are not retained here.
		Survey Information Files  <a href="#">Miscellaneous Survey Data and Files</a>	<u>May Include:</u> historic field survey notes, maps, benchmarks, monuments, survey map info, etc.  <a href="#">Survey Notes, Maps, Benchmarks, Unrecorded Maps</a>	PW-SurveyInfo	OV		I	I	CU+1-20  CL+5 YRS	I	M  A	I	Time for storage on site depends on department's need to access the specific record.  Dept. Preference