Program: Clerk of			Document Code			Records	Legal		Records Center			
Department	Division Description	Explanation		Security	Status	Retention Class	Requirement	On Site		Disposition	Total	Remarks
* Destruction of du * Departments ma * Records Retention	Id records, suspend normal retention periods (retention begins uplicate copies is authorized pursuant to Government Code Sec y keep records onsite longer in order to fill up the box before son Class: AU=audit plus (x) years, B=2 years, CL=closed plus (x) retention periods for copies in the remarks sections are not least	tion 26201. ending to the Records Center.	es to ensure effic	iency in County oper	rations.	Ciuss						
	ABATEMENT OF PENALTIES	Appeals for abatement of tax penalties. May include claims for cancellation and refund of delinquent penalty applications, correspondence, notice statement list of entities for the State Board of Equalization (BOE).	COB-1	OV	СС	CU	CU+7YRS	3 YRS	4 YRS		CU+7YRS	R & T 483 allows for appeals to be filed with the Boar Supervisors (7) years retention recommended due to possible federal requirements. 2 years required - G 26202 et seq
	AFFIDAVITS OF POSTING / LEGAL ADVERTISING / AFFIDAVITS OF PUBLICATION	See background information files	COB-2	OV	€€	-1	+	3 YRS	-1	₩	+	2 years required – GC 26202 et seq
	AGENDAS & AGENDA PACKETS	Agendas of the meetings and hearings of the BOS. May include agendas & staff reports for special districts and other entities governed by the BOS as well as special meeting notices, certificates of posting, original summaries, original communications and action agendas for Boards, Committees and Commissions. Includes Affidavits of Posting / Legal Advertising / Affidavits of Publications.	COB-4	ALL	СС	I	1	3 YRS	1	М	I	Agenda information is included in the minutes which a permanent record. In addition the agendas are onli and included in the agenda packets which are permanent. 2 years required - GC 26202 et seq
	AGREEMENTS, CONTRACTS, LEASES (EXCL. CAPI	Original contracts and agreements approved by the BOS for the conduct of County business. Can include franchises, bonds, plans and specifications, accepted bids, reports and studies, correspondence, maps, memorandums, and printed materials. Basic contract or agreement contains name of contractor, contract number, date filed, description of work or service to be provided and signature of Chair of the BOS, Clerk and contractor. Approved to Form County.		ALL	CC	CL	CL+10YRS	CL+3YRS	7 YRS	M	CL+10YRS	Includes leases, equipment, service or supplied. N10PU7685; 48 CFR.2; GC 53066; CCP 337.2, 334; B&P 7042.5, 2 years required - GC 26202 et seq
	AGREEMENTS, CAPITAL IMPROVEMENT or IMAG	GED Construction	COB-6	ALL	СС	1	1	3 YRS	1	M	ı	Construction *GC37090; 4004;H&S 19850; Source f study of Public Works and construction projects. M provide visual evidence or architectural designs an mechanical devices. 2 years required - GC 26202 et se
	ALLOWANCE BOOK (Registers of Claims, Claims allowed)	Records of allowances made by the BOS for claims against the county funds. May contain the claim number, dates received and filed, amounts allowed, name of fund, name of claimant, materials or service provided and fund totals. See claims.		ov	СС	ı	ı	3 YRS	1	М	ı	Books from the 1880's may be a source for information early Government needs and planning, on wages a prices for goods and services and on local businesses years required - GC 26202 et seq
	APPEALS (ZONING USE PERMITS VARIANCE) CIV	Records of appeals made to the BOS. May include correspondence, reports, notices, exhibits, protests of decisions, petitions, appraisals, forms, transcripts, grievances, applications, and variances.	COB-8	ALL	СС	ı	1	3 YRS	1	М	I	Becomes part of the agenda packet; CCP 583.320(a)(3 years required - GC 26202 et seq
	APPLICATION FOR RELIEF	Applications for adult and orphan aid. May contain name of applicant, age, residence, marital status, number, nam es and dates of birth of children, names, address, and rel ationship of person with whom children reside, reason for request, amount and description of property, habits of s obriety, and date filed. (Records may no longer be created)		OV	СС	-1	ł	3 YRS	-I	М	I	Useful for an understanding of early systems of soc services and source for study of welfare patters, ai mounts and reasons for relief requests. 2 years req ed - GC 26202 et seq

COB-10

COB-11

OV

OV

CC

CC

CU

CU

CU+2YRS

CU+5YRS

CU+2YRS

CU+5YRS

none

none

CU+2YRS

CU+5YRS

2 years required - GC 26202 et seq..

2 years required - GC 26202 et seq..

APPLICATIONS FOR BOARDS, COMMITTEES AND

APPLICATIONS FOR BOARDS, COMMITTEES

AND COMMISSIONS- SELECTED

NOT SELECTED

SELECTED

COMMISSIONS-

NOT SELECTED

### ### ### ### ### ### ### ### ### ##			BOS sitting as the Board of Equalization (BOE) hears appeals on property tax assessments. Files may include: application for change in property assessments, statements, arguments, memos, correspondence, notes, stipulations, maps,										GC 25105.5 authorizes destruction of assessment appeals apps. Five years after final action; 2 years required - GC 26202 et seq Files to be held off-site once inactive.
### ACCUPATION OF THE ACCUPATI	AS	SSESSMENT APPEALS-FILES		COB-13	ov	СС	CL	CL+5YRS	CL+5YRS	none	М	CL+5YRS	
ACCUPATION Control process attenues in color case attenues and color case attenues and color case attenues	AL	UDIO TAPE RECORDINGS	and all boards, commissions and special districts where the	COB-14	OV	СС	си	CU+2YRS	30 DAYS	none	S	CU+2YRS	
Section Sect	AL		Audits of county departments filed with the BOS.	COB-15	ALL	СС	I	1	3 YRS	1	М	I	
Section Sect			bidders forms, schedules for bids received, data sheets, bond and insurance checklist, bonds, proof in insurance, certification of affirmative action request, list of	COB-16	ALL	СС	cu	CU+5YRS	CU+5YRS	none	S	CU+5YRS	or Contract; GS 26202.1 allows destruction of unaccepted bids after 5 years. GC 60202 allows destruction of unaccepted bids for special district projects after 2 years.
According perioding processing, perioding processing, perioding processing pr	ВС	OARD OF EQUALIZATION MINUTES	Board of Equalization (BOE). The sole function of the BOE is to decide on matters of property assessments. Contains date and place of meeting, names of property, nature of changes and corrections in assessment and names of members present. May include applications for reduction in	COB-17	ALL	СС	I	I	3 YRS	I	M	1	
articulation natus. Not private receipt for pr	BC	OARDS, COMMISSIONS & COMMITTESS		COB-18	OV	CC	I	I	3 YRS	I	M	1	2 years required - GC 26202 et seq.
and approval. Solid contain budget created to the GDS for review and approval. Solid contain budget created for each country office and agency, amount of funds requested and proposed, budget story informatics, and paymages. Solid projected, budget story informatics and agency, amount of funds requested and proposed, budget story informatics allow projected, budget story informatics and paymages for country positions, and summatics of budget by fund, of estimated fluxal requirements. COB 20 ALL CC I I I 3 3 VRS I M I M I Part of the Agenda Packet; 2 years required - GC 25202 et seq. Minutes of regular meetings of the City Selection Committee is composed of representatives from local cities whose function in to store appointers to several country commissions. May include date and time of most control whose functions in to store appointers to several country commissions. May include date and time of most control whose functions in to store appointers to several country commissions. May include date and time of most control whose functions in to store appointers to several country commissions. May include date and time of most control whose functions in to store appointers to several country commissions. Solid districts, or and only, boards and commissions, sclool districts and new Control departments. We include the collation, Comflet of Interest Codes adoptived for special districts, or and only, boards and commissions, sclool districts and new Control departments. We include the collation, Comflet of Interest Codes and miscellaneous address). COR 25 ALL CC I I I 3 3 VRS I M I M I Required - GC 26202 et seq. CORFICE OF INTEREST CODES	ВС	ONDS AND TAX ANTICIPATION NOTES	anticipation notes. May include receipt for bonds, evidence of payment, prospectuses, orders to sell bonds,	COB-19	ALL	СС	CL	CL+10YRS	0	CL+10YRS	M	CL+10YRS	cancellation, or redemption + 10 years; Records destroyed 5 years after cancellation of bond GC 29940 - GC29942 permits BOS to destroy unused bonds 2 years after election authorizing their issuance. 2 years required - GC 26202 et seq., CCP 336(a),
Committee. Committee is composed of representatives from local cities whose function is to select appointable to several county commissions. May include date and time of meetings, members attending, internal organizational matters, etc. COB-22 ALL CC I I 3 YRS I M I 2 years required - GC 26202 et seq. CONFLICT OF INTEREST CODES Committee. Committee is composed of representatives from local cities whose function is to select appointable to several county commissions. May include date and time of meetings, members attending, internal organizational matters, etc. COB-22 ALL CC I I 3 YRS I M I 2 years required - GC 26202 et seq. Adopted by Resolution; 2 years required - M292 years required - M292 years required - GC 26202 et seq. CONFLICT OF INTEREST CODES CONFLICT OF INTEREST CODES COMMITTEE, MEETINGS AND M I 2 years required - GC 26202 et seq. COB-26 ALL CC I I 3 3 YRS I M I	BU	UDGETS, FINAL	county administrator and presented to the BOS for review and approval. Should contain budget totals for each county office and agency, amount of funds requested and proposed, budget history information, salary ranges for county positions, and summaries of budget by fund, of	COB-20	ALL	СС	I	I	3 YRS	I	М		
Grand Jury, boards and commissions, school districts and new County departments. May include resolution, Conflict of Interest Code and miscellaneous addenda. CONFLICT OF INTEREST CODES Grand Jury, boards and commissions, school districts and new County departments. May include resolution, Conflict of Interest Code and miscellaneous addenda. COB-26 ALL CC I 3 YRS I M I			Committee. Committee is composed of representatives from local cities whose function is to select appointees to several county commissions. May include date and time of meetings, members attending, internal organizational	COB-22	ALL	СС	I	ı	3 YRS	ı	M	I	2 years required - GC 26202 et seq.
CONTRACTS See Agreements. COB-27 ALL CC CL CL+10YRS CL+3 YRS 8 YRS M CL+10YRS	cc		Grand Jury, boards and commissions, school districts and new County departments. May include resolution, Conflict	COB-26	ALL	СС	ı	ı	3 YRS	1	M	ı	
	CC CC	ONTRACTS	See Agreements.	COB-27	ALL	CC	CL	CL+10YRS	CL + 3 YRS	8 YRS	M	CL+10YRS	

COPY OF SUMMONS (ORIGINAL TO OTHER DEPARTMENTS)	;	COB-28	ALL	CC	CU	CU+2YRS	CU+2YRS	none	S	CU+2YRS	GC 26201
GENERAL CORRESPONDENCE not related to agenda items	Communications to and from the BOS on a wide range of subjects relating to county affairs.	COB-29	OV	СС	CU	CU+2YRS	CU+2YRS	none	S	CU+2YRS	2 years required - GC 26202 et seq.
EASEMENTS/DEEDS		COB-30	ALL	СС	I	ı	3 YRS 1 YR	ı	M	I	Certified copies are on file with the County Recorder. Originals are on file with the Clerk of the Board. 2 years required - GC 26202 et seq.
ELECTIONS - HISTORICAL	Election records filed with the BOS. Generally includes statement of votes and election certifications.	COB-31	ALL	СС	ı	1	3 YRS	ı	М	I	Becomes part of the Agenda Packet; 2 years required - GC 26202 et seq.
INDEXES, AGREEMENTS	Indexes to the agreements of the BOS. May contain the title, number and subject of the agreements and date approved.	COB-34	ALL	CC	-I	ŧ	3 YRS	-I	M	Ŧ	2 years required - GC 26202 et seq.
INDEXES, MINUTES	Indexes to the minutes of the proceedings of the BOS and all boards, commissions and special districts where the BOS sits as the governing body. May contain the date of the sessions, subject and description of business, and reference to volume and page numbers in minutes.	COB-35	ALL -	ee -	-I	ŧ	3 YRS	-I	М	Ŧ	2 years required - GC 26202 et seq.
	Indexes to the ordinance of the BOS. May contain the title, number, and subject of the ordinance, date adop										
INDEXES, ORDINANCES	ted, and reference to volume and page numbers in ordin ances.	COB-36	ALL	CC	I	I	3 YRS	I	M	I	2 years required - GC 26202 et seq.
INDEXES, RESOLUTIONS	Indexes to the resolutions by the BOS. May contain numb er, subject and date adopted.	COB-37	ALL	CC	-1	Ŧ	25 YRS	-I	М	Ŧ	2 years required - GC 26202 et seq.
LEASES	See Agreements.	COB-38	ALL	CC	CL	CL+10YRS	CL + 3 YRS	8 YRS	M	CL+10YRS	
MEMORANDUMS OF UNDERSTANDING (MOUs)	Records of all negotiated labor contracts between unions and the County.	COB-40	ALL	CC	-I	4	3 YRS	-I	M	Ŧ	GC 25102; 2 years required - GC 26202 et seq
MICROFILM, MICROFICHE		COB-41	OV	CC							Retention is determined by the content of the record, n ot the media the record is stored on.
MINUTES	Minutes of the proceedings of the BOS and all boards, commissions and special districts where the BOS sits as the governing body. Included ordinances and resolutions, appointments and resignations of County officers and employees, statements of election results, lists of claims made against the County, and budget information. Generally contains date, time and place of meeting, names of members present and absent, nature of business, actions taken, and recorded vote of supervisors.	COB-42	ALL	СС	I	1	0	I	М	I	2 years required - GC 26202 et seq
MINUTES - CLOSED SESSIONS - Prior to 7/10/2007	Prior to 7/10/2007. closed session minutes, if taken are Permanent, but confidential.	COB-42a	c	CC	-I	ł	θ	-I	М	Ŧ	2 years required - GC 26202 et seq
MINUTES - CLOSED SESSIONS After to 7/10/2007	After 7/10/2007 closed session minutes, if taken are des troyed after 30 days as preliminary drafts (notes) not ret ained in the ordinary course of business.	COB-42b	E	CC	CL	30 days	30 years	none			2 years required - GC 26202 et seq
OATHS OF OFFICE	Oaths of office for individuals in various County departments and those who sit on various boards and commissions.	COB-43	ALL	СС	ı	1	3 YRS	I	М	I	*** GC 25100.5 Only oaths of office for advisory commissions are on file with BOS; 2 years required - GC 26202 et seq
ORDINANCES	Original ordinances of the County adopted by the BOS and governing body for special districts. May include date adopted, title, text ordinance number, zoning maps and the vote of the BOS.	COB-46	ALL	СС	ı	1	3 YRS	ı	М	1	GC 25102; 2 years required - GC 26202 et seq
SUMMONS or SUBPOENAS		COB-48	ALL	СС	CU	CU+2YRS	CU+2YRS	none		CU+2YRS	Only for those directed to the Clerk of the Board; 2 years required - GC 26202 et seq
PERMITS AND LICENSES	Records pertaining to the permits, licenses and waivers a pproved by the BOS. Includes Taxi Permits and Card Roo m Permits, applications.	COB-49	ALL	CC	CL	CL + 5 YRS	CL+3 YRS	2 YRS		CL+5YRS	2 years required - GC 26202 et seq
	Petitions sent to the BOS protesting or requesting										

PETITIONS	board action. May include signed petitions verified by the County clerk. Does not include Referendum, Initiative or Recall petitions.		С	CC	CU	CU+2YRS	CU+2YRS	none		CU+2YRS 2 years required - GC 26202 et seq
POLICIES AND PROCEDURES	Policies, rulings and bylaws established or approved by the BOS. May include bylaws, statements, clippings, correspondence, reports guidelines, rules and regulations, standards, or orders amending policies.	COB-51	ALL	СС	I	I	3 YRS	I	М	2 years required - GC 26202 et seq until superseded
PUBLIC RECORDS ACT REQUESTS	Correspondence requesting and responding to requests for access to public records	COB-52	E	CC	CU	CU+2YRS	CU+2YRS	none		CU+2YRS 2 years required - GC 26202 et seq
RECORDS OF BURIAL OF EX-UNION SOLDIERS	Records of burial of Union Civil War veterans made at county expense. Contain name, rank, company, civil occupation, and nativity of soldier, date of entry into service, date of discharge, dates and places of death and burial affiliations of Grand Army of the Republic, and amount of burial expenses. (Late 19th and early 20th century record now obsolete.)	COB-53	ALL	СС	I	I	3 YRS	I	М	Source of Genealogical Information; 2 years required - GC 26202 et seq M & V 948
REGISTERS (RECORDS) OF ORPHANS AND HALF- ORPHANS	A record of applications for county aid for needy children. Contains date and number of application, name, sex, and age of child, name address, birthplace, and relationship of person caring for child, reason for request, and amount of property owned. (Early 20th century record now obsolete.)	COB-54	С	СС	I	I	3 YRS	I	М	*** Useful for treatment of need children in the 20th Century, for study of welfare system and reasons for applications. 2 years required - GC 26202 et seq
REPORTS, Reportable Actions TAKEN IN CLOSED SESSION	Reportable actions taken by the Board during Closed Session. Include vote of each Board member and abstentions.	COB-56	ALL	СС	ı	2 YRS	PERM	none		If taken, Minutes of Closed Sessions are Permanent. 2 years required - GC 26202 et seq Reports may be filed with background information files.
RESOLUTIONS	Resolutions are evidence of the formal opinion of determination of the BOS. Original resolutions passed by the BOS. Contains date passed, number and subject of resolutions, names of interested parties, names of members voting and nature of action.	COB-57	ALL	СС	I	1	3 YRS	I	М	GC 25102.1; 2 years required - GC 26202 et seq
ROAD BOOKS (ROAD RECORDS, ROAD ACCOUNTY ROAD PROCEEDINGS, ROAD REGISTERS)	Records of the BOS actions and deliberations on the planning, construction, and maintenance of County roads and related public works. Contains date of meeting, orders and resolutions presented and approved names of supervisors present, and actions taken. May include original maps and surveys, field notes, and other topographical documents. Road books are generally a 19th Century record now obsolete. Road books were maintained separately from minute books. Early volumes may have a separate index; later volumes are usually indexed to the minutes of the BOS.		ALL	СС	I	1	3 YRS	I	М	Source for study of the development of County I Transportation System. 2 years required - GC 26202 et seq
SCHOOL DISTRICT FILES - HISTORICAL	BOS records pertaining to county school district. May include notices, requests, correspondence, budgets, appointment information, mitigation reports, waivers, reports of the superintendent, statements, etc.	COB-59	ALL	СС	I	ı	3 YRS	I	М	I 2 years required - GC 26202 et seq
SHORTHAND NOTES	See Handwritten Notes/Minutes	COB-60	1	CC						
SPEAKER-SLIPS	Submitted at Board meetings; used to produce minutes	COB-61	ALL	CC		none	none	none		Preliminary drafts; GC 26201
SUBDIVISION FILES	Records related to the creation of new subdivisions within the County. May include planning department reports, maps, notice of public hearings and related backup.	COB-62	ALL	сс	ı	1	3 YRS	1	М	I 2 years required - GC 26202 et seq

		VIDEO TAPES / VIDEO RECORDINGS	Video tape recordings made during meetings and hearing of the BOS and other boards, commissions and special districts where the Board sits as the governing body.	COB-63	ALL	СС	си	CU+2YRS	CU+2YRS	none		CU+2YRS	GC §26202.3, 34090.6 54953.5(b)
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