

		DEPARTMENT RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE: 3/27/1979 Res. 79-384	REVISION DATES: 5/4/1999; 2/10/2009 5/8/2018; 11/17/2020 4/14/2026	SCHEDULE NO. 60F
		County Counsel						
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS		
1	OPINION FILES - Consists of Orange County Counsel opinions and opinions of other County Counsel and the California Attorney General	Retain permanently	Permanent		Electronically retained in secure local drive.	All opinions are electronically retained.		
2	ADMINISTRATION-BILLINGS-INVOICES-TIMECARDS-PERSONNEL	Retain until transferred to Records Center	Destroy after 5 years		On-site (2 years); Records Center (3 years)	Confidential		
3	LAND USE (EIR, CEQA), LITIGATION, ADMINISTRATIVE, etc.	Retain until transferred to Records Center	Destruction ranges from 20-50 years based on attorney advisement.		Records Center (20-50 years)	Confirm with attorney prior to records destruction.		
4	REGIONAL FACILITIES RELATED DOCUMENTS*	Retain until transferred to Records Center	Destruction ranges from 20-50 years based on attorney advisement.		Records Center (20-50 years)	Includes EIRS. Confirm with attorney prior to records destruction.		
5	LITIGATION FILES - Case files containing pleadings and office correspondence regarding litigation matters (Includes but is not limited to: Pleadings, Correspondence, Habeas Corpus Writs, Bail Bonds and Litigated Subpoenas)	Retain until transferred to Records Center	Destroy after 5 years		On-site (2 years); Records Center (3 years)	Scan & save Final Settlements & Judgments. Retain electronic copies permanently.		
6	PROBATE AND LPS CONSERVATORSHIP CASE FILES - Legal documents pertaining to matters handled by County Counsel for the Public Administrator/Public Guardian	Retain until termination of conservatorship & final discharge order +6 months	Destroy 6 years from the date that records are transferred to County Records Center		On-site (6 months); Records Center (6 years)			
7	JUVENILE COURT CASE FILES (TRIAL) - Legal documents relating to matters handled in Juvenile Court for the Social Services Agency	Retain at LJC until 1 year after dependency jurisdiction is terminated	Destroy when minor/NMD reaches age 26 WIC 826(a)	HIPPA regulations incorporated into age 26 destruction date	On-site at LJC for 1 year post termination of jurisdiction; Records Center (up to 23 years).			
8	JUVENILE APPEALS CASE FILES - Legal documents relating to all Juvenile Appeals matters	Retain non-.26 files for one year after remittitur on site. .26 files may be sent immediately to County Records Center after remittitur.	Destroy when minor/NMD reaches age 26. WIC 826(a)	HIPPA regulations incorporated into age 26 destruction date	Retain non-.26 files one year after remittitur on site. .26 files may be sent immediately to County Records Center.			
9	AAB CASE FILES - Case files and pleadings for counsel advising the Assessment Appeals Board	Retain until case is closed +5 years	Destroy after 5 years		On-site	Scan & save Findings of Fact. Retain electronic copies permanently.		

NOTE: Records, in any format, that are the subject of a legal hold or California Public Records Act request must be retained until the claim, litigation, or PRA request is resolved.

Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS							
							DEPARTMENTAL RETENTION SCHEDULE						
							DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE: 3/27/1979 Res. 79-384	REVISION DATES: 5/4/1999; 2/10/2009 5/8/2018; 11/17/2020; 4/14/2026	SCHEDULE NO. 60F
	County Counsel												
10	QDRO (Qualified Domestic Relations Order)	Retain 5 years after Order is finalized	Destroy after 5 years	26 U.S. Code § 457	On-site								
11	MISCELLANEOUS LITIGATION (Property Destruction Orders, Jail Orders, Habeas Corpus & Subpoenas-Not Litigated)	Retain 2 years after closing	Destroy after 2 years		On-site								
12	HR PERSONNEL (ARBITRATIONS, GRIEVANCES, ETC.)	Retain 10 years after closing	Destroy after 10 years		On-site	Scan & save final Settlements & Awards. Retain electronic copies permanently.							
13	COUNTY BANKRUPTCY - All documentation pertaining to the 1994 Orange County Bankruptcy	Retain permanently	Permanent		On-site & Old County Courthouse archives								
14	GRAND JURY RELATED DOCUMENTS - Correspondence, Drafts, and other related Advisory Documentation	Retain 5 years after closing	Destroy after 5 years		On-site								
15	FRAUD UNIT RECORDS - All correspondence, case support, administrative status reports.	Retain 10 years after closing	Destroy after 10 years		On-site								
16	FRAUD UNIT RECORDS - Litigation files	Retain 5 years after closing	Destroy after 5 years		On-site								
17	MCLE/Law Awareness Workshop Training Records	Retain 4 years after training date	Destroy 4 years after training date	Rules of The California State Bar Rule 3.602	On-site								

* Regional Facilities include jails, landfills, airports, toll roads, etc.

NOTE:

1. Records prepared or received other than pursuant to state statute or county charter, or records that are not expressly required by law or County policy to be filed and preserved may be destroyed.
2. The County Archivist should be consulted to preserve records of historical value prior to their ultimate disposition. Records subject to a legal hold or Public Records Act (PRA) request must be retained.

NOTE: Records, in any format, that are the subject of a legal hold or California Public Records Act request must be retained until the claim, litigation, or PRA request is resolved.

Attachment B

3. Departments may have duplicate copies of the following records in which the County official records are kept by a single department pursuant to its Departmental Records Retention Schedule, including but not limited to:

Auditor-Controller: Labor Distribution Reports, Bi-Weekly Timesheets, Payroll Registers, Fixed Asset Inventory, Requests for Checks and Vouchers, Invoices Paid, Deposit Orders and Receipts, Journal Vouchers, Petty Cash, Cancelled Checks, Notice of Checks Returned, Expense Account.

Clerk of the Board: Audit Reports Issued by Internal Audit and Office of Performance Audit, Board of Supervisors Minutes and Agendas.

County Counsel: County Counsel Opinions.

County Executive Office - Human Resource Services: Employee Personnel, Personnel Recruitment, Employee Review Notification Report, Master Position Control Report.

County Executive Office - Information Technology: Telephone Services.

County Executive Office - Risk Management: Injury and Illness Prevention Program, Workers' Compensation Claim Files.