		DEPARTMENT RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE:	REVISION DATES:	SCHEDULE NO.
		OC COMMUNITY RESOURCES	OC PARKS	OC ZOO		3/15/2016	4/14/2026	373B
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS		
1	ACQUISITION AND DISPOSITION Records regarding animal transactions in the zoo's collection (births, donations, purchases, loans, transfers, sales, and deaths). Records detail the dates of any acquisition or disposition, the manner of the transaction, and any loan, sale, or ownership information if applicable.	Retain a minimum of 1 year after death or disposition / Retain minimum of 3 years after permit date.	May dispose of records 1 year after death or disposition or 3 years after permit date.	9 CFR § 2.80; CCR § 671.1	Shared Drive, Veterinary Hospital, International Species Information System			
2	INDIVIDUAL ANIMAL Records for each animal in the zoo's collection regarding taxonomy, age, sex, identifiers (unique IDs, physical descriptions, transponders, house names, tags, etc.), weights, parentage, enclosure, collection, and any other relevant information.	Retain a minimum of 1 year after death or disposition / Retain minimum of 3 years after permit date.	May dispose of records 1 year after death or disposition or 3 years after permit date.	9 CFR § 2.80; CCR § 671.1	Shared Drive, Veterinary Hospital, International Species Information System			
3	VETERINARY Medical records detailing the care of animals in the zoo's collection. Information recorded includes clinical notes, procedures, lab samples and results, pathology, anesthesia, prescriptions, and treatments.	Retain a minimum of 1 year after death or disposition.	May dispose of records 1 year after death or disposition or 3 years after permit date.	9 CFR § 2.80; CCR § 671.1	Shared Drive, Veterinary Hospital, International Species Information System			

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County Executive Office - Information Technology: Telephone Services.

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		DEPARTMENT RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE:	REVISION DATES:	SCHEDULE NO.
		OC COMMUNITY RESOURCES	OC PARKS	PLANNING & DESIGN		3/15/2016	4/14/2026	375B
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS		
1	ENVIRONMENTAL AND HYDROLOGY STUDIES Records regarding environmental and hydrology studies related to County facilities. This includes studies, reviews, calculations, peak discharge data, real-time radio telemetry, rainfall records, weather data, field notes, weather forecasts, stream gauging data, Q-notes, and related correspondence	Permanent	Records to be retained permanently.	CCP § 336 & 343	Division File Server, SharePoint, Division File Room			
2	ENVIRONMENTAL IMPACT Records regarding the environmental impact of all initiatives within the County on land in the County, including assessments, evaluation forms, title search data, photos of site, land use data, and related correspondence.	Until Obsolete or Superseded + 3 years.	Records may be destroyed once obsolete or superseded + 3 years	40 CFR § 60.115B, Gov. Code § 26202	Division File Server, SharePoint, Division File Room			
3	ENVIRONMENTAL PROTECTION – COMPLIANCE PLANS Records regarding the development and implementation of plans to ensure compliance with state and federal environmental protection guidelines, such as meetings, drafts, act requirements, plans, and supporting documentation.	Until Obsolete or Superseded + 5 years.	Records may be destroyed once obsolete or superseded + 5 years	40 CFR 60.115b	Division File Server, SharePoint, Division File Room			
4	ENVIRONMENTAL PROTECTION – INSPECTIONS, AUDITS & INVESTIGATIONS Records regarding inspections, audits, and investigations by state and federal agencies, such as notice of inspection, audit, or investigation, schedule, and result of inspection.	Permanent		40 USC 9607, CCP § 336-343	Division File Server, SharePoint, Division File Room			
5	ENVIRONMENTAL PROTECTION – REGULATORY REPORTING Records regarding reporting requirements to state and federal environmental protection agencies, such as annual reports on contaminated sites, treatment reports, release reporting, lab, status reports, and related correspondence.	Until Obsolete or Superseded + 5 years.	Records may be destroyed once obsolete or superseded + 5 years	40 CFR § 60.115b	Division File Server, SharePoint, Division File Room			
6	ENVIRONMENTAL SITES – ASSESSMENTS Records regarding environmental assessment of potentially contaminated sites, such as historical review, site investigation, testing and drilling, remediation and risk information. Also includes hazardous waste characterization, non-hazardous special waste and asbestos manifest and request to initiate site assessments for potentially contaminated property sold or acquired by the County and related correspondence.	Permanent		40 USC § 9607, CCP § 336-343	Division File Server, SharePoint, Division File Room			
7	ENVIRONMENTAL SITES – MANAGEMENT PLAN Records regarding the development and implementation of an environmental management plan, such as ongoing site maintenance and monitoring or remediation, legal review and due diligence check, groundwater monitoring reports, and related correspondence.	Permanent		22 CCR § 66265.74, 40 CFR § 264.73	Division File Server, SharePoint, Division File Room			
8	FACILITIES & INFRASTRUCTURE DESIGN – DESIGN PHASE – DESIGN REVIEW & APPROVAL Records regarding the review of the final design of facility construction/repair, including draft specifications, public meeting records, peer review documents, revisions to finalized designs, plans, specifications, quantity calculations and cost estimates, plan approvals notice to relocate, City Council approval, Board of Supervisors approval, advertisements, bulletins and addenda, bid opening, contract award documents, transmittal to construction memos, and related correspondence.	Project Completion Date + 10 years.	Records may be destroyed after the project completion date + 10 years.	CCP § 336 & 343	Division File Server, SharePoint, Division File Room			

		DEPARTMENTAL RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE:	REVISION DATES:	SCHEDULE NO.
		OC COMMUNITY RESOURCES	OC PARKS	PLANNING & DESIGN		3/15/2016	4/14/2026	375B
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS		
9	FACILITIES & INFRASTRUCTURE DESIGN – DESIGN PHASE – ENGINEERING ANALYSIS Records regarding engineering analysis conducted as part of the design of a facility construction/repair, including alignments and grades, hydraulics, structures, address migration data, profiles, super elevation diagrams, typical sections, drainage calculations, detail calculations, and related correspondence.	Project Completion Date + 10 years.	Records may be destroyed after the project completion date + 10 years.	CCP § 336 & 343	Division File Server, SharePoint, Division File Room			
10	FACILITIES & INFRASTRUCTURE DESIGN – DESIGN PHASE – GENERAL Records of a general design nature not specific to any tertiary heading within this secondary category.	Project Completion Date + 10 years.	Records may be destroyed after the project completion date + 10 years.	CCP § 336 & 343	Division File Server, SharePoint, Division File Room			
11	FACILITIES & INFRASTRUCTURE DESIGN – DESIGN PHASE – PLANS, SPECIFICATIONS FINALIZATION Records regarding the preparation and finalization of design plans and specifications required for a facility construction/repair, including final plan and profile sheets, grading sheets, typical sections, drainage sheets, utility plans, striping and signage plans, traffic signal plans, landscaping and irrigation plans, erosion control plans, detail sheets, intersection detail sheets, driveway profiles, x-sections, soils boring locations and related correspondence.	Project Completion Date + 10 years.	Records may be destroyed after the project completion date + 10 years.	CCP § 336 & 343	Division File Server, SharePoint, Division File Room			
12	FACILITIES & INFRASTRUCTURE DESIGN – DESIGN PHASE – TRAFFIC ENGINEERING Records regarding the determination of facility construction/repair traffic engineering requirements, including traffic counts, intersection capacity, lane capacity, turning lane movements, signal design, signing and striping and related correspondence.	Project Completion Date + 10 years.	Records may be destroyed after the project completion date + 10 years.	CCP § 336 & 343	Project Data File Server, email, Dept. File Room			
13	FACILITIES & INFRASTRUCTURE DESIGN –PRELIMINARY DESIGN – DESIGN SCOPE DEFINITION Records regarding the definition of a specific scope of work included in a facilities and infrastructure design, including scope meeting records, discussion notes, definition statements, approved scope of work and related correspondence.	Project Completion Date + 10 years.	Records may be destroyed after the project completion date + 10 years.	CCP § 336 & 343	Project Data File Server, email, Dept. File Room			
14	FACILITIES & INFRASTRUCTURE DESIGN –PRELIMINARY DESIGN – PRELIMINARY DESIGNS Records regarding the preliminary designs for a facility construction/repair, including preliminary design calculations, preliminary designs, preliminary costing records, design seminar and approval records, public meeting data and related correspondence.	Project Completion Date + 10 years.	Records may be destroyed after the project completion date + 10 years.	CCP § 336 & 343	Project Data File Server, email, Dept. File Room			
15	FACILITIES & INFRASTRUCTURE DESIGN –PRELIMINARY DESIGN – RESEARCHING & REVIEWING, PROJECT REPORTING Records regarding the research and document review activities required for a facilities and infrastructure design, including field reviews, project reports, previous project reviews and related correspondence.	Project Completion Date + 10 years.	Records may be destroyed after the project completion date + 10 years.	CCP § 336 & 343	Project Data File Server, email, Dept. File Room			

		Attachment D DEPARTMENT RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE:	REVISION DATES:	SCHEDULE NO.
		OC COMMUNITY RESOURCES	OC PARKS	PLANNING & DESIGN		3/15/2016	4/14/2026	375B
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS		
16	FACILITIES & INFRASTRUCTURE DESIGN –PRELIMINARY DESIGN – SERVICE REQUESTS Records regarding the collection of additional data required to design a facility construction / repair, including survey requests, environmental studies, sound studies, general plan conformity studies, utility requests, materials report requests, hydrology requests, traffic counts, detour data	Project Completion Date + 10 years.	Records may be destroyed after the project completion date + 10 years.	CCP § 336 & 343	Project Data File Server, email, Dept. File Room			
17	RIVERS – EROSION CONTROL Records regarding river erosion control, such as bank erosion and bank stabilization information, land slides, replacement soils, channel modifications and improvements, and related studies, reports, and related correspondence.	Project Completion Date + 10 years.	Records may be destroyed after the project completion date + 10 years.	CCP § 336 & 343	Project Data File Server, email, Dept. File Room			
18	WEED ABATEMENT Records regarding the enforcement of weed abatement regulations, including complaints, inquiries, and investigations, letters of action, follow up data, cost data and related correspondence.	Current year + 3 years.	Records may be destroyed after the project completion date + 10 years.	Gov Code 26202	Project Data File Server, email, Dept. File Room			

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County Executive Office - Information Technology: Telephone Services.

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

 DEPARTMENT RETENTION SCHEDULE							
DEPARTMENT		DIVISION	SECTION	UNIT	EFFECTIVE DATE:	REVISION DATES:	SCHEDULE NO.
OC COMMUNITY RESOURCES		OC PARKS	SYSTEMS & RESOURCES		3/15/2016	4/14/2026	376B
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS	
1	MAINTENANCE RECORDS Records regarding maintenance, including work orders, Maintenance Management System database information, and reports.	Completion Date + 10 years.	Records may be destroyed after the project completion date + 10 years.	CCP § 337.15			

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		DEPARTMENT RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE:	REVISION DATES:	SCHEDULE NO.
		OC COMMUNITY RESOURCES	OC ANIMAL CARE	RABIES CONTROL		9/26/2017	4/14/2026	377B
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS		
1	COUNTY OF ORANGE RABIES CONTROL INVESTIGATION REPORT (ANIMAL BITE / SCRATCH REPORT)	Retain current year + 2 years	May destroy after current year + 2 years	Gov. Code § 26202	Chameleon, rabies file cabinet	Data stored in Chameleon are kept indefinitely		
2	RABIES CONTROL HOSPITAL BITE AND SCRATCH REPORT (FAXED FROM HOSPITAL AFTER TREATMENT) Stapled to original animal bite/scratch report once quarantine is released.	Retain current year + 2 years	May destroy after current year + 2 years	Gov. Code § 26202	Rabies file cabinet			
3	RABIES EXEMPTION REQUEST MATERIALS Includes Rabies Vaccination Certificate - Exemption from Canine Rabies Vaccination Request Form, OC Supplemental Form for Canine Rabies Vaccination Exemption Request, pet's medical records and any other documentation that may be submitted (receipt for license payment, valid Rabies Certificates if pet ultimately is vaccinated, etc.).	Retain current year + 2 years	May destroy after current year + 2 years	Gov. Code § 26202	Rabies file cabinet			
4	RABIES EXEMPTION LETTERS Mailed to owners requesting rabies vaccination exemptions when corrective action is needed and when a request has been approved or denied.	Retain current year + 2 years	May destroy after current year + 2 years	Gov. Code § 26202	Shared drive			
5	RABIES EXEMPTION LIST For every rabies exemption request that is reviewed, list documents with the owner's last name, pet's name, private veterinarian's name, animal hospital name, approval or denial status and the jurisdiction.	Retain current year + 2 years	May destroy after current year + 2 years	Gov. Code § 26202	Shared drive and file cabinet			
6	REQUEST TO CHARGE "ABOVE COST" FOR RABIES VACCINES Packet sent to the CA Department of Public Health each year to request OCAC be allowed to charge "above cost" for rabies vaccines at our monthly vaccine clinics.	Retain current year + 2 years	May destroy after current year + 2 years	Gov. Code § 26202	Shared drive and file cabinet			
7	LOCAL RABIES CONTROL ACTIVITIES, ANNUAL REPORT / STATEMENT OF ENFORCEMENT OF RABIES CONTROL ACTIVITIES A report that is required to be sent to CA Department of Public Health annually. The report combines statistical data from all animal control agencies within Orange County.	Retain current year + 2 years	May destroy after current year + 2 years	Gov. Code § 26202	Shared drive and file cabinet			
8	RABIES CONTROL PROGRAM FINANCIAL RECORDS Includes OCAC billing slips used to request billing, batch payment logs, Chameleon balance receipts, electronic copies of payment/credit memos, electronic logs of TTC payments.	Retain current year + 2 years	May destroy after current year + 2 years	Gov. Code § 26202	Shared drive and file cabinet			
9	ANIMAL RABIES CASE REPORT Form required to be sent to the CA Department of Public Health when an animal from Orange County tests positive for rabies. Info and test results are also stored in Chameleon.	Retain current year + 2 years	May destroy after current year + 2 years	Gov. Code § 26202	Shared drive and file cabinet			

		DEPARTMENTAL RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE:	REVISION DATES:	SCHEDULE NO.
		OC COMMUNITY RESOURCES	OC ANIMAL CARE	RABIES CONTROL		9/26/2017	4/14/2026	377B
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS		
10	FLUORESCENT RABIES ANTIBODY (FRA) TEST LOG Spreadsheet that tracks all samples sent to the OC Public Health Lab for rabies Testing.	Retain current year + 2 years	May destroy after current year + 2 years	Gov. Code § 26202	Shared drive			
11	RABIES CLINIC STATS Tracks the number of vaccines administered and the amount of monies collected at the monthly vaccine clinics.	Retain current year + 2 years	May destroy after current year + 2 years	Gov. Code § 26202	Shared drive			

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County Executive Office - Information Technology: Telephone Services.

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

		DEPARTMENT RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE:	REVISION DATES:	SCHEDULE NO.
		OC COMMUNITY RESOURCES	OC ANIMAL CARE	CUSTOMER SERVICE & OUTREACH		9/26/2017	12/24/2025	378B
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS		
1	ADOPTION PAPERWORK Signed paperwork related to adoptions from OC Animal Care.	Retain 2 years.	May destroy after 2 years.	Gov. Code § 26202	Customer service, kennel office, and Shared			
2	REDEMPTION PAPERWORK Signed paperwork related to redemptions from OC Animal Care.	Retain 2 years.	May destroy after 2 years.	Gov. Code § 26202	Customer service, kennel Office, and Shared drive			
3	TRANSFER OF OWNERSHIP PAPERWORK Records related to transfers of ownership on pet licenses within jurisdiction.	Retain for the life of the animal +3 years or duration of the license, whichever is shorter.	May destroy 3 years after the animal has deceased or license has expired.	Gov. Code § 26202	Licensing office and Shared drive			
4	ASSISTANCE DOG APPLICATIONS/AFFIDAVITS All current assistance dog applications and affidavits for licenses that have been issued.	Retain for the life of the animal +3 years or duration of the license, whichever is shorter	Retain and destroy 3 years after the animal has deceased or license has expired	California Food and Agriculture Code 30850 (a)	Customer service phone room and Shared drive			
5	ADOPTION PARTNER APPLICATION MATERIALS Adoption Partner Application, signed manual agreement, foster/adopter list, 501(c)(3) documentation, and add/remove forms for foster/adopter.	Retain current year +2 years.	May destroy after current year + 2 years.	Gov. Code § 26202	Secure file room			
6	STRAY ANIMAL INTAKE ACCEPTANCE FORM Form that is completed and signed by a citizen when turning in a stray cat.	Retain current year +2 years.	May destroy after current year + 2 years.	Gov. Code § 26202	Records room			
7	OFF-SITE EVENT COMPLETED APPLICATIONS Applications completed on behalf of OC Animal Care to attend off-site events.	Retain current year +2 years.	May destroy after current year + 2 years.	Gov. Code § 26202	Shared drive			
8	RECEIPT BOOKS AND LOGS Animal Services/Shelter Receipt, Pet License Receipt, Animal Relinquishment Form, Counter Receipts.	Retain current year +2 years.	May destroy after current year + 2 years.	Gov. Code § 26202	Secure file room			
9	OWNER SURRENDER QUESTIONNAIRE Statement form for owner surrendering an animal for the purpose of euthanasia.	Retain for 2 years.	May destroy after current year + 2 years.	Gov. Code § 26202	Records room			

		DEPARTMENTAL RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE:	REVISION DATES:	SCHEDULE NO.
		OC COMMUNITY RESOURCES	OC ANIMAL CARE	CUSTOMER SERVICE & OUTREACH		9/26/2017	4/14/2026	378B
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS		
10	ANIMAL RELINQUISHMENT FORM Form for the release and euthanasia of an animal.	Retain 2 years.	May destroy after 2 years.	Gov. Code § 26202	Records room			
11	RECEIPT BOOKS AND LOGS Animal Services/Shelter Receipt, Pet License Receipt, Animal Relinquishment Form, Counter Receipts	Retain current year	Retain current year	Retain current year	Retain current year	Retain current year		

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		DEPARTMENT RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE:	REVISION DATES:	SCHEDULE NO.
		OC COMMUNITY RESOURCES	OC ANIMAL CARE	FIELD SERVICES		9/26/2017	4/14/2026	379B
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS		
1	ANIMAL CRUELTY INVESTIGATION Animal cruelty investigations files, including certificate of mailing, Antech Lab results, animal diagnostic laboratory reports, veterinary payment records.	Retain 2 years.	May destroy after administrative or operational value ends or record is obsolete.	Gov. Code § 26202	Shared drive, document room			
2	POTENTIALLY DANGEROUS AND/OR VICIOUS DOG INVESTIGATION Potentially dangerous/vicious dog investigations files, including certificate of mailing, veterinary payment records.	Retain 2 years.	May destroy after administrative or operational value ends or record is obsolete.	Gov. Code § 26202	Shared drive, document room			
3	COMPLIANCE CHECK Compliance checks for dogs who were declared potentially dangerous or vicious, including certificate of mailing, veterinary payment records.	Retain 2 years.	May destroy after administrative or operational value ends or record is obsolete.	Gov. Code § 26202	Shared drive, document room			
4	BARKING DOG COMPLAINT Barking dog complaint files, including certificate of mailing.	Retain 2 years.	May destroy after 2 years	Gov. Code § 26202	Shared drive, document room			
5	WARRANT Warrants that have been served.	Retain 2 years.	May destroy after administrative or operational value ends or record is obsolete.	Gov. Code § 26202	Shared drive, document room			
6	NOTICE TO COMPLY Notice to Comply Forms.	Retain 2 years.	May destroy after 2 years	Gov. Code § 26202	Shared drive, document room			
7	PATROL LOG Each Officer's daily activities logs.	Retain 2 years.	May destroy after 2 years	Gov. Code § 26202	Chameleon			
8	RADIO JOURNAL Each Dispatcher's shift activities logs.	Retain 2 years.	May destroy after 2 years	Gov. Code § 26202	Shared drive, document room			
9	WATCH LIST AM and PM shift assignments, due out dates, court date, briefing items, etc.	Retain 2 years.	May destroy after 2 years	Gov. Code § 26202	Shared drive, document room			

		DEPARTMENTAL RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE:	REVISION DATES:	SCHEDULE NO.
		OC COMMUNITY RESOURCES	OC ANIMAL CARE	CUSTOMER SERVICE & OUTREACH		9/26/2017	4/14/2026	379B
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS		
10	VEHICLE INSPECTION FORM Officer vehicle inspection forms.	Retain 2 years.	May destroy after 2 years	Gov. Code § 26202	Shared drive, document room			
11	PROPERTY RECEIPT Completed Property Receipts for issued and returned traps	Retain 2 years.	May destroy after 2 years	Gov. Code § 26202	Document room			
12	CAT TRAP LOG Log for all issued Property Receipts.	Retain 2 years.	May destroy after 2 years	Gov. Code § 26202	Document room			
13	RESTRAINT/CURBING LETTER Letters sent to owners regarding reports of their dog being loose or curbing.	Retain 2 years.	May destroy after 2 years	Gov. Code § 26202	Shared drive, document room			
14	PERJURY SLIP Completed perjury slips.	Retain 2 years.	May destroy after 2 years	Gov. Code § 26202	Shared drive, document room			
15	PRE-SEIZURE NOTICE Issued Pre-Seizure Notices.	Retain 2 years.	May destroy after administrative or operational value ends or record is obsolete.	Gov. Code § 26202	Shared drive, document room			
16	MOUNTAIN LION SIGHTING REPORTS OCCO 4-1-95 reports of mountain lion sightings	Retain 2 years.	May destroy after administrative or operational value ends or record is obsolete.	Gov. Code § 26202	Chameleon			
17	SUBPOENAS Subpoenas received for staff.	Retain 2 years.	May destroy after administrative or operational value ends or record is obsolete.	Gov. Code § 26202	Shared drive, document room			

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		Attachment D DEPARTMENTAL RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE:	REVISION DATES:	SCHEDULE NO.
		OC COMMUNITY RESOURCES	OC ANIMAL CARE	CUSTOMER SERVICE & OUTREACH		9/26/2017	4/14/2026	379B
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS		
18	RELEASE OF LIABILITY Completed Release of Liability Forms.	Retain 2 years.	May destroy after 2 years.	Gov. Code § 26202	Shared drive, document room			
19	PERMITS AND LICENSES Animal Permits, Fish Store Licenses, Pet Shop Licenses, Kennel Licenses, Grooming Parlor/Mobile Grooming Licenses, Stable Licenses, Exotic Licenses, Permanent Animal Exhibition Licenses, Temporary Animal Exhibition Licenses, Rodeo Licenses, Circus Licenses, Aviary Licenses.	Retain while permit is active + 2 years after permit is closed.	May destroy after 2 years or after permit has closed.	Gov. Code § 26202	Chameleon, document room			

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County Executive Office - Information Technology: Telephone Services.

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

		DEPARTMENT RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE:	REVISION DATES:	SCHEDULE NO.
		OC COMMUNITY RESOURCES	OC ANIMAL CARE	VETERINARY SERVICES		9/26/2017	4/14/2026	380B
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS		
1	RECORDS FROM OUTSIDE VETERINARIANS Emergency animal treatment record forms, owner relinquished pet or animal forms.	Retain current year + 3 years.	Destroy after current year + 3 years.	CCR, Title 16 § 1032.2b	Storage shed, document room			
2	X-RAYS Digital medical records.	Retain current year + 3 years.	Destroy after current year + 3 years.	CCR, Title 16 § 1032.2b	X-ray computer drive, share drive			
3	CONTROLLED DRUG LOG AND REPORTS Logs printed from Chameleon and balanced by hand	Retain 2 years.	Destroy after 2 years.	U.S. Department of Justice, Drug Enforcement Administration, Office of Diversion Control Practitioner's Manual Section IV	Warehouse			

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		DEPARTMENT RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE:	REVISION DATES:	SCHEDULE NO.
		OC COMMUNITY RESOURCES	HOUSING & COMMUNITY DEVELOPMENT	HOUSING & COMMUNITY DEVELOPMENT		4/14/2026		390
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS		
1	Housing & Community Development - Community Development Block Grant (CDBG), Community Development Block Grant-R (CDBG-R) Sub recipient contract files, monitoring documentation, invoices, and performance reports.	Requirements for retention of records set forth in 24 CFR Part 85.42 call for a 5-year retention period. The retention period for records pertaining to individual CDBG activities starts from the date of submission of the grantee performance report in which the specific activity is reported on for the final time. Generally, 3 years after that date the records pertaining to that activity no longer need be retained. Records must be retained until the litigation, claim, or audit finding involving the records has been resolved; records for non-expendable property acquired with Federal funds must be retained for 3 years after its final disposition. OC H&CD (HCD) contract states retain all records pertinent to expenditures incurred under CONTRACT for a period of 5 years after the termination of all activities funded under this CONTRACT, or after the resolution of all Federal audit findings, whichever occurs later. Records for non-expendable property acquired with funds under this CONTRACT shall be retained for 5 years after final disposition of such property. Records for any displaced person must be kept for 5 years after s/he has received final payment.	May destroy after administrative value ends or record is obsolete	24 CFR Part 85.42, § 570.506 under CDBG regulations, American Recovery and Reinvestment Act of 2009 and in OC Housing & Community Development contracts	Shared drive and paper filing cabinets			

Attachment D

2	Housing & Community Development - EMERGENCY SHELTER GRANTS (ESG) Sub recipient contract files, monitoring documentation	<p>a) Each grantee must ensure that records are maintained for a 4-year period to document compliance with the provisions of part 576.65.</p> <p>b) Requirements to ensure confidentiality of records pertaining to the provision of family violence prevention or treatment services with assistance under this part are set forth in 42 U.S.C. 11375(e)(5).</p> <p>HCD contracts state retain all records pertinent to expenditures incurred under CONTRACT for a period of 5 years after the termination of all activities funded under this CONTRACT, or after the resolution of all Federal audit findings, whichever occurs later. Records for non-expendable property acquired with funds under this CONTRACT shall be retained for 5 years after final disposition of such property. Records for any displaced person must be kept for 5 years after s/he has received final payment.</p>	May destroy after administrative value ends or record is obsolete	24 CFR § 576.65 OC and in Housing & Community Development Contracts.	Shared drive and paper filing cabinets	
3	Housing & Community Development - HOME Investment Partnership Regulatory Agreements, Loan Documentation, Deed of Trust	Retain until five (5) years after the end of regulatory agreement (depends on the amount of financing and project type. i.e., homeownership projects are normally 10 to 15 years and multifamily is 55 years of	May destroy after administrative value ends or record is obsolete	24 CFR Part 92 / Division B, Title III of the Housing and Economic Recovery Act (HERA) of 2008 and in Housing & Community	Shared drive and paper filing cabinets	
4	Housing & Community Development - Housing Successor Agency Regulatory Agreements, Loan Documents, Deed of Trust	Retain until end of regulatory agreement (depends on the amount of financing and project type. i.e., homeownership projects are normally 10 to 15 years and multifamily is 55 years of regulatory document retention).	May destroy after administrative value ends or record is obsolete	State of California Health and Safety Code	Shared drive and paper filing cabinets	
5	Housing & Community Development - Other Funding Sources (Mental Health Services Act, 15G, 15B, Fund 135) Regulatory Agreements, Loan Documents, Deed of Trust	Retain until end of regulatory agreement (depends on the amount of financing and project type. i.e., homeownership projects are normally 10 to 15 years and multifamily is 55 years of regulatory document retention).	May destroy after administrative value ends or record is obsolete		Shared drive and paper filing cabinets	

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		DEPARTMENT RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE:	REVISION DATES:	SCHEDULE NO.
		OC COMMUNITY RESOURCES	HOUSING & COMMUNITY DEVELOPMENT	ORANGE COUNTY HOUSING AUTHORITY		4/14/2026		391
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS		
1	Housing & Community Development - Orange County Housing Authority Applicant Records, including Waiting List, Tenant Records, Administrative Records, Financial Records	Applicant records: until made inactive + 3 years Tenant Records: until End of Participation + 3 years Administrative Records: at least 3 years Financial Records: Pursuant to applicable County Auditor-Controller Record Retention Schedule	After retention period is met, destroy after administrative value ends or record is obsolete	U.S. Department of Housing and Urban Development Applicant & Tenant Records: 24 CFR § 982.158(e)(f) Administrative records: 24 CFR 5.212 & Form 9886-A Financial Records: County Auditor-Controller Records Retention Schedule	Shared drive and paper filing cabinets			

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