


RECORDS CONTROL SCHEDULE						
	Department / Division / Section		Original Approval	Effective Date	Revision Dates	Schedule No.
	Clerk of the Board		8/1/2006	4/27/2021	Resolution 83-243 (2/15/12983); M.O. 8/1/2006 Item 15	145B-06 145C
						Page 1
ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION OFFICE	DISPOSITION RECORDS CENTER	APPLICABLE LAW REMARKS	LOCATION	REMARKS
1	Official Records of the Board of Supervisors Meeting Records Consists of all documents created by or filed with the Board of Supervisors. Filed by subject, then chronologically. Includes resolutions, ordinances, correspondence, reports, contracts and agreements, and other records regarding the activities of County agencies, adoption of the annual budget, bonds, environmental impact reports, and all other matters brought before the Board of Supervisors - documents to January, 1998 are by subject matter; January, 1998 to current are filed by agenda date and item number.	Records may be transferred to Records Center as necessary Permanent	Retain permanently	CA Govt Code Sections 25101, 25102, 25102.1, and 25105 Permanent	OCPW Records Center Clerk of the Board Office and Current Agenda Management System Data Base	
2	Assessment Appeals Board Case Files Roll Includes all documentation in support of or against change in assessment, including applications, agent authorization, correspondence, withdrawals, 2-yr waiver agreements, hearing evidence (assessor & applicant), audio files , etc. Includes Claim for Refunds of Taxes and/or Penalties Paid forms.	Retain until file is closed + 5 years OR Retain until file is closed + 3 years providing documents have been electronically preserved	Destroy 5 years after file is closed OR Destroy 3 years after file is closed providing documents have been electronically preserved 0	Pursuant to CA Govt Code Section GC-25105.5	OCPW Records Center Clerk of the Board Office and County OnBase System	Pursuant to GC-25105.5
3	Claims for Money and Damages Against The County - Tort Claims and Summons filed with the Clerk	Retain until file is closed + 5 years	Destroy after file is closed + 5 years 0	Pursuant to CA Govt Code Section GC-25105.5	OCPW Records Center Clerk of the Board	Pursuant to GC-25105.5

4	Conflict of Interest Records Forms- Statement of Economic Interests Form 700, Gift Reporting (Form 801), Agency Report of New Positions (Form 804), Agency Report of Consultants (Form 806), Agency Conflict of Interest Codes and all related correspondence. Form 400 and all related schedules for assuming, annual, and leaving office statements.	Retain for 7 years from filing OR 2 years provided that documents have an electronic copy available	Destroy 7 years from filing or 2 years if an electronic copy is available. 0	Pursuant to CA Govt Code Section 62500 (e)(g)	Clerk of the Board Office eDisclosure Data Base	Pursuant to GC 81009
5	Board Hearing Audio and Video: Audio and video recordings of Board of Supervisors Hearings	Retain for 3 years	Can be destroyed after 3 years	Board of Supervisors Rules of Procedures - Rule 38(D)	Clerk of the Board Office Clerk of the Board Website - Board of Supervisors Hearing Archives	
Clerk of the Board Committees and Commissions Records						
BCC1	Bridges at Kramer Place Commission Includes agenda, minutes, backup materials, audio recordings, handouts made part of the public records	Retain for 2 years	Records can be destroyed after 2 years	Gov. Code 26202	Clerk of the Board Office	
BCC.2	City Selection Committee Records Includes agenda, minutes and documents made part of the public record for each publicly held meeting.	Retain for 2 years	Records can be destroyed after 2 years	Gov. Code 50270- Gov Code 26202 County Records Retention Schedule 16D	Clerk of the Board Office	
BCC.3	Children and Families Commission of Orange County Records related to the Children and Families Commission. Includes agenda records and minutes	Permanent	Retain Permanently		OCPW Records Center Clerk of the Board Office	
BCC.4	Children and Families Commission of Orange County Contract records related to the Children and Families Commission.	Retain for 3 years after the final activity of the contract	Commission Staff will notify Clerk of the Board when contract's retention has expired	CFCOC Commission Meeting on 8/7/2019, Item 5	OCPW Records Center Clerk of the Board Office	
BCC.5	Commission to End Homelessness Includes agenda, minutes, backup materials, audio recordings, handouts made part of the public record for each publicly held meeting.	Retain for 2 years	Records can be destroyed after 2 years	Gov. Code 26202	Clerk of the Board Office	

BCC.6	Office of Independent Review Ad HOC Includes agenda, minutes, backup materials, audio recordings, handouts made part of the public record for each publicly held meeting.	Retain for 2 years	Records can be destroyed after 2 years	Gov. Code 26202	Clerk of the Board Office	
BCC.7	Orange County Housing Finance Trust includes agenda, minutes, backup materials, audio recordings, handouts made part of the public record	Retain for 2 years	Records can be destroyed after 2 years		Clerk of the Board Office	
BCC.8	Orange County Human Relations Commission Includes agenda, minutes, backup materials, audio recordings, handouts made part of the public record for each publicly held meeting.	Retain for 2 years	Records can be destroyed after 2 years	Gov. Code 26202	Clerk of the Board Office	
BCC.9	In-Home Supportive Services (IHSS) Advisory Committee Includes agenda, minutes, backup materials, audio recordings, handouts made part of the public record for each publicly held meeting.	Retain all records until committee is dissolved	Destroy records after committee is dissolved	IHSS bylaws	Clerk of the Board Office	
BCC.10	Orange County Juvenile Justice Coordination Includes agenda, minutes, backup materials, audio recordings, handouts made part of the public record for each publicly held meeting	Retain for 2 years	Records can be destroyed after 2 years	Gov. Code 26202	Clerk of the Board Office	
BCC.11	Orange County Community Corrections Includes agenda, minutes, backup materials, audio recordings, handouts made part of the public record for each publicly held meeting	Retain for 2 years	Records can be destroyed after 2 years	Gov. Code 26202	Clerk of the Board Office	
BCC.12	Oversight Board of the County of Orange as Successor Agency to the Orange County Development Agency Includes agenda, minutes, backup materials, audio recordings, handouts made part of the public record for	Retain for 2 years	Records can be destroyed after 2 years	Gov. Code 26202	Clerk of the Board Office	
BCC.13	Redistricting Committee Includes agenda, minutes, backup materials, audio recordings, handouts made part of the public record for each publicly held meeting.	Retain for 2 years	Records can be destroyed after 2 years		Clerk of the Board Office	
Administrative Hearings						
AH.1	Administrative Hearing - Notice of Appeal from denial or revocation of license or permit for massage license: Supporting documentation and other related records.	Retain for 2 years	Destroy records after 2 years	Gov. Code 26202 County Records Retention Schedule 16D	Clerk of the Board Office	

AH.2	Appeal Denial of Certification of Certification or Imposition of Sanctions of Sober Living Facilities	Retain for 2 years	Destroy records after 2 years	Gov. Code 26202 County Records Retention Schedule 16D	Clerk of the Board Office	
AH.3	Denial, Suspension or Revocation Solid Waste Facility Permits	Retain for 2 years	Destroy records after 2 years	Gov. Code 26202	Clerk of the Board Office	
AH.4	Revocation or Denial of a Business License Issued by OC Animal Care	Retain for 3 years	Destroy records after 3 years	Hearing Procedure	Clerk of the Board Office	
AH.5	Revocation or Denial of a Permit/License issued by Orange County Health Care	Retain for 3 years	Destroy records after 3 years	Hearing Procedure	Clerk of the Board Office	
County of Orange General Records						
GR.1	Accounting Records (Supporting Documentations Only): Supporting documentation for Journal Vouchers, Petty Cash Records, Invoices Paid, Requests for Checks and Vouchers, Notice of Checks Returned and Expense Account Records.	Retain current FY + 5 years and until after all scheduled audits are completed	Destroy after 5 years and after all scheduled audits	Gov. Code § 26907; County Records Retention Schedule 16D	Clerk of the Board Office CAPS+	
GR.2	Deposit Orders and Deposit Receipts (Supporting Documentation Only) Supporting documentation and related records.	Retain current FY +5 years and until after all scheduled audits	Destroy after 5 years and after all scheduled audits	Gov. Code § 26907.2; County Records Retention Schedule 16D	Clerk of the Board Office	
GR.3	General Correspondence: Correspondence sent or received by email, mail, inter-department/pony mail and not part of the public	Retain for 2 years	Destroy after 2 years	Gov. Code § 26202	Clerk of the Board Office County Email Servers	
GR.4	Procurement Records: Various documents relating to the acquisition of office supplies, forms, equipment and services from vendors. Includes purchase orders, invoices, correspondence and supporting data.	Retain current FY + 4 years	Destroy documents after 4 years.	Code of Civil Procedure	Clerk of the Board Office CAPS+	
GR.5	Public Records Act Requests: Requests, responses and responsive records	Retain 2 years minimum	Destroy after 2 years	Gov. Code § 26202; County Records Retention Schedule 16D	Clerk of the Board Office NextRequest website	