

		DEPARTMENTAL RECORDS RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE:	REVISION DATES:	SCHEDULE NO.
		Clerk of the Board				4/27/2021	9/14/1999 9/26/2017 9/10/2019	145C
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS		
1	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 1999 to current are filed by agenda date and item number.	Permanent	Retain Permanently	CA Govt Code Sections 25101, 25102, 25102.1, and 25105	OCPW Records Center Clerk of the Board Office and Current Agenda Management System Data Base			
2	Assessment Appeals Board Case Files 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 Refund of Taxes and/or Penalties Paid forms.	Retain file until it is "closed" + 5 years OR Retain file until "closed" + 3 years provided that documents have been electronically preserved	Destroy after <u>file is closed</u> + 3 years or 5 years	CA Govt Code Section 25105.5	OCPW Records Center Clerk of the Board Office County OnBase System			
3	Claims for Money and Damages Against the County	Retain until file is "closed" + 5 years	Destroy after file is "closed" + 5 years	CA Govt Code Section 25105.5	OCPW Records Center Clerk of the Board Office Claims Database			
4	Conflict of Interest Records 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.	Retain for 7 years from filing OR 2 years provided that documents have an electronic copy available.	Destroy after 7 years or 2 years if an electronic copy is available	CA Govt Code Section 81009 (e)(g)	Clerk of the Board Office eDisclosure Data Base			

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

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						
BCC.1	Bridges at Kraemer Place 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.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 50270-50279.2 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 Coordinating Council (JJCC) 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 Partnership (CCP) 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 each publicly held meeting.	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 file until it is "closed" + 2 years	Destroy records after "closed" + 2 years	Gov. Code 26202	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 of 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	

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County of Orange General Records						
GR.1	Accounting Records (Supporting Documentation 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 record on a Board agenda item.	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 §337; County Records Retention Schedule 16D	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	