

The County of Sonoma Agricultural Preservation and Open Space District

Common Accounting and Administrative Records Retention Schedule

ITEM NUMBER	TITLE	REMARKS	OFFICIAL RECORD RETENTION PERIOD	DUPLICATE RECORD RETENTION PERIOD	REMARKS
CODI-210	ACCIDENT REPORTS - VEHICLES	Reports completed whenever a County or District vehicle is involved in an accident. Includes: completed accident report forms and related backup.	Official records kept by General Services Risk Management Division for 5 years after the close of the Fiscal Year Requires confidential destruction.	Destroy when superseded or obsolete not to exceed 5 years after the close of the Calendar or Fiscal Year. Requires confidential destruction.	
CODI-080	ACCOUNTS PAYABLE	Destroy 3 years after the close of Fiscal Year.	Official copy of claims and invoices kept by Auditor-Controller for 3 years after the close of the Fiscal Year. Backup kept by the District for 3 years after the close of the Fiscal Year.	Destroy 3 years after the close of Fiscal Year.	Check for grant compliance conditions before destruction of any records related to the grants.
CODI-630	ACCOUNTS RECIEVABLE AND CASH RECEIPTS	Destroy 3years after the close of Fiscal Year. outside billings for services provided by the District.	Auditor-Controller keeps, Deposit Authorizations, Official District Receipts for 3 years after close of Fiscal year. Backup kept by the District for 3 years after the close Fiscal Year.	Destroy 3 years after the close of Fiscal Year.	Official records require vital records protection.
CODI-020	AUDIT REPORTS	Internal and external compliance, financial audits, filed with the Clerk of the Board of Directors. Includes: internal and external audit reports and responses, worksheets and other backup generated as part of the audit process.	Official records of audits and responses kept permanently by the Clerk of the Board of Supervisors. Counsel to check on any grant/agreement compliance conditions prior to destruction of records	After Event + 10 years	Retain for 10 years after final report is issued. This is minimum guidance; if contract is involved, contact Counsel before disposing.
CODI-030	AUDITOR-CONTROLLER ACCOUNTING REPORTS	Expenditure, revenue, funds, general ledger, and encumbrance reports. Includes: monthly, quarterly, yearend, and special reports, corrections, and backup.	Official records kept by Auditor-Controller for at least 5 years. Backup kept by the District for 5 years after close of Fiscal Year.	Destroy at least 5 years after close of Fiscal Year.	
CODI-700	AUTHORIZED SIGNATURES	Official signatures of those authorized to sign documents. Includes: list of signatures.	Destroy when superseded or obsolete.	Destroy when superseded or obsolete.	

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CODI-040	BOARD OF SUPERVISORS - AGENDA ITEM PACKET	Items acted upon by the Board of Directors in their capacity as a governing body. Includes: resolutions, informational material, agenda item transmittal and summary reports.	Official records of actions (resolutions) kept permanently by the Clerk of the Board of Directors. Agenda Item Summary Reports kept permanently if submitted in place of a resolution, and for 1 year if received with resolutions. Agenda Item and Transmittal Reports kept for 1 year.	Destroy when obsolete.	Informational material is returned to the District by the Clerk of the Board of Directors.
CODI-590	BOARD OF SUPERVISORS - AGENDAS	Agendas of the meetings and hearings of the Board of Directors acting in their capacity as a governing body. Includes: agendas for special districts and other agencies governed by the Board of Directors. Agendas of the meetings and hearings of the Board of Directors acting in their capacity as a governing body. Includes: agendas for special districts and other agencies governed by the Board of Directors.	Until Obsolete Official copy kept by the Clerk of the Board of Directors.	Department copies: Destroy when obsolete.	Departments may destroy copies when obsolete or no longer needed. Please destroy by 6.30 (End of Fiscal Year).
CODI-600	BOARD OF SUPERVISORS - MINUTES	Minutes of meetings and hearings of the Board of Directors. Includes: vote count, dates of meetings, actions taken, calendar, minutes, orders, etc.	Until Obsolete Official copy kept by the Clerk of the Board of Directors.	Department copies: Destroy when obsolete not to exceed 1 year.	Departments may destroy copies when obsolete or no longer needed. Please destroy by 6.30 (End of fiscal year).
CAAR-610	BUDGET PUBLICATIONS – FINAL AND PROPOSED	Final and Proposed Budgets adopted by the Board of Directors for all County offices. Includes: Final and Proposed Budget publications.	Until Obsolete Official copy kept by the Clerk of the Board of Directors.	Department copies: Destroy Final Budgets when obsolete. Keep Proposed Budgets no longer than 1 year.	Departments may destroy copies when obsolete or no longer needed.
CODI-050	BUDGET RECORDS	Records used to prepare and support the budget. Includes: work papers, budget reports, and backup.	Official records kept by the District, the County Administrator, & the Auditor- Controller for 5 years after the close of the Fiscal Year.	Destroy when obsolete not to exceed 5 years after the close of the Fiscal Year.	
CODI-870	CALENDARS AND SCHEDULES	Scheduling records for meetings, appointments, trips, visits, task assignments, & other activities. Incl: annotated electronic/ paper calendars, appointment books, schedules, logs, personal planners, diaries & related backup.	Destroy when obsolete not to exceed 5 years after the close of the Calendar or Fiscal Year.	Destroy when obsolete not to exceed the official retention period.	

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CODI-250	CAPITAL PROJECTS – FINANCIAL RECORDS	Financial records for the District's capital projects.	Destroy 10 years after final payment. Requires vital records protection.	Destroy when obsolete not to exceed 10 years after final payment.	
CODI-240	CAPITAL PROJECTS PLAN – PUBLICATION	Annual publication of projections of the District's 5-year Capital Projects Plan for improvements and repairs.	Official records kept permanently by the Clerk of the Board of Supervisors.	Destroy when superseded or obsolete.	
CODI-270	CONTRACTS AND AGREEMENTS	Contracts for goods and services not related to construction. Includes: contracts, change orders, amendments, correspondence and other backup.	Contracts approved by Purchasing Agent, authorized Dept Heads, or other Gov. bodies kept at least 4 years after exp/term. Contracts approved by BOD as gov. body kept perm by Clerk of BOS. Offices keep official copy of backup for at least 4 years after exp/term.	Keep records for at least 4 years after expiration or termination of the contract.	CCP 337 statute of limitations on actions is 4 years after expiration or termination of the contracts. See also Grants - Program Records.
CODI-650	ELECTRONIC MAIL RECORDS	Email messages shall be retained in the County's email system for a period of 2 years, after which they will be automatically deleted. Email messages and any attachments must be managed (i.e. retained and deleted) by the recipient and/or sender of the message in accordance with the retention schedules approved by the BOS.	Creation + 2 Years		Email messages and any attachments that have a retention period of more than two years must be saved by the sender and/or recipient to an appropriate retention folder for the duration set forth in the applicable retention schedule and deleted by the sender and/or recipient at the conclusion of such time period.
CODI-651	TEAMS CHAT	Microsoft Teams Chat messages (individual and group chats)	Creation + 30 days		Automatically purged and permanently deleted 30 days from the last modified date.
CODI-651	TEAMS CHANNEL POSTS	Messages posted and visible to members of a Microsoft Teams Channel.	2 Years or life of the channel, whichever is longer		
	EMERGENCY ACTION PLAN	See Injury and Illness Prevention Program (IIPP)			
CODI-720	EMPLOYEE HAZARD REPORTS	Form used by staff to report potential safety or health hazards. Incl: description of hazard, suggested corrective action, supervisor's analysis, department head/safety coordinator comments.	Destroy after 3 years	Destroy when obsolete, not to exceed 3 years.	General Services Risk Management does not need to receive a copy if the District has successfully resolved the hazard.

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ITEM NUMBER	TITLE	REMARKS	OFFICIAL RECORD RETENTION PERIOD	DUPLICATE RECORD RETENTION PERIOD	REMARKS
	EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ACCIDENT	See Workers' Compensation Documentation			
CODI-840	EMPLOYMENT – BACKGROUND INVESTIGATIONS - HIRED	Employment background investigations and reference checks for individuals who are hired. The investigations can be conducted by either staff or an outside firm. Includes: investigation of employment and personal history.	Official records kept by the District for 5 Years after separation or termination of the employee (the same retention as Personnel Files). If employee transfers to another County Office, background investigations will also be transferred. Requires confidential destruction & vital records protection.	Destroy when obsolete not to exceed the person's employment with the District. Requires confidential destruction.	Do not store in Personnel Files.
CODI-920	EMPLOYMENT – BACKGROUND INVESTIGATIONS – NOT HIRED	Employment background investigations and reference checks for individuals who are not hired. The investigations can be conducted by either staff or an outside firm. Includes: investigation of employment and personal history.	Official records kept by the District for 6 years after the close of the Calendar Year. Requires confidential destruction.	Destroy when obsolete not to exceed 6 years after the close of the Calendar Year. Requires confidential destruction.	
CAAR-930	EMPLOYMENT – DISTRICT PRE-EMPLOYMENT INTERVIEW NOTES	Records created by the District during the process of filling a job for both permanent and extra help positions. These records are kept by the District and are not sent to the Human Resources Department. Includes: interview notes, and related backup.	Official records kept by the District for 4 years after the close of the Calendar Year (the same retention as the Employment - Human Resources Certification Records). Requires confidential destruction.	Destroy when obsolete not to exceed 4 years after the close of the Calendar Year. Requires confidential destruction.	<u>For background investigations including reference checks see Employment – Background Investigations.</u>
CODI-070	EMPLOYMENT – HUMAN RESOURCES CERTIFICATION RECORDS	Records created during the process of opening and filling a job for both permanent and extra help positions. Includes: request for certification/ eligible, exam plan, correspondence.	Official records kept by the County Human Resources Department for 4 years after the close of the Calendar Year. Requires confidential destruction.	Destroy when obsolete not to exceed 4 years after the close of the Calendar Year. Requires confidential destruction.	<u>For background investigations including reference checks see Employment – Background Investigations.</u>
CODI-730	JOB DEMAND ANALYSIS	The document is used to identify and document the essential functions or duties of a position; the physical, mental, and sensory requirements associated with performing these functions; and the environmental/working conditions in which job duties are performed.	Until Obsolete Official copy kept by the Human Resources Department until superseded or obsolete.	Department copies: Destroy when superseded or obsolete.	

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CODI-300	GENERAL SUBJECT FILES	Records arranged and filed according to their general informational or subject content. Includes: correspondence, memos, forms, reports and other materials all relating to program and administrative functions.	Keep for up to 5 years after the close of the Fiscal or Calendar Year.	Destroy when obsolete not to exceed the official retention period.	Destroy non record reference material when superseded or obsolete not to exceed the official retention period.
CODI-670	GRANTS - FINANCIAL RECORDS	Records documenting financial transactions made with funds from grants for non-construction projects. Includes: claims, financial reports, accounting work papers and related backup.	Destroy in accordance with terms of grant or 5 years after the close of Fiscal Year, whichever is later. Requires vital records protection.	Destroy when obsolete not to exceed the terms of the grant or 5 years after the close of the Fiscal Year.	
CODI-310	GRANTS - PROGRAM RECORDS	Documentation for approved construction & non-construction grants. Incl: proposals, agreements & amendments, program info, reports to funding agencies, & related backup.	Destroy in accordance with the terms of the grant, or at least 4 years after the expiration or termination of the grant, whichever is later.	Destroy when obsolete not to exceed the terms of the grant or 4 years after the expiration or termination of the grant.	Send grants which establish or continue policy or programs to the County Archives for permanent retention 4 years after expiration or termination of the grant.
	HAZARD COMMUNICATION PROGRAM	See Injury and Illness Prevention Program (IIPP)			
	HAZARDOUS MATERIALS - TRAINING AND INSTRUCTIONAL MATERIAL	See Injury and Illness Prevention Program (IIPP)			
CODI-320	HAZARDOUS MATERIALS- INVENTORIES	Inventories of hazardous materials prepared by the District. Includes: listing of hazardous substances found in each office.	Official records kept by the District for 30 years.	Destroy when obsolete not to exceed 30 years. Do not send copies to General Services, Risk Management Division.	8 CCR 3204 (d)(1)(B)(2) and County Counsel opinion of 4/23/98 require that inventories of hazardous materials be kept for at least 30 years.
CODI-370	HAZARDOUS MATERIALS- MATERIAL SAFETY DATA SHEETS (MSDS)	Manufacturer's information on the health and safety hazards of various products used by the District.	Official records kept by the District for 30 years after the material is no longer used.	Destroy when superseded or obsolete, not to exceed 30 years after the material is no longer used. Do not send copies to General Services, Risk Management Division.	8 CCR 3204 (d)(1)(B)(2) and County Counsel opinion of 4/23/98 require that Material Safety Data Sheets (MSDS) be kept for at least 30 years.

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CODI-510	INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)	Records required for the Injury and Illness Prevention Program (IIPP). Incl: formal IIPP, Emergency Action Plan, Hazardous Communication Program, and District safety committee minutes.	Destroy 3 years after they are superseded or obsolete.	Destroy when superseded or obsolete not to exceed 3 years after the close of the Calendar or Fiscal Year. A duplicate copy must be sent to General Services Risk Management Division for review.	Exceptions: See Hazardous Materials – Inventories (CODI-320) and Hazardous Materials – Material Safety Data Sheets (CODI-370)
CODI-330	LEASES - REAL ESTATE	Records related to leasing private sector real estate. Includes: correspondence, transmittals, reports, terms and conditions, resolutions of the Board of Directors, maps, blueprints, rental payment schedule, lease document etc.	Leases signed by Chairman of Board of Directors kept permanently by Clerk of BOS. Leases signed by General Services Director and kept by Real Estate Manager or signed by other authorized managers destroyed 4 years after termination of occupancy.	Destroy records 4 years after the termination or expiration of the lease.	Statute of Limitations on actions is 4 years after termination of occupancy CCP 337.2.
CODI-340	LEGAL OPINIONS - COUNTY COUNSEL	Legal opinions issued by County Counsel. Includes: legal opinions.	Official records kept permanently by County Counsel. Requires confidential handling.	Destroy when obsolete. Requires confidential handling.	
CODI-690	LEGAL OPINIONS - OUTSIDE COUNSEL	Legal opinions issued by outside counsel. Includes: legal opinions.	Keep permanently. Requires confidential handling and vital records protection.	Destroy when obsolete. Requires confidential handling.	
CODI-350	LIABILITY CLAIMS	Liability claims filed against the District for personal injury or property damage allegedly due to District negligence. Includes: claim forms, proof of claim, legal pleadings, transcripts, correspondence, etc.	Official records kept by General Services Risk Management for 5Y after final settlement or close of case. Requires confidential destruction. Clerk of BOS keeps final settlements permanently. Requires vital records protection.	Destroy liability claim records after final settlement or close of the case. Requires confidential destruction.	Destroy records subpoenaed during litigation in accordance with adopted retention schedules after final settlement or close of case. For cases not involving personal injury or property damage see Litigation Files or Litigation Files -Outside Counsel.

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CODI-360	LITIGATION FILES	Records of all impending, possible and ongoing litigation matters for or against the District handled by County Counsel. Includes: pleadings, transcripts, correspondence, etc.	Official records kept by County Counsel for 20 years after final settlement of case. Requires confidential destruction. Clerk of BOS keeps final settlements permanently. Requires vital records protection.	Destroy duplicate litigation files after final settlement of case. Requires confidential destruction.	Destroy records subpoenaed during litigation in accordance with adopted retention schedules after final settle. or close of case. For litigation involving personal injury or property damage see Liability Claims.
CODI-900	LITIGATION FILES - OUTSIDE COUNSEL	District copies of all impending possible and ongoing litigation matters for or against the District handled by outside attorneys. Includes: pleadings, transcripts, correspondence, etc.	Official records kept by the District for 20 years after final settlement of case. Requires confidential destruction. Clerk of BOS keeps final settlements permanently. Requires vital records protection.	Destroy after final settlement of case. Requires confidential destruction.	Destroy records subpoenaed during litigation in accordance with adopted retention schedules after final settle. or close of case. For litigation involving personal injury or property damage see Liability Claims.
CODI-810	MAILING / DISTRIBUTION LISTS	Various mailing/distribution lists for newsletters, publications, etc. Includes: list of names, addresses, etc.	Destroy when superseded or obsolete. Some mailing / distribution lists require confidential destruction.	Destroy when superseded or obsolete. Some mailing/distribution lists require confidential destruction.	
CODI-150	MAINTENANCE WORK ORDERS	Form sent to General Services Facilities Operations Division requesting service.	Official records kept by General Services Facilities Operations Division for 2 years following the close of the Fiscal Year.	Destroy when obsolete not to exceed 2 years after the close of the Fiscal Year.	
	MATERIAL SAFETY DATA SHEETS (MSDS)	See Hazardous Materials - Material Safety Data Sheets (MSDS)			
CODI-160	PAYROLL RECORDS	Records used to support payroll transactions. Includes: attendance reports, employee daily time records, computer reports, adjustments, overtime, and benefits records, payroll certs, payroll time reports and related backup.	Official records kept by A-C for at least 5 years after close of Cal. year. Official records of related backup & time sheets kept by the District for 5 years after close of Calendar year. Records require confidential destruction. Time sheets require vital records protection.	Destroy 5 years after the close of the Calendar Year. Records require confidential destruction.	

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CODI-800	PAYROLL/PERSONNEL REPORTS	Various payroll/personnel computer reports with short term value. Includes: Alpha Report, Job Classification Master List, position control, personnel allocation reports, special reports, etc.	Official records kept by the County Human Resources Dept. until superseded or obsolete, not to exceed 3 years. Records with social security numbers require confidential destruction.	Destroy when superseded or obsolete, not to exceed 3 years. Records with social security numbers require confidential destruction.	
CODI-170	PERSONNEL FILES	File on permanent & extra help employee's personnel activities. Includes: job applications, loyalty oaths, performance evaluations, disciplinary actions, Human Resources forms such as COS & NOE, correspondence, train. records other than safety, etc.	Destroy 5 years after separation or termination of employee. If employee transfers to another County office, complete Personnel File will also be transferred. Records require confidential destruction & vital records protection.		See also Employment - Background Investigations.
CODI-400	POLICIES, PROCEDURES, STANDARDS AND PLANS - PERMANENT	Directives with permanent reference value which establish or revise policy, procedures, standards, and plans. Includes: formal, adopted documents.	Keep 1 copy of current and preceding documents permanently. Requires vital records protection.	Destroy when superseded or obsolete.	If the District no longer wants to retain the official copy of the records, send to the County Archives for permanent retention.
CODI-410	POLICIES, PROCEDURES, STANDARDS AND PLANS - TEMPORARY	Directives which have the same authority as permanent ones but are of a temporary nature such as office procedure manuals. Includes: documents.	Destroy when superseded or obsolete.	Destroy when superseded or obsolete.	
CODI-420	PROJECT FILES	Materials related to a specific action, event, person, place, program, project, or other matter. Incl: reports, completed studies, final data, formal documents & related correspondence & memoranda.	Keep for up to 5 years after the close or completion of the project.	Destroy when obsolete not to exceed the official retention period.	
CODI-430	PROJECT FILES - WORKING MATERIALS	Working materials with short term value used during the development of a project. Includes: notes, correspondence, memoranda, drafts, supportive or background reports, and reference material. Filed by project name or number.	Destroy after the close of the project.	Destroy when obsolete, not to be kept after the close of the project.	Destroy non record reference material when superseded or obsolete.

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CODI-440	RECORDS BOX DESCRIPTION FORM	Form used to describe boxes stored at the County Records Center. Includes: a form for each box, listing the box number and its contents.	Official records kept by ISD, Records Management Division until 10 years after destruction of box. May require confidential destruction.	Destroy forms when the associated boxes are destroyed. May require confidential destruction.	
CODI-450	RECORDS CENTER INVENTORY	Listing of boxes stored at the County Records Center. Includes: box number, location, volume, department, division, record title, schedule and item numbers, dates and comments.	Official records kept by ISD, Records Management Division until superseded. Records require confidential destruction.	Destroy when superseded or obsolete. Records require confidential destruction.	
CODI-460	RECORDS DESTRUCTION AUTHORIZATIONS	Forms with attached backup used to authorize destruction of boxes stored at the County Records Center. Includes: list of boxes due for destruction with signed authorizations.	Official records kept by ISD, Records Management Division for 10 years after the destruction of the files.	Destroy after the associated boxes are destroyed.	
CAAR-470	RECORDS RETENTION SCHEDULES	Document which assigns retention periods to all categories of records received or created by the District and permits destruction of obsolete records. Must be adopted by the BOD in their capacity as a governing body. Includes: schedules.	Official records kept permanently by the Clerk of the Board of Directors.	Destroy when superseded or obsolete.	
CODI-480	RECORDS SERVICE REQUESTS	Forms used to request boxes or individual files from the County Records Center. Includes: requests.	Official records kept by ISD, Records Management Division for 2 months. Records require confidential destruction.	Destroy after box or file is returned to the County Records Center or when obsolete. Records require confidential destruction.	
CODI-490	RECORDS TRANSFER LISTS	Form listing boxes transferred to the County Records Center. Includes: information on office preparing the form, box numbers and storage locations.	Official records kept by ISD, Records Management Division for 2 years.	Destroy when updated County Records Center inventory report is received.	
CODI-500	REFERENCE MATERIAL	Informational, non-record material. Incl: informational copies of records, publications, periodicals, studies, reports, clippings, technical reference manuals, catalogs, etc.	Destroy when superseded or obsolete.	Destroy when superseded or obsolete.	

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CODI-770	SOFTWARE LICENSES	Licenses to legally own or use computer software. Includes: licenses.	Destroy when the corresponding software is disposed of, removed, or replaced. Requires vital records protection.	Destroy when the corresponding software is disposed of, removed, or replaced.	
CODI-200	STATEMENT OF ECONOMIC INTERESTS	Annual statement of designated employees disclosing financial interests as required by the Political Reform Act. Includes: statements. Also known as Conflict-of-Interest Statement.	Official records kept by the Clerk-Recorder-Assessor for 7 years, GC 81009(e).	Destroy after 4 years, Government Code 81009(f).	
	TRAINING RECORDS	For safety training see Injury and Illness Prevention Program (IIPP). For other training records see Personnel Files.			
CODI-640	TRANSFERS	Documentation for the transfer of appropriations or transfer of funds from expenditure, revenue and fund accounts. Also used to set up contracts, make adjustments, etc. Includes: transfers and related backup.	Official records kept by Auditor-Controller for 5 years after the close of the Fiscal Year. Backup kept by the District for 5 years after close of Fiscal Year.	Destroy 5 years after the close of Fiscal Year.	
CODI-550	VENDOR LISTS	Listing of vendors used by the District to supply goods or services.	Official records kept by the Auditor-Controller until 5 years after the close of the Fiscal Year.	Destroy when obsolete not to exceed 5 years after the close of the Fiscal Year.	
CODI-660	VOICE MAIL RECORDS	Messages received on the voice mail system. Retained in accordance with retention period for electronic mail.			
CODI-780	VOLUNTEERS AND UNPAID INTERNS - APPLICATIONS	Applications for volunteers and unpaid interns who were placed with the District. Includes: application, job request, contracts and related backup.	Official records kept by the County Human Resources Department or the District until 3 years after termination or separation of the volunteer.	Destroy when obsolete, not to exceed 3 years after termination or separation of the volunteer.	
CODI-560	VOLUNTEERS AND UNPAID INTERNS - PROGRAM MATERIAL	All program materials for the volunteer and unpaid intern programs. Includes: program, annual event, and related records.	Official records kept by the County Human Resources Department for 3 years after the close of the Calendar Year.	Destroy when superseded or obsolete, not to exceed 3 years after the close of the Calendar Year.	
CODI-570	VOLUNTEERS AND UNPAID INTERNS - RECORD OF HOURS	Record of hours served by volunteers and unpaid interns. Includes: volunteer time sheet and monthly hours summary.	Official records kept by the County Human Resources Department for 3 years after close of the Calendar Year.	Destroy 1 year after the close of the Calendar Year.	

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CODI-790	WARRANTIES	Warranties on owned or leased equipment. Includes: warranties.	Destroy when expired or equipment is no longer owned or leased by the District, whichever is first. Requires vital records protection.	Destroy when the warranty has expired or the equipment is no longer owned or leased by the District, whichever comes first.	
CODI-110	WORKERS' COMPENSATION DOCUMENTATION	Initial documentation required by the State of California describing an employee's injury/accident. Incl: Employee's Claim for Workers' Compensation Benefits, Employer's Report of Occupational Injury or Accident, Supervisor's Accident Investigation Report.	Official records kept by General Services Risk Management Division for at least 5 years, 29 CFR 1952.4, 29 CFR 1904.33. Records require confidential destruction.	Destroy when obsolete not to exceed 5 years. Records require confidential destruction.	