

Retention Schedule for the Sonoma County Agricultural Preservation and Open Space District

Department	Division	Item #	Title	Description	Record Type	Conf	Vital	Arch	Retention	Remarks
Sonoma County Agricultural Preservation and Open Space	District	OSDI-010	Advisory Committee Records	Official records of the Citizen's Advisory Committee for the District. Includes: minutes, agendas, reports, correspondence to the committee, and background material. Filed chronologically by meeting date.	Official			A	Permanent	If District no longer wants to retain records, send to the County archives for permanent retention.
Sonoma County Agricultural Preservation and Open Space	District	OSDI-011	Advisory Committee Records - Working Files	Working files of the Advisory Committee needed for business use. Includes: Notes and any collateral documents.	Official				Calendar + 5 Years	Duplicates and other documents not public records required to be maintained for administrative purposes.
Sonoma County Agricultural Preservation and Open Space	District	OSDI-120	Board of Directors - Agenda Packet	Items to be acted upon by the Board of Directors in their capacity as a governing body. Includes: informational material, agenda item transmittal and summary reports. Filed chronologically.	Duplicate				Calendar + 5 Years	Official records kept by the Clerk of the Board of Directors (Board of Directors - Transmittal Reports, BDSU-120).

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Sonoma County Agricultural Preservation and Open Space	District	OSDI-130	Board of Directors - Agenda	Agendas of the meetings and hearings of the Board of Directors acting in their capacity as a governing body. Typical Documents Include: District agendas. Filed chronologically.	Duplicate				Calendar + 5 Years	Official records kept by the Clerk of the Board of Directors (Board of Directors - Agendas, CAAR-590).
Sonoma County Agricultural Preservation and Open Space	District	OSDI-140	Board of Directors- Minutes	Minutes of meetings and hearings of the Board of Directors acting in their capacity as a governing body. Typical Documents Include: vote count, dates of meetings, actions taken, calendar, minutes, orders, etc. Filed chronologically.	Duplicate				Calendar + 5 Years	Official records kept by the Clerk of the Board of Directors (Board of Directors - minutes, CAAR-600)

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Sonoma County Agricultural Preservation and Open Space	District	OSDI-150	Board of Directors-Resolutions	<p>Resolutions adopted by the Board of Directors for the Sonoma County Agricultural Preservation and Open Space District.</p> <p>Typical Documents Include: Resolution number, titles, text, and vote count. Filed chronologically.</p>	Duplicate				Calendar + 5 Years	Official records kept by the Clerk of the Board of Directors.
Sonoma County Agricultural Preservation and Open Space	District	OSDI - 151	Board of Directors-Resolutions Supporting Documents	<p>Supporting documents not kept by BOD in Legistar pertaining to Resolutions adopted by the Board of Directors for the Sonoma County Agricultural Preservation and Open Space District.</p> <p>Includes: Notes, photographs, studies.</p>	Official				Permanent	

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Sonoma County Agricultural Preservation and Open Space	District	OSDI- 160	Geographical Information System Records	<p>Records created to document conditions/ characteristics of properties/regions.</p> <p>Typical Documents Include: Maps developed by District personnel and outside sources for programmatic decision making and to document conditions/characteristics of properties/regions. Includes: paper maps, GIS layers, shapefiles, metadata, and digital maps.</p>	Official				Until Replaced or Superseded	Destroy when superseded or obsolete.
Sonoma County Agricultural Preservation and Open Space	District	OSDI- 050	Land Acquisition Files - Acquired	<p>Project files for acquired land.</p> <p>Typical Documents Include: checklist, baseline, grant deed/recorded agreement, resolutions, appraisal, RFP's, correspondence, maps, photos, background material, reports, etc. Filed alphabetically by project.</p>	Official		V	A	Permanent	Records are vital and archival until microfilmed.

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Sonoma County Agricultural Preservation and Open Space	District	OSDI-051	Land Acquisition Files - Acquired	Maps	Official		V	A	Permanent	If district no longer wants to retain records, send to the County archives for permanent retention.
Sonoma County Agricultural Preservation and Open Space	District	OSDI-052	Land Acquisition Files - Acquired	Photographic Material	Official		V	A	Permanent	If district no longer wants to retain records, send to the County archives for permanent retention.
Sonoma County Agricultural Preservation and Open Space	District	OSDI-060	Land Acquisition Files - Not Acquired	<p>Case files for land that has not been acquired.</p> <p>Typical Documents Include: resolutions, appraisal, RFP, checklist, correspondence, maps, photos, background material, and reports. Filed alphabetically by project.</p>	Official			A	Permanent	<p>If property is acquired, records become land acquisition files - acquired (OSDI-050).</p> <p>If not acquired, send to the County archives after 3 years.</p>

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Sonoma County Agricultural Preservation and Open Space	District	OSDI-061	Land Acquisition Files - Not Acquired	Maps	Official			A	Permanent	<p>If property is acquired, records become land acquisition files - acquired (OSDI-050).</p> <p>If not acquired, send to the County archives after 3 years.</p>
Sonoma County Agricultural Preservation and Open Space	District	OSDI-062	Land Acquisition Files - Not Acquired	Photographic Material	Official			A	Permanent	<p>If the property is acquired, records become part of land acquisition files - acquired (OSDI-050).</p> <p>If not acquired, send to the County archives for permanent retention after 3 years.</p>
Sonoma County Agricultural Preservation and Open Space	District	OSDI-090	Presentation Material	Written material for public presentations. Typical Documents Include: scripts, notes, etc. Filed by subject.	Duplicate				2 Years	

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Sonoma County Agricultural Preservation and Open Space	District	OSDI-092	Presentation Material	Photographic Material	Official			A	Until Replaced or Superseded	Send to the County archives for permanent retention when superseded or obsolete.
Sonoma County Agricultural Preservation and Open Space	District	OSDI-094	Presentation Material	Reports and Studies - White Papers, Issue Papers, Scientific Studies (other than Annual Reports), Special projects and Fact Sheets.	Official			A	Until Replaced or Superseded	Send to the County archives for permanent retention when superseded or obsolete.

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Sonoma County Agricultural Preservation and Open Space	District	OSDI-180	Property File - Database	<p>Database of all properties in which the Sonoma County Agricultural Preservation and Open Space District has an interest.</p> <p>Typical Documents Include: information on land and landowner, significant dates, stewardship. Filed by project</p>	Official				Permanent	Acquired properties remain permanently in the database. Long-term records are retained for non-acquired properties in database. Records are transferred to appropriate Acquired Property record series OSDI 050 if the project becomes acquired.
Sonoma County Agricultural Preservation and Open Space	District	OSDI-100	Publications	<p>Original publications created by the District.</p> <p>Typical Documents Include: pamphlets, newsletters and booklets. Filed by subject.</p>	Official			A	Permanent	Retain one copy permanently. Destroy other copies when superseded or obsolete. If district no longer wants to retain the single copy, send to the County archives for permanent retention.

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Sonoma County Agricultural Preservation and Open Space	District	OSDI-170	Stewardship Files	<p>Ongoing activities associated with stewardship of easement properties and management of fee land properties.</p> <p>Typical Documents Include: Correspondence, reports, project designs, construction plans, technical specifications, assessments and other studies, and maps, etc. Filed alphabetically by property.</p>	Official			A	Permanent	If the District no longer wants to retain the records, send to the County archives for permanent retention.
Sonoma County Agricultural Preservation and Open Space	District	OSDI-173	Stewardship Files - Photographs	Photographs	Official				Permanent	