

County of Sonoma
Common Accounting and Administrative Retention Schedule

Item Number	Title	Description	Retention Period	Remarks
CAAR-210	Accident Reports - Vehicles	<p>Reports completed whenever a County vehicle is involved in an accident. Includes: completed accident report forms and related backup. Requires confidential destruction.</p> <p>Official copy kept by Human Resources Risk Management Division for 5 years after the close of the Fiscal Year.</p> <p>Department copies: Destroy when obsolete but do not keep longer than 5 years after the close of the Calendar or Fiscal Year.</p>	Fiscal Year + 5 Years	
CAAR-940	Accounting Records	<p>Accounting documents used to record transactions in the County's financial accounting system. Includes: accounts payable, accounts receivable and cash receipts, journal vouchers, Auditor-Controller accounting reports, and backup. Accounts receivable require vital records protection.</p> <p>Official copy kept by the Auditor-Controller-Treasurer-Tax Collector.</p> <p>Department copies: Destroy 3 years after the close of the Fiscal Year.</p> <p>Departments with special requirements unique to their function must keep accounting records in accordance with their specific needs. If subject to outside audits destroy after final settlement of audits or at least 3 years after the close of the Fiscal Year, whichever is later.</p>	Fiscal Year + 3 Years	
CAAR-020	Audit Reports	<p>Internal and external compliance, financial audits, filed with the Clerk of the Board of Supervisors. Includes: internal and external audit reports and responses, worksheets and other backup generated as part of the audit process.</p> <p>Official copy of audits and responses are kept by the Clerk of the Board of Supervisors. Official copy of worksheets and other backup for internal audits are kept by the ACTTC.</p> <p>Department copies: Destroy when obsolete.</p>	After Event + 10 years	<p>Retain for 10 years after final report is issued.</p> <p>This is minimum guidance, consult department records retention schedule for additional guidance; if contract is involved, contact Counsel before disposing.</p>

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Item Number	Title	Description	Retention Period	Remarks
CAAR-700	Authorized Signatures	<p>Official signatures of those authorized to sign documents.</p> <p>Official copy kept by departments until superseded or obsolete.</p> <p>Duplicate copies: Destroy when superseded or obsolete but do not keep longer than the official copy.</p>	Obsolete	
CAAR-580	Bad Debts	<p>Records of past due accounts. Includes: invoices and related backup. Records require confidential destruction.</p> <p>Official copy kept by County offices or ACTTC Central Collections. Destroy in accordance with adopted retention schedules once judgment satisfied, account deemed uncollectible by Central Collections, account is 5Y past Statute of Limitation, Statutory Lien satisfied, or relief of Accountability granted by AC, whichever is later. Records require vital records protection.</p> <p>Duplicate copies: Destroy when obsolete but do not keep longer than the official copy.</p>	After Event	
CAAR-590	Board Of Supervisors - Agendas	<p>Agendas of the meetings and hearings of the Board of Supervisors acting in their capacity as a governing body. Includes: agendas for special districts and other agencies governed by the Board of Supervisors.</p> <p>Official copy kept by the Clerk of the Board of Supervisors.</p> <p>Department copies: Destroy when obsolete.</p>	Obsolete	Departments may destroy copies when obsolete or no longer needed, not later than end of fiscal year.
CAAR-950	Board Of Supervisors - Board Actions	<p>Items acted upon by the Board of Supervisors. Includes: minute orders, ordinances, resolutions, summary actions, proclamations, declarations, etc.</p> <p>Official copy kept by the Clerk of the Board of Supervisors.</p> <p>Department copies: Destroy when obsolete.</p>	Obsolete	<p>Departments may destroy copies when obsolete or no longer needed, not later than end of fiscal year.</p> <p>Departments may choose to retain conformed copies as needed, e.g. for contracts.</p>

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CAAR-600	Board of Supervisors - Minutes	Minutes of meetings and hearings of the Board of Supervisors. Includes: vote count, dates of meetings, actions taken, calendar, minutes, orders, etc. Official copy kept by the Clerk of the Board of Supervisors. Department copies: Destroy when superseded or obsolete.	Obsolete	Departments may destroy copies when obsolete or no longer needed, not later than end of fiscal year.
CAAR-610	Budget Publications - Final and Proposed	Final and Proposed Budgets adopted by the Board of Supervisors for all County offices. Includes: Final and Proposed Budget publications. Official copy kept by the Clerk of the Board of Supervisors. Department copies: Destroy Final Budgets when obsolete. Keep Proposed Budgets no longer than 1 year.	Obsolete	Departments may destroy copies when obsolete or no longer needed.
CAAR-050	Budget Records	Records used to prepare and support the budget. Includes: work papers, budget reports, appropriation transfers and backup. Official copy kept by departments, the County Administrator, & the Auditor-Controller for 5 years after the close of the Fiscal Year. Duplicate copies: Destroy when obsolete but do not keep longer than 5 years after the close of the Fiscal Year.	Fiscal Year + 5 Years	
CAAR-870	Calendars, Schedules and Work Status Information	Records used to schedule meetings, appointments, trips, and visits, or to track the status of incoming, ongoing, and outgoing work. Includes: annotated electronic/ paper calendars, appointment books, diaries, schedules, personal planners, logs, spreadsheets, charts, etc. Official copy kept by departments for no more than 5 years after the close of the Calendar or Fiscal Year. Duplicate copies: Destroy when obsolete but do not keep longer than 5 years after the close of the Calendar or Fiscal Year.	Calendar Year + 5 years	

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Item Number	Title	Description	Retention Period	Remarks
CAAR-250	Capital Projects - Financial Records	<p>Financial records for the County's capital projects.</p> <p>Official copy kept by departments for 10 years after final payment. Requires vital records protection.</p> <p>Duplicate copies: Destroy when obsolete but do not keep longer than 10 years after final payment.</p> <p>See also Grants - Construction Financial Records and Construction Files - Financial Records</p>	After Event + 10 Years	
CAAR-260	Construction Files	<p>Project files for the construction or renovation of County facilities & systems or for County managed projects. Includes: bid, contract, construction, & environmental documents, correspondence, reports, studies, design and safety records.</p> <p>Official copy kept permanently by the Clerk of the BOS Clerk, County Architect, Purchasing Agent, and County departments. Requires vital records protection. If departments no longer want to keep the official copy, send to the Sonoma County Archives for permanent retention.</p> <p>Duplicate copies: Destroy 10 years after the expiration or termination of the contract. Keep blueprints until superseded.</p> <p>CCP 337.15 statute of limit. on latent deficiencies in design, survey, construct. inspect., etc. is 10 years after completion of project, except in case of fraud, personal injury or death.</p>	Permanent	
CAAR-680	Construction Files - Financial Records	<p>Financial records for construction projects. Includes: progress payments, claims, worksheets, & related backup.</p> <p>Official copy kept by departments for 10 years after the final payment. Requires vital records protection.</p> <p>Duplicate copies: Destroy when obsolete but do not keep longer than 10 years after the final payment.</p> <p>See also Grants - Construction Financial Records.</p>	After Event + 10 years	

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Item Number	Title	Description	Retention Period	Remarks
CAAR-270	Contracts And Agreements	<p>Contracts for goods and services not related to construction. Includes: contracts, change orders, amendments, correspondence, and other backup.</p> <p>Official copy of contracts approved by Purchasing Agent, authorized Dept Heads, or other governing. bodies kept at least 4Y after expiration or termination. Contracts approved by BOS Clerk kept by Clerk of BOS Clerk. Departments keep the official copy of backup for at least 4Y after expiration or termination.</p> <p>Duplicate copies: Keep for at least 4 years after expiration or termination of the contract.</p> <p>CCP 337 statute of limitations on actions is 4 years after expiration or termination of the contracts. See Construction Files for contracts related to construction. See also Grants - Program Records.</p>	After Event + 4 Years	
CAAR-990	Correspondence and Memoranda	<p>Correspondence and memoranda from various sources.</p> <p>Official copy kept by departments for no longer than 5 years after the close of the Fiscal or Calendar Year.</p> <p>Duplicate copies: Destroy when obsolete but do not keep longer than 5 years after the close of the Fiscal or Calendar Year.</p> <p>See also General Subject Files.</p>	Calendar Year + 5 Years	
CAAR-530	Cost Plan Supporting Documents	<p>Estimate of employee's working hours allocated to specific activities. Used by the ACTTC to secure maximum reimbursement from the State and Federal governments. Includes: Cost Plan Information Summary & other supporting documents created exclusively for the Cost Plan.</p> <p>Official copy kept by the ACTTC.</p> <p>Department copies: Destroy 4 years after the end of the Fiscal Year.</p> <p>Destroy records not generated exclusively for the Cost Plan in accordance with adopted records retention schedules.</p>	Fiscal Year + 4 Years	

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Item Number	Title	Description	Retention Period	Remarks
CAAR-510	Department Safety Management Program	<p>Records required for the Department Safety Management Program. Includes: formal plans such as Injury and Illness Prevention Plan, Emergency Action Plan, Hazardous Communication Program, Workplace Violence Prevention Plan, etc.</p> <p>Official copy kept by departments for 5 years after the records are obsolete. Departments must contact Risk Management for the destruction date prior to destruction of for job specific and supplemental program documents such as confined space, hearing conservation, infectious disease prevention and environmental monitoring.</p> <p>Duplicate copies: Destroy when obsolete but do not keep longer than 5 years after the records are obsolete.</p> <p>Exceptions: See Hazardous Materials - Inventories, Hazardous Materials - Material Safety Data Sheets, and safety records related to construction.</p>	Obsolete + 5 Years	Plans may become obsolete based on events such as discontinuing use of a worksite.
CAAR-980	Department Safety Management Program - Training Records	<p>Training records required for the Department Safety Management Program. Includes: training matrices, sign-in sheets, etc.</p> <p>Official copy kept by departments for 5 years after the records are superseded or 5 years after termination or separation of the employee, whichever comes first.</p> <p>Duplicate copies: Destroy when superseded or obsolete but do not keep longer than 5 years after the records are superseded or 5 years after termination or separation of the employee, whichever comes first.</p>	After Event + 5 Years	
CAAR-960	Disaster Financial Records	<p>All documentation related to state or federally declared disaster events. Includes: all documentation.</p> <p>Official copy kept by both departments and the ACTTC for 4 years after final settlement of all audits including Homeland Security audits.</p> <p>Duplicate copies: Destroy 4 years after the final settlement of all audits including Homeland Security audits.</p> <p>Departments must contact the ACTTC department for the destruction date.</p>	After Event + 4 Years	

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Item Number	Title	Description	Retention Period	Remarks
CAAR-380	Disaster Financial Records - Construction	<p>All documentation related to state or federally declared disaster events that involve construction. Includes: all source documentation.</p> <p>Official copy kept by both departments and the ACTTC for 4 years after final settlement of all audits including Homeland Security audits or 10 years after final payment, whichever comes later.</p> <p>Duplicate copies: Destroy 4 years after final settlement of all audits including Homeland Security audits or 10 years after final payment, whichever comes later.</p> <p>Departments must contact the ACTTC department for the destruction date.</p>	After Event + 10 Years	
CAAR-650	Electronic Mail Messages	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.
CAAR-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.
CAAR-652	Teams Channel Posts	Messages posted and visible to members of a Microsoft Teams Channel	2 Years or life of the channel, whichever is longer	

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Item Number	Title	Description	Retention Period	Remarks
CAAR-720	Employee Hazard Reports	<p>Form used by staff to report potential safety or health hazards. Includes: description of hazard, suggested corrective action, supervisor's analysis, department head/safety coordinator comments.</p> <p>Official copy kept by departments for 3 years after the resolution of the reported hazard.</p>	After Event + 3 Years	
CAAR-840	Employment - Background Investigations - Hired	<p>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. Requires confidential destruction.</p> <p>Official copy kept by departments 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 vital records protection.</p> <p>Duplicate copies: Destroy when obsolete but do not keep longer than the person's employment with the department.</p> <p>Do not store in Personnel Files. Departments with special requirements unique to their function, such as the Sheriff, must utilize more in depth background investigations which will be kept in accordance with their specific needs.</p>	After Event + 5 Years	
CAAR-920	Employment - Background Investigations - Not Hired	<p>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. Requires confidential destruction.</p> <p>Official copy kept by departments for 6 years after the close of the Calendar Year in accordance with County Counsel opinion of 6/17/04.</p> <p>Duplicate copies: Destroy when obsolete but do not keep longer than 6 years after the close of the Calendar Year.</p>	Calendar Year + 6 Years	

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Item Number	Title	Description	Retention Period	Remarks
CAAR-860	Employment - Bilingual Position Records	<p>Documentation for testing an employee's bilingual skills. Includes: Bilingual Position Designation Form used to request the test, and a rating form.</p> <p>Official copy kept by the Human Resources Department for 5 years after the close of the Calendar Year.</p> <p>Department copies: Destroy when obsolete but do not keep longer than 5 years after the close of the Calendar Year.</p> <p>The County Human Resources Department keeps the actual rating sheet. A memo giving the test results is kept in the individual's Personnel File.</p>	Calendar Year + 5 Years	
CAAR-930	Employment - Departmental Selection Records	<p>Records created by hiring departments during the process of filling a job for both permanent and extra help positions. Includes: interview notes, and related backup. Requires confidential destruction.</p> <p>Official copy kept by departments and are not sent to the Human Resources Department. Destroy 5 years after the close of the Calendar Year (the same retention as the Employment - Human Resources Certification Records).</p> <p>Duplicate copies: Destroy when obsolete but do not keep longer than 5 years after the close of the Calendar Year.</p> <p>For background investigations including reference checks see Employment - Background Investigations. Departments with special requirements unique to their function, such as the Sheriff, must keep selection records in accordance with their specific needs.</p>	Calendar Year + 5 Years	

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Item Number	Title	Description	Retention Period	Remarks
CAAR-070	Employment - Human Resources Certification Records	<p>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. Requires confidential destruction.</p> <p>Official copy kept by the Human Resources Department for 5 years after the close of the Calendar Year.</p> <p>Department copies: Destroy when obsolete but do not keep longer than 5 years after the close of the Calendar Year.</p> <p>For background investigations including reference checks see Employment - Background Investigations.</p>	Calendar Year + 5 Years	
CAAR-730	Job Demands Analysis	<p>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.</p> <p>Official copy kept by the Human Resources Department until superseded or obsolete.</p> <p>Department copies: Destroy when superseded or obsolete.</p>	Obsolete	
CAAR-130	Fixed Asset Records	<p>Documentation supporting fixed asset transactions. Includes: accountability of fixed assets, fixed asset inventories, and related backup.</p> <p>Official copy kept by ACTTC and departments for 5 years after the close of Fiscal Year in accordance with Government Code 24051.</p> <p>Duplicate copies: Destroy 5 years after the close of the Fiscal Year.</p> <p>If subject to outside audits, destroy after final settlement of all audits or 5 years after close of the Fiscal Year, whichever is later.</p>	Fiscal Year + 5 Years	

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Item Number	Title	Description	Retention Period	Remarks
CAAR-300	General Subject Files	<p>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.</p> <p>Official copy kept by departments until obsolete but for no longer than 5 years after the close of the Fiscal or Calendar Year.</p> <p>Duplicate copies: Destroy when obsolete but do not keep longer than 5 years after the close of the Fiscal or Calendar Year.</p> <p>See also Correspondence and Memoranda.</p>	Calendar Year + 5 Years	
CAAR-890	Grants - Construction Financial Records	<p>Records documenting financial transactions made with funds from grants for construction projects. Includes: claims, financial reports, accounting work papers and related backup.</p> <p>Official copy kept by departments in accordance with terms of grant or 10 years after final payment, whichever is later. Requires vital records protection.</p> <p>Duplicate copies: Destroy when obsolete but do not keep longer than the terms of grant or 10 years after final payment, whichever is later.</p> <p>See also Construction Files - Financial Records, Disaster Financial Records - Construction.</p>	After Event + 10 Years	
CAAR-670	Grants - Financial Records	<p>Records documenting financial transactions made with funds from grants for non-construction projects. Includes: claims, financial reports, accounting work papers and related backup.</p> <p>Official copy kept by departments for the terms of grant or 5 years after the close of Fiscal Year, whichever is later. Requires vital records protection.</p> <p>Duplicate copies: Destroy when obsolete but do not keep longer than 5 years after the close of Fiscal Year, whichever is later.</p> <p>See also Disaster Financial Records.</p>	Fiscal Year + 5 Years	

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Item Number	Title	Description	Retention Period	Remarks
CAAR-310	Grants - Program Records	<p>Documentation for approved construction and non-construction grants. Includes: proposals, agreements and amendments, program info, reports to funding agencies, & related backup.</p> <p>Official copy kept by departments for the terms of the grant or at least 4 years after the expiration or termination of the grant, whichever is later.</p> <p>Duplicate copies: Destroy when obsolete but do not keep longer than the terms of the grant or at least 4 years after the expiration or termination of the grant, whichever is later.</p> <p>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.</p>	After Event + 4 Years	
CAAR-320	Hazardous Materials- Inventories	<p>Inventories of hazardous materials prepared by County offices. Includes: listing of hazardous substances found in each office.</p> <p>Official copy kept by departments for 30 years in accordance with 8 CCR 3204 (d)(1)(B)(2) and County Counsel opinion of 4/23/98.</p> <p>Duplicate copies: Destroy when obsolete but do not keep longer than 30 years.</p>	Creation + 30 Years	
CAAR-370	Hazardous Materials- Material Safety Data Sheets (MSDS)	<p>Manufacturer's information on the health and safety hazards of various products used by County offices.</p> <p>Official copy kept by departments for 30 years in accordance with 8 CCR 3204 (d)(1)(B)(2) and County Counsel opinion of 4/23/98.</p> <p>Duplicate copies: Destroy when obsolete but do not keep longer than 30 years.</p>	After Event + 30 Years	

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Item Number	Title	Description	Retention Period	Remarks
CAAR-330	Leases - Real Estate	<p>Records related to leasing County or private sector real estate. Includes: correspondence, transmittals, reports, terms and conditions, resolutions of the Board of Supervisors, maps, blueprints, rental payment schedule, lease document etc.</p> <p>Official copy of Leases signed by the Sonoma Public Infrastructure Director and kept by Real Estate Manager or signed by other authorized managers destroyed 4Y after termination of occupancy. Leases signed by Chair of Board of Supervisors kept by Clerk of BOS Clerk.</p> <p>Duplicate copies: Destroy 4 years after the termination or expiration of the lease.</p> <p>Statute of Limitations on Actions is 4 years after termination of occupancy CCP 337.2.</p>	After Event + 4 Years	
CAAR-340	Legal Opinions - County Counsel	<p>Legal opinions issued by County Counsel. Includes: legal opinions. Requires confidential destruction</p> <p>Official copy kept by County Counsel. Requires vital records protection.</p> <p>Department copies: Destroy when obsolete.</p>	Obsolete	
CAAR-690	Legal Opinions - Outside Counsel	<p>Legal opinions issued by outside counsel. Includes: legal opinions. Requires confidential destruction.</p> <p>Official copy kept by departments permanently. Requires vital records protection.</p> <p>Duplicate copies: Destroy when obsolete.</p>	Permanent	

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Item Number	Title	Description	Retention Period	Remarks
CAAR-350	Liability Claims	<p>Liability claims filed against the County for personal injury or property damage allegedly due to County negligence. Includes: claim forms, proof of claim, legal pleadings, transcripts, correspondence, etc. Requires confidential destruction.</p> <p>Official copy kept by the Human Resources Department, Risk Management Division. Requires vital records protection. Settlements signed by the BOS Clerk kept by the Clerk of the BOS Clerk.</p> <p>Department copies: Destroy after final settlement or close of the case.</p> <p>Destroy departmental records held for 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.</p>	After Event	
CAAR-360	Litigation Files	<p>Records of all impending, possible and ongoing litigation matters for or against the County handled by County Counsel. Includes: pleadings, transcripts, correspondence, litigation hold directives and releases, etc.</p> <p>Official copy kept by County Counsel. Requires confidential destruction and vital records protection. Settlements signed by the BOS Clerk kept by the Clerk of the BOS Clerk.</p> <p>Department copies: Destroy after final settlement of case. Requires confidential destruction.</p> <p>Destroy departmental records held for litigation in accordance with adopted retention schedules after final settlement or close of case. For litigation involving personal injury or property damage see Liability Claims.</p>	After Event	

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Item Number	Title	Description	Retention Period	Remarks
CAAR-900	Litigation Files - Outside Counsel	<p>County copies of all impending possible and ongoing litigation matters for or against the County handled by outside attorneys. Includes: pleadings, transcripts, correspondence, litigation hold directives and releases, etc.</p> <p>Official copy kept by departments for 20 years after final settlement of case. Requires confidential destruction and vital records protection. Settlements signed by the BOS Clerk kept by the Clerk of the BOS Clerk.</p> <p>Duplicate copies: Destroy after final settlement of case. Requires confidential destruction.</p> <p>Destroy departmental records held for litigation in accordance with adopted retention schedules after final settlement or close of case. For litigation involving personal injury or property damage see <u>Liability Claims</u>.</p>	After Event + 20 Years	
CAAR-390	Litigation Hold Tracking Records	<p>All backup records needed to show compliance with Counsel directed legal holds. Includes: documents showing all steps to comply with the holds, copies of hold orders and releases.</p> <p>Official copy kept by departments for 6 months after release of the hold.</p> <p>Duplicate copies: Destroy 6 months after release of the hold.</p> <p>For the official copy of Counsel directed legal holds and releases see <u>Litigation Files</u> or <u>Litigation Files - Outside Counsel</u>.</p>	After Event + 6 Months	
CAAR-810	Mailing / Distribution Lists	<p>Various mailing/distribution lists for newsletters, publications, etc. Includes: list of names, addresses, etc. Some mailing / distribution lists require confidential destruction.</p> <p>Official copy kept by departments until superseded or obsolete.</p> <p>Duplicate copies: Destroy when superseded or obsolete but do not keep longer than the official copy.</p>	Obsolete	

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Item Number	Title	Description	Retention Period	Remarks
CAAR-150	Maintenance Work Orders	<p>Form sent to Sonoma Public Infrastructure Facilities Operations Division requesting service.</p> <p>Official copy kept by Sonoma Public Infrastructure Facilities Operations Division as part of Construction Files.</p> <p>Department copies: Destroy when obsolete not to exceed 2 years after the close of the Fiscal Year.</p>	Fiscal Year + 2 Years	
CAAR-160	Payroll Records	<p>Records used to support payroll transactions. Includes: payroll processing and balancing records, employee earnings record, payroll masters, etc. Records require confidential destruction.</p> <p>Official copy kept by the ACTTC. Some related backup & paper time sheets kept by departments for 6 years after close of the Calendar Year. Time sheets require vital records protection.</p> <p>Department copies: Destroy 6 years after the close of the Calendar Year or in accordance with adopted retention schedules. Records require confidential destruction.</p>	Calendar Year + 6 Years	
CAAR-800	Payroll/Personnel Reports	<p>Various payroll/personnel computer reports with short term value. Includes: Alpha Report, Job Classification Master List, position control, personnel allocation reports, special reports, etc. Records with social security numbers require confidential destruction.</p> <p>Official copy kept by the Human Resources Department and the ACTTC.</p> <p>Department copies: Destroy when superseded or obsolete, not to exceed 3 years.</p>	Creation + 3 Years	

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Item Number	Title	Description	Retention Period	Remarks
CAAR-170	Personnel Files	<p>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, training records other than safety, etc.</p> <p>Official copy kept by departments for 5 years after the separation or termination of employee. If the employee transfers to another County department, the complete Personnel File will also be transferred. Records require confidential destruction & vital records protection.</p> <p>See also Employment - Background Investigations.</p>	After Event + 5 Years	
CAAR-400	Policies, Procedures, Standards And Plans - Permanent	<p>Directives with permanent reference value which establish or revise policy, procedures, standards, and plans.</p> <p>Official copy kept by departments. Keep 1 copy of current and previous documents permanently. Requires vital records protection.</p> <p>Duplicate copies: Destroy when superseded or obsolete.</p> <p>If the department no longer wants to keep the official copy of the records, send to the Sonoma County Archives for permanent retention.</p>	Permanent	
CAAR-410	Policies, Procedures, Standards and Plans - Temporary	<p>Directives which have the same authority as permanent ones but are of a temporary nature such as office procedure manuals.</p> <p>Official copy kept by departments until it is superseded or obsolete.</p> <p>Duplicate copies: Destroy when superseded or obsolete.</p>	Obsolete	

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Item Number	Title	Description	Retention Period	Remarks
CAAR-420	Project Files	<p>Materials related to a specific action, event, person, place, program, project, or other matter. Includes: reports, completed studies, final data, formal documents & related correspondence & memoranda.</p> <p>Official copy kept by departments until obsolete not to exceed 5 years after the close or completion of the project.</p> <p>Duplicate copies: Destroy when obsolete but do not keep longer than 5 years after the close or completion of the project.</p> <p>See Construction Files for projects related to construction.</p>	After Event + 5 Years	
CAAR-430	Project Files - Working Materials	<p>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.</p> <p>Official copy kept by departments until obsolete but do not keep beyond the close of the project.</p> <p>Duplicate copies: Destroy when obsolete but do not keep beyond the close of the project.</p>	After Event	
CAAR-970	Public Meeting Notices and Agendas	<p>Notices and agendas for public meetings as required by Government Code 54954.2 (The Brown Act).</p> <p>Official copy kept by departments for 1 year after the close of the calendar or 1 fiscal year in which the meeting was held.</p> <p>Duplicate copies: Destroy when obsolete but do not keep longer than 1 year after the close of the calendar or fiscal year in which the meeting was held.</p> <p>The retention period applies to notices and agendas of public meetings filed together as one record series. If they are filed with other documents such as meeting minutes, then they are subject to the retention period of that record series.</p>	Calendar Year + 1 Year	

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Item Number	Title	Description	Retention Period	Remarks
CAAR-440	Records Box Description Form	<p>Form used to describe boxes stored at the County Records Center. Includes: a form for each box, listing the box number and its contents. May require confidential destruction.</p> <p>Official copy kept by the Information Systems Department, Records Management Division.</p> <p>Department copies: Destroy forms when the associated boxes are destroyed.</p>	After Event	
CAAR-450	Records Center Inventory	<p>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. Requires confidential destruction.</p> <p>Official copy kept by the Information Systems Department, Records Management Division.</p> <p>Department copies: Destroy when superseded or obsolete.</p>	Obsolete	
CAAR-460	Records Destruction Authorizations	<p>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.</p> <p>Official copy kept by the Information Systems Department, Records Management Division.</p> <p>Department copies: Destroy after the associated boxes are destroyed.</p>	After Event	
CAAR-470	Records Retention Schedules	<p>Document which assigns retention periods to all categories of records received or created by County departments and permits destruction of obsolete records. Must be adopted by the BOS Clerk. Includes: schedules.</p> <p>Official copy kept by the Clerk of the Board of Supervisors.</p> <p>Department copies: Destroy when superseded or obsolete.</p>	Obsolete	

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Item Number	Title	Description	Retention Period	Remarks
CAAR-480	Records Service Requests	Forms used to request boxes or individual files from the County Records Center. Includes: requests. Requires confidential destruction. Official copy kept by the Information Systems Department, Records Management Division. Department copies: Destroy after box or file is returned to the County Records Center or when obsolete.	After Event	
CAAR-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 copy kept by the Information Systems Department, Records Management Division. Department copies: Destroy when an updated County Records Center inventory report is received.	After Event	
CAAR-500	Reference Material	Informational, nonrecord material. Includes: informational copies of records, publications, periodicals, studies, reports, clippings, technical reference manuals, catalogs, etc. Departmental copies: Destroy when superseded or obsolete.	Obsolete	
CAAR-760	Safety Council Minutes - Countywide	Minutes of the countywide Safety Council. Includes: minutes and related backup. Official copy kept by the Human Resources Department, Risk Management Division until superseded or obsolete, not to exceed 5 years. Department copies: Destroy when superseded or obsolete but do not keep longer than 5 years. See Department Safety Management Program Injury and Illness Prevention Program (IIPP) for minutes of departmental safety committee meetings.	Creation + 5 Years	

County of Sonoma
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Item Number	Title	Description	Retention Period	Remarks
CAAR-770	Software Licenses	<p>Licenses to legally own or use computer software. Includes: licenses.</p> <p>Official copy kept by departments until the corresponding software is disposed of, removed, or replaced. Requires vital records protection.</p> <p>Duplicate copies: Destroy when the corresponding software is disposed of, removed, or replaced.</p>	After Event	
CAAR-200	Statement Of Economic Interests	<p>Annual statement of designated employees disclosing financial interests as required by the Political Reform Act. Includes: statements. Also known as Conflict of Interest Statement.</p> <p>Official copy kept by the office of record for 7 years, GC 81009(e).</p> <p>Duplicate copies: Destroy records after 4 years, Government Code 81009(f).</p>	Creation + 7 Years	
CAAR-660	Voice Mail Records	<p>Messages received on the voice mail system. Retained in accordance with retention period for electronic mail (CAAR-650).</p>		
CAAR-780	Volunteer And Intern Program - Applications	<p>Applications for volunteers and interns who were placed with a department. Includes: application, job request, contracts and related backup.</p> <p>Official copy kept by the Human Resources Department or individual departments for 5 years after the end of the calendar year.</p> <p>Duplicate copies: Destroy when obsolete, but do not keep longer than 5 years after termination or separation of the volunteer.</p> <p>Departments with special requirements unique to their function, such as the Sheriff, must keep applications in accordance with their specific needs.</p>	After Event + 5 Years	
CAAR-560	Volunteer And Intern Program - Program Material	<p>All program materials for the volunteer and intern programs. Includes: program, annual event, and related records.</p> <p>Official copy kept by the Human Resources Department for 5 years after the close of the Calendar Year.</p> <p>Department copies: Destroy when superseded or obsolete but do not keep longer than 5 years after the close of the Calendar Year.</p>	Calendar Year + 5 Years	

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Item Number	Title	Description	Retention Period	Remarks
CAAR-570	Volunteer And Intern Program - Record Of Hours	Record of hours served by volunteers and interns. Includes: volunteer time sheet and monthly hours summary. Official copy kept by the Human Resources Department. Department copies: Destroy 1 year after the close of the Calendar Year.	Calendar Year + 1 Year	
CAAR-790	Warranties	Warranties on owned or leased equipment. Includes: warranties. Official copy kept by departments until warranty has expired or equipment is no longer owned or leased by County, whichever is first. Requires vital records protection. Duplicate copies: Destroy when the warranty has expired or the equipment is no longer owned or leased by the County, whichever comes first.	After Event	
CAAR-110	Workers' Compensation Documentation	Initial documentation required by the State of California describing an employee's injury/accident. Includes: Employer's Report of Occupational Injury or Accident, Supervisor's Accident Investigation Report, etc. Records require confidential destruction. Official copy kept by the Human Resources Department, Risk Management Division. Department copies: Destroy when obsolete but do not keep longer than 5 years.	Creation + 5 Years	