

CAAR v9 Changes, Summary and Detail

The Common Accounting and Administrative Retention (CAAR) Schedule establishes retention periods for a set of records used by multiple Sonoma County departments.

CAAR version 8 was adopted in 2009. This document includes a summary of the records series being changed in the proposed CAAR version 9 and a comparison of the language in each series.

Summary of CAAR 9 changes

Item	Title	Changes
CAAR-020	Audit Reports	Revised description and added Remarks
CAAR-590	Board Of Supervisors – Agendas	Added Remarks
CAAR-950	Board Of Supervisors - Board Actions	Added Remarks
CAAR-600	Board of Supervisors - Minutes	Added Remarks
CAAR-610	Budget Publications - Final and Proposed	Added Remarks
CAAR-510	Department Safety Management Program	Revised Description, extended Retention Period, added Remarks
CAAR-650	Electronic Mail Messages	Revised Description, extended Retention Period, added Remarks
CAAR-651	Teams Chat	New series
CAAR-652	Teams Channel Posts	New series
CAAR-730	Job Demands Analysis	Revised Title and Description (was “Essential Functions Worksheet”)
CAAR-660	Voice Mail Records	Revised description
CAAR-040	BOARD OF SUPERVISORS - AGENDA ITEM TRANSMITTAL REPORTS	Discontinued
CAAR-850	COMPUTER ACCOUNT AUTHORIZATION FORMS	Discontinued
CAAR-880	TELEPHONE MESSAGE RECORDS	Discontinued

Detail of CAAR 9 changes

Current

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION PERIOD
CAAR-020	AUDIT REPORTS	<p>Internal and external audits filed with the Clerk of the Board of Supervisors. Includes: internal and external audit reports and responses, worksheets and other backup.</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>	Obsolete

Proposed

Item Number	Title	Description	Retention Period	Remarks
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	Retain for 10 years after final report is issued. This is minimum guidance, consult department records retention schedule for additional guidance; if contract is involved, contact Counsel before disposing.

Current

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION PERIOD
CAAR-590	BOARD OF SUPERVISORS - AGENDAS	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. Official copy kept by the Clerk of the Board of Supervisors. Department copies: Destroy when obsolete.	Obsolete

Proposed

Item Number	Title	Description	Retention Period	Remarks
CAAR-590	Board Of Supervisors - Agendas	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. Official copy kept by the Clerk of the Board of Supervisors. Department copies: Destroy when obsolete.	Obsolete	Departments may destroy copies when obsolete or no longer needed, not later than end of fiscal year.

Current

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION PERIOD
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

Proposed

Item Number	Title	Description	Retention Period	Remarks
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>

Current

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION PERIOD
CAAR-600	BOARD OF SUPERVISORS - MINUTES	<p>Minutes of meetings and hearings of the Board of Supervisors. Includes: vote count, dates of meetings, actions taken, calendar, minutes, orders, etc.</p> <p>Official copy kept by the Clerk of the Board of Supervisors.</p> <p>Department copies: Destroy when superseded or obsolete.</p>	Obsolete

Proposed

Item Number	Title	Description	Retention Period	Remarks
CAAR-600	Board of Supervisors - Minutes	<p>Minutes of meetings and hearings of the Board of Supervisors. Includes: vote count, dates of meetings, actions taken, calendar, minutes, orders, etc.</p> <p>Official copy kept by the Clerk of the Board of Supervisors.</p> <p>Department copies: Destroy when superseded or obsolete.</p>	Obsolete	Departments may destroy copies when obsolete or no longer needed, not later than end of fiscal year.

Current

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION PERIOD
CAAR-610	BUDGET PUBLICATIONS - FINAL AND PROPOSED	<p>Final and Proposed Budgets adopted by the Board of Supervisors for all County offices. Includes: Final and Proposed Budget publications.</p> <p>Official copy kept by the Clerk of the Board of Supervisors.</p> <p>Department copies: Destroy Final Budgets when obsolete. Keep Proposed Budgets no longer than 1 year.</p>	Obsolete

Proposed

Item Number	Title	Description	Retention Period	Remarks
CAAR-610	Budget Publications - Final and Proposed	<p>Final and Proposed Budgets adopted by the Board of Supervisors for all County offices. Includes: Final and Proposed Budget publications.</p> <p>Official copy kept by the Clerk of the Board of Supervisors.</p> <p>Department copies: Destroy Final Budgets when obsolete. Keep Proposed Budgets no longer than 1 year.</p>	Obsolete	Departments may destroy copies when obsolete or no longer needed.

Current

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION PERIOD
CAAR-510	DEPARTMENT SAFETY MANAGEMENT PROGRAM	<p>Records required for the Department Safety Management Program. Includes: formal plans such as IIPP, Emergency Action Plan, Hazardous Communication Program, etc.</p> <p>Official copy kept by departments for 3 years after the records are obsolete. Departments must contact Risk Management for the destruction date for job specific programs such as confined space and environmental monitoring.</p> <p>Duplicate copies: Destroy when obsolete but do not keep longer than 3 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+3

Proposed

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.

Current

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION PERIOD
CAAR-650	ELECTRONIC MAIL MESSAGES	<p>E-mail systems are store-and-deliver software systems that transport messages and attachments from one computer user to another. Messages include: Formal and informal correspondence, memos, various documents, reports, spreadsheets, etc.</p> <p>Official copy kept by the Information Systems Department and individual departments. Content varies for e-mail messages and attachments, and retention periods must be evaluated by message sender or receiver in accordance with retention schedules approved by BOS. Official records must be preserved outside of e-mail system. Messages retained on e-mail servers must be deleted within 60 days. After 60 days, messages will be erased by systems administrator.</p> <p>Duplicate copies: Delete promptly from the e-mail system. After 60 days, messages will be erased by the systems administrator.</p>	CR+0/2

Proposed

Item Number	Title	Description	Retention Period	Remarks
CAAR-650	Electronic Mail Messages	Email messages shall be retained for a period of 2 years, after which they will be automatically deleted from the email system. 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.

Proposed (new record series)

Item Number	Title	Description	Retention Period	Remarks
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	

Current

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION PERIOD
CAAR-730	ESSENTIAL FUNCTIONS WORKSHEET	Worksheet identifying the essential functions, physical demands, and environmental factors affecting a single job class. Includes: lists of job related functions, technical, and physical requirements and skills. Official copy kept by the Human Resources Department until superseded or obsolete. Department copies: Destroy when superseded or obsolete.	Obsolete

Proposed

Item Number	Title	Description	Retention Period	Remarks
CAAR-730	Job Demands 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. Official copy kept by the Human Resources Department until superseded or obsolete. Department copies: Destroy when superseded or obsolete.	Obsolete	

Current

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION PERIOD
CAAR-660	VOICE MAIL RECORDS	<p>Messages received on the voice mail system.</p> <p>Records may be erased by person receiving message anytime within 17 days from creation. Remaining records will automatically be erased by the Information Systems Department, Communications Division or the systems administrator 17 days after being saved.</p>	

Proposed

Item Number	Title	Description	Retention Period	Remarks
CAAR-660	Voice Mail Records	Messages received on the voice mail system. Retained in accordance with retention period for electronic mail (CAAR-650).		

Proposed:

Discontinue the following record series due to changes in business process and technology; documents are no longer produced in this form.

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION PERIOD
CAAR-040	BOARD OF SUPERVISORS - AGENDA ITEM TRANSMITTAL REPORTS	Requests from County departments for Board action. Includes: the potential resolution or ordinance, agenda item transmittal and summary reports and informational material. Official copy kept by the Clerk of the Board of Supervisors. Department copies: Destroy when obsolete. For Agenda Item Summary Reports submitted in place of a resolution see Board of Supervisors - Board Actions. Informational material is returned to County offices by the Clerk of the Board of Supervisors.	Obsolete
CAAR-850	COMPUTER ACCOUNT AUTHORIZATION FORMS	Forms that establish, modify or delete user access to County networks and mainframe computers. Includes: completed forms assigning user IDs and passwords. Requires confidential destruction. Official copy kept by the Information Systems Department or department authorizing access until superseded or obsolete. Duplicate copies: Destroy when superseded or obsolete but do not keep longer than the official copy.	Obsolete
CAAR-880	TELEPHONE MESSAGE RECORDS	Records of telephone calls made or received by staff. Includes: telephone message slips, books, or logs. Official copy kept by departments until obsolete but no longer than 5 years after the close of the Calendar or Fiscal Year. Duplicate copies: Destroy when obsolete but keep no longer than 5 years after the close of the Calendar or Fiscal Year.	CAL+5