

RETENTION SCHEDULE FOR THE COUNTY OF SONOMA CLERK - RECORDER - ASSESSOR - REGISTRAR OF VOTERS												
DEPARTMENT	DIVISION	ITEM #			TITLE	DESCRIPTION	REC TYPE	CONF	VITAL	ARCH	RETENTION	REMARKS
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	ASSESSOR - ALL DIVISIONS	AS	ST	050	SOFTWARE DOCUMENTATION	DOCUMENTATION OF SOFTWARE DEVELOPED OR MODIFIED BY THE ASSESSMENT STANDARDS DIVISION.	OFF				LIFE + 1Y	DESTROY RECORDS 1 YEAR AFTER THE SOFTWARE IS NO LONGER IN USE.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	ASSESSOR- APPRAISAL SUPPORT	AS	AS	020	APPRAISERS CONTINUING EDUCATION	RECORDS OF REQUIRED CONTINUING EDUCATION FOR APPRAISERS. <u>TYPICAL DOCUMENTS INCLUDE</u> : NOTIFICATIONS, RECORDS OF ATTENDANCE.	OFF				NOTE	MERGE WITH THE PERSONNEL FILE 2 YEARS AFTER THE TERMINATION OR SEPARATION OF THE APPRAISER. PERSONNEL FILE KEPT BY ASSESSOR'S ADMINISTRATION DIVISION (CAAR-0170).
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	ASSESSOR- APPRAISAL SUPPORT	AS	AS	040	CHANGE OF OWNERSHIP DECEASED	FORMS SENT TO A PROPERTY ADDRESS UPON THE DEATH OF AN OWNER. USED TO ESTABLISH TRANSFER OF OWNERSHIP. <u>TYPICAL DOCUMENTS INCLUDE</u> : DECEASED PROPERTY OWNER CHANGE IN OWNERSHIP STATEMENT, STATEMENT OF CHANGE IN BENEFICIAL INTEREST.	OFF	C			FY + 6Y	DESTROY RECORDS 6YRS AFTER LIEN DATE HAS ELAPSED (CLOSE OF THE FISCAL YEAR), IN ACCORDANCE WITH R&T CODE 465. RECORDS REQUIRE CONFIDENTIAL DESTRUCTION IN ACCORDANCE WITH R&T CODE 481.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	ASSESSOR- APPRAISAL SUPPORT	AS	AS	050	CHANGE OF OWNERSHIP FEES LETTER	RECORDS OF INDIVIDUALS WHO ARE SUBJECT TO FEES BECAUSE THEY FAILED TO RESPOND TO THE ASSESSOR'S CHANGE OF OWNERSHIP FORMS. <u>TYPICAL DOCUMENTS INCLUDE</u> : PENALTY LETTERS AND WORKSHEETS.	OFF	C			FY + 3Y	RECORDS REQUIRE CONFIDENTIAL DESTRUCTION IN ACCORDANCE WITH R&T CODE 481.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	ASSESSOR- APPRAISAL SUPPORT	AS	AS	075	EXEMPTIONS/ EXCLUSIONS	INSTANCES WHERE ASSESSMENT OF PROPERTY IS EXEMPTED OR MODIFIED PER REVENUE AND TAX CODE SUCH AS: INTER-FAMILY TRANSFER, SUPPLEMENTAL ASSESSMENT EXCLUSIONS FOR NEW CONSTRUCTION, HOMEOWNERS EXEMPTIONS, CHARITABLE AND WELFARE ORGANIZATIONS, ETC. <u>TYPICAL DOCUMENTS INCLUDE</u> : CLAIMS AND/OR APPLICATIONS, APPROVALS, MAPS, AND SUPPORTING DOCUMENTS.	OFF	C			AE + 6Y	EVENT= LIEN DATE ELAPSED OR TERMINATION OF EXEMPTION
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	ASSESSOR- APPRAISAL SUPPORT	AS	AS	120	FORMS - STATE BOARD OF EQUALIZATION	STATE BOARD OF EQUALIZATION FORMS MODIFIED FOR THE SONOMA COUNTY ASSESSOR'S USE. <u>TYPICAL DOCUMENTS INCLUDE</u> : ORIGINAL AND MODIFIED FORMS.	OFF				LIFE + 2Y	DESTROY FORMS 2 YEARS AFTER THEY ARE NO LONGER USED.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	ASSESSOR- APPRAISAL SUPPORT	AS	AS	140	MULTIPLE CLAIMS LIST	ANNUAL REVIEW OF MULTIPLE CLAIMS LIST FROM STATE BOE, INCLUDING RESEARCH AND RESPONSES TO STATE. <u>TYPICAL DOCUMENTS INCLUDE</u> : REPORTS, CORRESPONDENCE, AND RESPONSES.	OFF	C			FY + 1Y	
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	ASSESSOR- APPRAISAL SUPPORT	AS	AS	150	ANNOTATED DEEDS	DUPLICATE COPIES OF RECORDED DEEDS WITH HANDWRITTEN ANNOTATIONS FOR ALL PROPERTY IN SONOMA COUNTY. <u>TYPICAL DOCUMENTS INCLUDE</u> : CURRENT AND HISTORICAL DEEDS WITH ANNOTATIONS.	OFF				PERM	OFFICIAL COPIES OF DEEDS KEPT BY THE RECORDER (REOR-0700).

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CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ASSESSOR-APPRAISAL SUPPORT	AS	AS	260	UNRECORDED SALES	DETERMINATION OF WHO IS RESPONSIBLE FOR PAYING TAXES ON PROPERTY TRANSFERRED AS AN UNRECORDED SALE. <u>TYPICAL DOCUMENTS INCLUDE:</u> UNRECORDED CONTRACT OF SALE DECLARATION.	OFF				AC	DESTROY RECORDS AFTER SALE IS RECORDED. FOR RECORDED SALES SEE OFFICIAL RECORDED DOCUMENTS (ASAS-0150).
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ASSESSOR-BUSINESS PROPERTY	AS	BP	010	AUDITS - BUSINESSES	AUDITS OF SONOMA COUNTY BUSINESSES BASED ON THEIR REPORTING OF FIXED ASSETS. <u>TYPICAL DOCUMENTS INCLUDE:</u> FINDINGS, CORRESPONDENCE, WAIVERS, SCHEDULES, LISTS OF FIXED ASSETS, WORK PAPERS, APPEAL DOCUMENTS.	OFF	C			AC + 6Y	DESTROY RECORDS 6 YEARS AFTER THE CLOSE OR COMPLETION OF THE AUDIT. RECORDS REQUIRE CONFIDENTIAL DESTRUCTION IN ACCORDANCE WITH R&T CODE 481.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ASSESSOR-BUSINESS PROPERTY	AS	BP	090	BUSINESS AND PERSONAL PROPERTY OR AUDIT FILES	RECORDS OF BUSINESS OWNED PROPERTY AND/OR INDIVIDUALLY OWNED BOATS AND AIRCRAFT. <u>TYPICAL DOCUMENTS INCLUDE:</u> OWNERSHIP RECORDS, BUSINESS TAX RECORDS, PROPERTY STATEMENTS, EXEMPTIONS, FILINGS, DEPRECIATION SCHEDULES, VALUATION MATERIALS, AUDITS, REPORTS, ETC.	OFF	C			FY + 6Y	REVENUE & TAXATION CODE 465 PERMITS DESTRUCTION OF RECORDS 6 YEARS AFTER CLOSE OF TAX YEAR. RECORDS REQUIRE CONFIDENTIAL DESTRUCTION IN ACCORDANCE WITH R&T CODE 481.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ASSESSOR- CUST SVC/EXEMPTIONS	AS	ST	015	ASSESSMENT ROLL	RECORD OF PROPERTY VALUES AND LOCATION INFORMATION FOR ALL TAXABLE REAL ESTATE, BUSINESS PROPERTY AND PERSONAL PROPERTY IN THE COUNTY. <u>TYPICAL DOCUMENTS INCLUDE:</u> ANNUAL ASSESSMENT ROLL.	OFF			A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ASSESSOR- CUST SVC/EXEMPTIONS	AS	ST	030	LEGAL ENTITY FILES	REPORTS FROM THE STATE BOARD OF EQUALIZATION TRACKING CHANGES IN CONTROL OR OWNERSHIP OF LEGAL ENTITIES. <u>TYPICAL DOCUMENTS INCLUDE:</u> COVER SHEET AND MONTHLY REPORT.	OFF	C			FY + 7Y	
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ASSESSOR- REAL PROP APPRAISAL	AS	AP	020	ASSESSMENT APPEALS - BACKUP - COMMERCIAL/ INDUSTRIAL	ASSESSOR'S BACKUP FOR ASSESSMENT APPEALS OF COMMERCIAL/INDUSTRIAL PROPERTY. <u>TYPICAL DOCUMENTS INCLUDE:</u> CORRESPONDENCE, NOTES, APPRAISAL INFORMATION, FINANCIAL DATA, PHOTOGRAPHS, REFERENCE MATERIAL.	OFF		V		AE +7	EVENT = FINAL SETTLEMENT OF APPEAL OR WHEN PROPERTY CHANGES OWNERSHIP, WHICHEVER COMES FIRST. FINANCIAL DATA REQUIRES CONFIDENTIAL DESTRUCTION, PER R&T CODES 408(a)&(d) AND 481.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ASSESSOR- REAL PROP APPRAISAL	AS	AP	030	ASSESSMENT APPEALS - CABLE TELEVISION	ASSESSMENT APPEALS FOR CABLE TELEVISION FRANCHISES. <u>TYPICAL DOCUMENTS INCLUDE:</u> CORRESPONDENCE, APPRAISAL DOCUMENTS, INCOME, EXPENSE, AND FRANCHISE FEE INFORMATION, INDUSTRY STUDIES, ASSESSMENT DOCUMENTS, INFORMATION FROM CITIES.	OFF		V		AS + 15Y	DESTROY RECORDS 15 YEARS AFTER THE FINAL SETTLEMENT OF THE APPEAL. FINANCIAL DATA REQUIRES CONFIDENTIAL DESTRUCTION, PER R&T CODES 408(a)&(d) AND 481.

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CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ASSESSOR- REAL PROP APPRAISAL	AS	AP	040	ASSESSMENT APPEALS - GEOTHERMAL	RECORDS NECESSARY TO VALUE GEOTHERMAL RIGHTS. <u>TYPICAL DOCUMENTS INCLUDE:</u> GEOLOGICAL, HISTORICAL, AND VALUATION INFORMATION, APPRAISAL AND APPEAL DOCUMENTS, CORRESPONDENCE, ETC.	OFF		V	A	PERMANENT	FINANCIAL DATA REQUIRES CONFIDENTIAL HANDLING IN ACCORDANCE WITH R & T CODE 408(a)&(d) AND 481. IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ASSESSOR- REAL PROP APPRAISAL	AS	AP	050	PROPERTY FILES	FILE OF CURRENT & HISTORICAL DATA FOR RURAL, RESIDENTIAL & COMMERCIAL PROPERTIES. <u>TYPICAL DOCUMENTS INCLUDE:</u> RESIDENTIAL/ MULTIFAMILY/ COMMERCIAL/ MISC BUILD. RECORD, WORKSHEETS & BACKUP, APPEALS, PERMITS, CLAIMS, ROLL CORRECTIONS, ETC.	OFF	C	V	A	NOTE	CURRENT MATERIAL PURGED 6 YEARS AFTER EACH CHANGE IN OWNERSHIP, R&T CODE 465. HISTORICAL MATERIAL KEPT PERMANENTLY. IF DEPARTMENT NO LONGER WANTS TO RETAIN HISTORICAL RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION. RECORDS ARE CONFIDENTIAL, R&T CODE 408(a)&(d), & 481.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ASSESSOR- REAL PROP APPRAISAL	AS	AP	060	SALES JOURNALS	COMPUTER PRINTOUTS (1978-1992) FROM THE MAINFRAME USED TO HELP COMPILE A SALES HISTORY. TYPICAL DOCUMENTS INCLUDE: PROPERTY SALES AND CHARACTERISTICS INFORMATION.	OFF			A	PERMANENT	RECORDS ARE NO LONGER CREATED. IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ADMINISTRATION	AS	AD	030	STATE REPORTS	YEAR END REPORTS TO THE STATE BOARD OF EQUALIZATION. <u>TYPICAL DOCUMENTS INCLUDE:</u> FINAL ASSESSMENT ROLL STATISTICS.	OFF			A	7Y	SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION 7 YEARS AFTER CREATION.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ASSESSOR-MAPPING	AS	MP	010	AGRICULTURAL PRESERVES	DOCUMENTATION OF THE CREATION AND DISSOLUTION OF AGRICULTURAL PRESERVES. <u>TYPICAL DOCUMENTS INCLUDE:</u> NOTES, MEMOS, CORRESPONDENCE, COPIES OF RESOLUTIONS, TITLE REPORTS, DEEDS, PARCEL MAPS.	OFF			A	LIFE	RETAIN RECORDS FOR THE LIFE OF THE AGRICULTURAL PRESERVE. TITLE REPORTS ARE CONFIDENTIAL. IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ASSESSOR-MAPPING	AS	MP	020	SUBDIVISION LIST	RECORDS OF ALL SONOMA COUNTY SUBDIVISIONS. <u>TYPICAL DOCUMENTS INCLUDE:</u> SUBDIVISION NAME, ASSESSOR BOOK, PAGE, DATE.	OFF				PERMANENT	
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ASSESSOR-MAPPING	AS	MP	080	CITY MAPS	BASE MAPS OF CITIES WITHIN SONOMA COUNTY. UPDATED ANNUALLY TO REFLECT CHANGES TO BOUNDARIES AND STREET NAMES. <u>TYPICAL DOCUMENTS INCLUDE:</u> MODIFIED CITY MAPS.	OFF		V	A	PERMANENT	MAPS ARE MODIFIED ANNUALLY TO REFLECT BOUNDARY CHANGES. IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ASSESSOR-MAPPING	AS	MP	090	GEOTHERMAL RECORDS	CHAIN OF OWNERSHIP FOR GEOTHERMAL PROPERTIES. <u>TYPICAL DOCUMENTS INCLUDE:</u> COPIES OF DEEDS, CHANGE SHEETS, MAPS.	OFF		V	A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.

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CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ASSESSOR-MAPPING	AS	MP	110	STATE BOARD OF EQUALIZATION MAPS	BASE MAPS SUPPLIED BY THE STATE BOARD OF EQUALIZATION AND MODIFIED BY THE ASSESSOR'S OFFICE. <u>TYPICAL DOCUMENTS INCLUDE:</u> RAILROAD, PUBLIC UTILITY, AND TELEPHONE MAPS.	OFF		V	A	PERMANENT	MAPS ARE MODIFIED TO REFLECT BOUNDARY CHANGES AS THEY OCCUR. IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ASSESSOR-MAPPING	AS	MP	130	TAX RATE AREA CHANGES	RECORDS NEEDED TO DOCUMENT CHANGES TO TAX RATE AREAS (TRA) DUE TO LAFCO ANNEXATIONS/UPDATES OR OTHER BOUNDARY CHANGES. <u>TYPICAL DOCUMENTS INCLUDE:</u> ST. BOARD OF EQUALIZATION TRA CHANGE NOTICE, ASSESSOR TRA TRANSMITTAL SHEET, ROLL CORRECTIONS, MAPS, CORRECTIONS.	OFF		V	A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ASSESSOR-MAPPING	AS	MP	140	VACATED ROADS	RECORDS OF ROADS THAT HAVE BEEN VACATED BY THE COUNTY OR CITIES OR THAT HAVE HAD THEIR STREET NAMES CHANGED. <u>TYPICAL DOCUMENTS INCLUDE:</u> RESOLUTIONS, DEEDS, MAPS.	OFF			A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	ASSESSOR-MAPPING	AS	MP	200	ASSESSOR'S MAPS	RECORDS OF MAPS CREATED BY OR FOR THE ASSESSOR'S DIVISION TO VALUE PROPERTIES AND/OR DOCUMENT PROPERTY BOUNDARY CHANGES SUCH AS: ASSESSOR'S PARCEL MAPS, MAPS FROM OUTSIDE ENTITIES LIKE CITIES AND THE BOARD OF EQUALIZATION, VACATED ROADS. <u>TYPICAL DOCUMENTS INCLUDE:</u> HISTORICAL MAPS, BASE MAPS, MODIFICATIONS, RESOLUTIONS, ETC.	OFF		V	A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	COUNTY CLERK	CL	CU	012	APPOINTMENTS	RECORDS OF DEPUTY APPOINTMENTS AND ASSOCIATED POWERS, REVOCATION OF APPOINTMENT BY APPOINTING AUTHORITY. <u>TYPICAL DOCUMENTS INCLUDE:</u> APPOINTMENTS OF DEPUTY MARRIAGE COMMISSIONERS, OATH OF APPOINTMENT, AND OATH OF APPOINTMENT REVOCATION FORMS.	OFF		V	A	PERMANENT	STORED AT OFFSITE VAULT. GOVERNMENT CODE 24102 ALLOWS THE OATH OF APPOINTMENT TO BE DESTROYED 5 YRS AFTER REVOCATION OF APPOINTMENT OF DEPUTY. IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	COUNTY CLERK	CL	CU	032	CONFIDENTIAL MARRIAGE-LICENSES AND CERTIFICATES	ESTABLISHES A RECORD OF CONFIDENTIAL MARRIAGE.	OFF	C	V		PERMANENT	FAMILY CODE 511 REQUIRES PERMANENT RETENTION. ORIGINALS MAY BE DESTROYED AFTER ONE YEAR IF THEY HAVE ALREADY BEEN IMAGED IN A TRUSTED FORMAT PER GOV CODE 26205. RECORDS MUST BE MAINTAINED AT COUNTY LEVEL VS. STATE LEVEL DUE TO CONFIDENTIAL NATURE.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	COUNTY CLERK	CL	CU	050	ENVIRONMENTAL RECORDS	COPIES OF NOTICES OF PROJECTS WITH ENVIRONMENTAL IMPACT IMPLICATIONS HELD FOR INSPECTION AND REVIEW. <u>TYPICAL DOCUMENTS INCLUDE:</u> NOTICE OF DETERMINATION, NOTICE OF EXEMPTION, NEGATIVE DECLARATION.	OFF				1Y	CALIFORNIA CODE OF REGULATIONS TITLE 14, DIV 1, SUB DIV 3, CH 4, ARTICLE 1 753.5(f) REQUIRES DOCUMENTS TO BE KEPT BY THE COUNTY CLERK FOR A PERIOD OF 12 MONTHS FOR PUBLIC REVIEW.

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CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	COUNTY CLERK	CL	CU	062	FICTITIOUS BUSINESS NAME STATEMENTS	RECORDS OF FICTITIOUS BUSINESS NAME STATEMENTS OF FOR PROFIT BUSINESSES. <u>TYPICAL DOCUMENTS INCLUDE:</u> STATEMENTS, PROOF OF PUBLICATION ON CREATION AND DISSOLUTION, WITHDRAWAL FROM PARTNERSHIP, ABANDONMENT.	OFF		V	A	EXP+ 4Y	BPC 17927 PERMITS DESTRUCTION 4Y AFTER EXPIRATION AND BPC 17925 PERMITS REMOVAL FROM INDEX AT EXP. + 4Y. BPC 17920 STATES EXP. IS 5Y FROM DATE OF FILING WITH COUNTY CLERK. IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	COUNTY CLERK	CL	CU	141	NOTARY OATHS	RECORDS OF NOTARY PUBLIC OATHS TAKEN, COMMISSION NUMBER, AND DATE OF COMMISSION.	OFF		V		EXP + 1Y	GOVERNMENT CODE 8213 PERMITS RECORDS TO BE DESTROYED 1 YEAR AFTER EXPIRATION OF TERM OF COMMISSION FOR WHICH OATH WAS TAKEN.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	COUNTY CLERK	CL	CU	150	NOTARY PUBLIC JOURNALS	NOTARY PUBLIC JOURNALS RECEIVED FROM SONOMA COUNTY NOTARIES WHO ARE NO LONGER COMMISSIONED. RECORDS MUST BE DELIVERED TO THE COUNTY CLERK WITHIN 30 DAYS. <u>TYPICAL DOCUMENTS INCLUDE:</u> BOUND JOURNALS.	OFF		V		CAL + 10Y	GOVERNMENT CODE 8209 PERMITS DESTRUCTION OF RECORDS 10 YEARS AFTER DEPOSIT WITH THE COUNTY CLERK AND UPON COURT ORDER.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	COUNTY CLERK	CL	CU	160	OATHS OF PUBLIC OFFICIALS	RECORDS REQUIRED BY LAW FOR ELECTED AND APPOINTED OFFICIALS, INCLUDING SIGNED OATH OF OFFICE.	OFF			A	PERMANENT	GOVERNMENT CODE 1363 REQUIRES THAT THE OATH OF ALL OFFICERS ELECTED OR APPOINTED FOR ANY COUNTY OFFICE SHALL BE FILED IN THE OFFICE OF THE COUNTY CLERK. IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	COUNTY CLERK	CL	CU	182	POWER OF ATTORNEY & REVOCATION BY SURETY	RECORDS SURETY COMPANY EMPLOYEE POWERS. <u>TYPICAL DOCUMENTS INCLUDE:</u> POWER OF ATTORNEY AND REVOCATION OF POWER OF ATTORNEY BY SURETY COMPANY.	OFF		V		PERMANENT	
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	COUNTY CLERK	CL	CU	240	PUBLIC OFFICIAL BONDS	RECORDS REQUIRED BY LAW FOR ELECTED OFFICIALS, INCLUDING ORIGINAL BOND FOR SUPERINTENDENT OF SCHOOLS.	OFF				EXP + 1Y	GOVERNMENT CODE 1460.1 ALLOWS DESTRUCTION 1 YEAR AFTER EXPIRATION OF TERM AS THESE ARE DUPLICATE COPIES OF THE OFFICIAL BOND REQUIRED TO BE MAINTAINED AT THE COUNTY CLERK'S OFFICE.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	COUNTY CLERK	CL	CU	272	REGISTRY OF PUBLIC AGENCIES	RECORDS OF PUBLIC AGENCY'S NAME, MAILING ADDRESS, AND EACH MEMBER OF THE GOVERNING BODY. <u>TYPICAL DOCUMENTS INCLUDE:</u> STATEMENT OF FACTS, ROSTER OF PUBLIC OFFICIALS, AND INDEX.	OFF		V	A	PERMANENT	GOVERNMENT CODE 53051 REQUIRES FILING. IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	COUNTY CLERK	CL	CU	310	REGISTRATIONS	RECORDS OF REGISTRATION OF PROCESS SERVERS, PROFESSIONAL PHOTOCOPIERS, LEGAL DOCUMENT ASSISTANT, AND UNLAWFUL DETAINER ASSISTANTS.	OFF				EXP + 13Y	PER BPC 22351, 22452, AND 6403, ORIGINAL APPLICATIONS FOR REGISTRATION MUST BE MAINTAINED FOR THREE YEARS AFTER EXPIRATION AND CAN BE DESTROYED IF THEY ARE MAINTAINED IN A TRUSTED SYSTEM. IMAGED COPIES MUST BE RETAINED 10 YEARS.

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CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	COUNTY CLERK	CL	CU	400	HISTORICAL CLERK MICROFILM	VARIOUS RECORDS THAT WILL NO LONGER BE MICROFILMED. HELD BECAUSE THEY WERE PREVIOUSLY FILMED WITH PERMANENT RECORDS AND CANNOT BE SEPARATED.				A	PERMANENT	INCLUDES HISTORICAL DEPARTMENT OF INSURANCE, ENVIRONMENTAL RECORDS, HUMANE OFFICER OATHS, INSURANCE COMPANY FINANCIAL STATEMENTS, LOYALTY OATHS, OATHS OF PUBLIC OFFICIALS AND PUBLIC BONDS, PROOF OF PUBLICATION ON DISSOLUTION OF PARTNERSHIP. IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	RECORDER- ADMINISTRATION	RE	AD	060	LIENS - PRELIMINARY NOTIFICATION	WRITTEN NOTICE FROM A CLAIMANT THAT IS GIVEN PRIOR TO THE RECORDING OF A MECHANICS LIEN. <u>TYPICAL DOCUMENTS INCLUDE:</u> PRELIMINARY LIEN NOTICE AND INDEX. ALSO KNOWN AS 20 DAY NOTICE.	OFF				2Y	CIVIL CODE 8214(d) PERMITS DESTRUCTION OF RECORDS 2 YEARS AFTER THE FILING DATE.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	RECORDER-MAPS	RE	MP	014	BLOCK BOOKS/ BREADBOARD MAPS	TOWNSHIP AND RANGE MAPS SHOWING OWNERSHIP AND TRACING TITLE CLAIMS (1890-1900). TYPICAL RECORDS INCLUDE: BLOCK BOOKS, BLOCK BOOK MAPS, AND BREADBOARD MAPS.	OFF		V	A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	RECORDER-MAPS	RE	MP	020	HISTORICAL MAPS	NON-CURRENT MAPS OF HISTORICAL INTEREST (1848-1960). <u>TYPICAL DOCUMENTS INCLUDE:</u> WALL MAPS, ATLASES, BOOK "A" OF MAPS (BOUND VOLUME), ORIGINAL SURVEYOR'S MAPS, UNRECORDED MAPS, AND INDEX.	OFF		V	A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	RECORDER-MAPS	RE	MP	040	OFFICIAL MAPS	MAPS WHICH SHOW SUBDIVISIONS OR BOUNDARIES IN SONOMA COUNTY (1854- CURRENT). <u>TYPICAL DOCUMENTS INCLUDE:</u> INDEX INCLUDING HIGHWAY INDEX, RECORD OF SURVEY ANNEXATIONS, ASSESSMENTS, HIGHWAY, AGRICULTURAL, PARCEL AND SUBDIVISION TRACT, AND CEMETERY MAPS. SHOWS BOUNDARIES, OWNERS, EASEMENTS AND DIVISIONS.	OFF		V	A	PERMANENT	GOVERNMENT CODE 66466 REQUIRES THE RECORDER TO KEEP AS PUBLIC RECORDS MAPS ACCEPTED FOR FILING. IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	RECORDER- HISTORICAL	RE	HS	010	HISTORICAL RECORDER RECORDS	HISTORICAL FILED AND COURT RECORDS HELD BY THE RECORDER RELATED TO PROCESSES THAT ARE NO LONGER PERFORMED BY THE RECORDER'S OFFICE/CRA DEPARTMENT. <u>TYPICAL RECORDS INCLUDE:</u> POSESSION CLAIMS, REGISTER OF BRANDS, STATEMENTS OF BANKING ASSETS AND CAPITAL, SWAMP AND OVERFLOW LANDS, ETC.	OFF		V	A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	RECORDER- OFFICIAL RECORDS	RE	OR	700	OFFICIAL PUBLIC RECORDS	ALL OFFICIAL DOCUMENTS RECORDED BY THE COUNTY RECORDERS OFFICE. <u>TYPICAL DOCUMENTS INCLUDE:</u> LAND RECORDS AND MONEY JUDGEMENTS.	OFF		V	A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.

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DEPARTMENT	DIVISION	ITEM #			TITLE	DESCRIPTION	REC TYPE	CONF	VITAL	ARCH	RETENTION	REMARKS
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	RECORDER- OFFICIAL RECORDS	RE	OR	090	BUILDING CONTRACTS AND SPECIFICATIONS	COPIES OF BUILDING CONTRACTS (1981- CURRENT). <u>TYPICAL DOCUMENTS INCLUDE:</u> BLUEPRINTS, SPECIFICATIONS AND AGREEMENTS.	OFF				NOTE	GOVERNMENT CODE 27205 PERMITS RECORDS TO BE CLAIMED BY THE PERSON WHO FILED THEM AFTER 2 YEARS. THE RECORDER MAY DESTROY UNCLAIMED RECORDS AFTER 5 YEARS.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	RECORDER- OFFICIAL RECORDS	RE	OR	130	DEAD LETTER FILE	ORIGINAL DOCUMENTS RETURNED BY POST OFFICE AS UNDELIVERABLE.	OFF				CAL + 2Y	GOVERNMENT CODE 26205.6(b) PERMITS DESTRUCTION OF UNDELIVERABLE AND UNCALLED FOR ORIGINAL DOCUMENTS AFTER 2 YEARS IF DOCUMENTS HAVE BEEN IMAGED.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	RECORDER- OFFICIAL RECORDS	RE	OR	200	FEE BOOKS	LISTS ALL RECORDED DOCUMENTS WITH FEES (1902-1975), INCLUDING DATES, DOCUMENT NUMBERS, FEES PAID, NAMES OF PARTIES, AND THE DATE THE ORIGINAL DOCUMENT WAS RETURNED.	OFF		V	A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	RECORDER- OFFICIAL RECORDS	RE	OR	220	FILED NOT RECORDED- ORIGINAL DOCUMENTS	DOCUMENTS THAT HAVE NO DESTRUCTION PROVISIONS OR WERE NOT DESTROYED AT THE PROPER TIME (1852-1968). <u>TYPICAL DOCUMENTS INCLUDE:</u> REDEMPTION CERTIFICATES, SCHOOL DISTRICT BOUNDARIES, BUILDING CONTRACTS, PROPOSED CITY CHARTERS, INDEX, ETC.	OFF			A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	RECORDER- OFFICIAL RECORDS	RE	OR	331	LICENSED SURVEYORS	REGISTER OF CIVIL ENGINEERS AND SURVEYORS (1919-1933) INCLUDING INDEX, NAMES, DATE ISSUED, TOWN, AND LICENSE NUMBER.	OFF		V	A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	RECORDER- OFFICIAL RECORDS	RE	OR	490	REGISTER OF CERTIFICATES OF TITLE - TORRENS	RECORDS SHOW LAND OWNERSHIP BY USE OF THE TORREN SYSTEM FOR RECORDING LAND TITLE (1919-1955). <u>TYPICAL DOCUMENTS INCLUDE:</u> INDEXES, RECEIPTS FOR CERTIFICATES ISSUED, POWERS AND RESOLUTIONS, INFORMATION REGARDING THE OWNER.	OFF		V	A	PERMANENT	ALTHOUGH THESE LOOSE PAPERS HAVE ALREADY BEEN MICROFILMED, THEY WILL BE KEPT BECAUSE THE MICROFILM IS DIFFICULT TO READ. IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	RECORDER- VITAL STATISTICS	RE	VS	110	VITAL RECORDS	RECORDS OF BIRTHS, DEATHS, AND MARRIAGES IN SONOMA COUNTY.	OFF		V	A	PERMANENT	ORIGINAL RECORDS KEPT BY CALIFORNIA DEPARTMENT OF HEALTH SERVICES, OFFICE OF VITAL STATISTICS.
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	ADMIN/ ACCOUNTING	CC	AC	010	ELECTION BILLINGS STATE	STATE REIMBURSEMENTS FOR THE COST OF ABSENTEE BALLOTS AND POSTAGE. <u>TYPICAL DOCUMENTS INCLUDE:</u> BILLINGS, COST REPORTS, DATA REPORTS, SUMMARY SCHEDULES.	OFF		V		PERMANENT	
CLERK- RECORDER- ASSESSOR- REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	010	BALLOTS - UNUSED	UNUSED BALLOTS FOR ALL ELECTIONS.	OFF				AE + 6MO	DESTROY RECORDS 6 MONTHS AFTER THE ELECTION IN ACCORDANCE WITH ELECTIONS CODE 14404 AND 17302(b)(9).

RETENTION SCHEDULE FOR THE COUNTY OF SONOMA CLERK - RECORDER - ASSESSOR - REGISTRAR OF VOTERS												
DEPARTMENT	DIVISION	ITEM #			TITLE	DESCRIPTION	REC TYPE	CONF	VITAL	ARCH	RETENTION	REMARKS
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	020	ELECTION MATERIALS	ACTUAL VOTING MATERIALS FOR ELECTIONS THAT DO NOT INCLUDE FEDERAL OFFICES. <u>TYPICAL DOCUMENTS INCLUDE:</u> TEST, SPOILED, USED, & ABSENTEE BALLOTS (APPLICATIONS, UNDELIVERABLE, UNUSABLE, SIGNATURE ENVELOPES), TALLY SHEETS, COPY OF INDEX, POLLING PLACE PROBLEMS AND SUGGESTIONS, PROOF OF PUBLICATION, PROVISIONAL BALLOTS & ENVELOPES, CHALLENGE & ASSIST. VOTERS LIST.	OFF		V		ADOPT + 6MO	DESTROY 6 MONTHS AFTER THE ADOPTION OF THE OFFICIAL CANVASS OF THE ELECTION IN ACCORDANCE WITH ELECTIONS CODE 17302(b), 17304(b), 17306(b), AND 17505(b). RECORDS WITH VOTER SIGNATURES REQUIRE CONFIDENTIAL HANDLING/ DESTRUCTION.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	030	ELECTION MATERIALS - FEDERAL	ACTUAL VOTING MATERIALS FOR ELECTIONS THAT INCLUDE FEDERAL OFFICES. <u>TYPICAL DOCUMENTS INCLUDE:</u> TEST, SPOILED, USED, & ABSENTEE BALLOTS, (APPLICATIONS, UNDELIVERABLE, UNUSABLE, SIGNATURE ENVELOPES), TALLY SHEETS, COPY OF INDEX, POLLING PLACE PROBLEMS AND SUGGESTIONS, PROVISIONAL BALLOTS AND ENVELOPES, CHALLENGE & ASSIST. VOTERS LIST INCLUDING NEW REGISTRANTS WHO REGISTERED 7-14 DAYS PRIOR TO ELECTION.	OFF		V		ADOPT + 22MO	DESTROY 22 MONTHS AFTER THE ADOPTION OF THE OFFICIAL CANVASS OF THE ELECTION IN ACCORDANCE WITH ELECTION CODE 17301(b), 17303(b), 17305(b), AND 17504(b). RECORDS WITH VOTER SIGNATURES REQUIRE CONFIDENTIAL HANDLING/ DESTRUCTION.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	040	CAMPAIGN STATEMENTS & REPORTS - 5 YEARS	STATEMENTS OF UNSUCCESSFUL NON- INCUMBENT CANDIDATES FOR COUNTY SUPERVISOR AND THEIR CONTROLLED OR PRIMARILY FORMED COMMITTEES, AND OFFICIAL COUNTY COPIES OF STATEMENTS WHERE THE ORIGINAL IS REQUIRED TO BE FILED ELSEWHERE. <u>TYPICAL DOCUMENTS INCLUDE:</u> OFFICIAL CAMPAIGN STATEMENTS AND REPORTS.	OFF				5Y	DESTROY RECORDS 5 YEARS AFTER THE DATE OF FILING, GOVERNMENT CODE 81009(b). COPIES OF STATEMENTS FILED ELSEWHERE ARE HELD 5Y FOR BUSINESS PURPOSES.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	050	CAMPAIGN STATEMENTS & REPORTS - 7 YEARS	STATEMENTS OF ALL OTHER CANDIDATES NOT INCLUDED ELSEWHERE. <u>TYPICAL DOCUMENTS INCLUDE:</u> OFFICIAL CAMPAIGN STATEMENTS AND REPORTS FOR FIRE DISTRICTS, SCHOOL DISTRICTS, ETC.	OFF				7Y	DESTROY RECORDS AFTER 7 YEARS AFTER THE DATE OF FILING, GOVERNMENT CODE 81009(c).
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	100	ELECTION BACKUPS	BALLOT TABULATION AND ELECTION RESULT BACKUPS.	OFF	C	V		24MO	KEEP 24 MONTHS FOR OPERATIONAL PURPOSES. EC 15209 REQUIRES ELECTION RESULTS BE KEPT FOR 6 MONTHS AFTER ADOPT. OF OFF. CANVASS OF ELECTION FOR LOCAL ELECT. & 22 MONTHS AFTER ADOPTION OF OFFICIAL CANVASS OF ELECTION FOR FEDERAL OFFICES.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	140	COMPUTER VOTE COUNT PROGRAMS STATE	COPIES OF COMPUTER VOTE COUNT PROGRAM FOR STATEWIDE OR STATE SPECIAL ELECTIONS.	OFF				NOTE	A COPY IS SENT TO THE SECRETARY OF STATE PRIOR TO THE ELECTION. IT IS RETURNED AFTER SIX MONTHS AND KEPT BY THE COUNTY REGISTRAR OF VOTERS FOR AN ADDITIONAL 16 MONTHS, WHEN IT IS DESTROYED IN ACCORDANCE WITH ELECTIONS CODE 15001(c)(1).
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	150	CORRESPONDENCE - ELECTIONS	ELECTION RELATED CORRESPONDENCE WITH MEMBERS OF THE PUBLIC, CITIES, AND JURISDICTIONS. <u>TYPICAL DOCUMENTS INCLUDE:</u> INCOMING CORRESPONDENCE AND RESPONSES.	OFF				OBSOLETE	

RETENTION SCHEDULE FOR THE COUNTY OF SONOMA CLERK - RECORDER - ASSESSOR - REGISTRAR OF VOTERS												
DEPARTMENT	DIVISION	ITEM #			TITLE	DESCRIPTION	REC TYPE	CONF	VITAL	ARCH	RETENTION	REMARKS
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	185	HISTORICAL ELECTION MATERIAL	RECORDS DOCUMENTING ELECTIONS IN SONOMA COUNTY. TYPICAL DOCUMENTS INCLUDE: STATEMENT OF REGISTRATION & VOTE, VOTER INFORMATION GUIDE, PERMANENT CAMPAIGN STATEMENT.	OFF			A	PERMANENT	DEPARTMENT CURRENTLY MAINTAINS PHYSICAL RECORDS INCLUDING: SCRAPBOOKS 1970S, GREAT REGISTER 1900-1976, VOTER INDEX COMPUTER PRINTOUTS 1977-1982, AND VOTER INDEX 1983-1998. IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	190	INITIATIVE, REFERENDUM, AND RECALL PETITIONS	DOCUMENTS THAT ALLOW VOTERS TO DIRECTLY INTRODUCE OR ENACT LEGISLATION, OR TO RECALL ELECTED OFFICIALS. TYPICAL DOCUMENTS INCLUDE: PETITIONS, LOGS, AND SCHEDULES.	OFF	C	V		AE + 8MO	DESTROY 8 MONTHS AFTER THE ADOPTION OF THE OFFICIAL CANVASS OF THE ELECTION OR, IF PETITION FAILS TO QUALIFY, 8 MONTHS AFTER THE ELECTION OFFICIAL'S FINAL EXAM IN ACCORDANCE WITH ELECTIONS CODE 17200(a) AND 17400(a).
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	200	MAPS - BACKUP	BACKUP MATERIAL FOR PRECINCT AND DISTRICT MAPS. TYPICAL DOCUMENTS INCLUDE: RESOLUTIONS, REFERENCE MAPS, LAFCO PACKETS.	OFF				10Y	
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	210	MAPS - DISTRICT	MAPS OF DISTRICT BOUNDARIES.	OFF				SUP/OBS	DESTROY RECORDS WHEN SUPERSEDED OR OBSOLETE. SIMILAR MAPS ARE KEPT BY THE ASSESSOR (TAX RATE AREA CHANGES, ASMP-130).
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	220	MAPS - PRECINCT	MAPS OF PRECINCT BOUNDARIES AND CONSOLIDATIONS.	OFF			A	NOTE	RETAIN UNTIL AFTER COMPLETION OF NEXT REAPPORTIONMENT CYCLE (EC 21000) OR 2 YRS AFTER CLOSE OF CALENDAR YEAR (EC 12260(c)(1)&(2) WHICHEVER COMES LATER. IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	230	NOMINATION PAPERS	PAPERS FILED TO FORMALLY NOMINATE A CANDIDATE FOR OFFICE. TYPICAL DOCUMENTS INCLUDE: DECLARATION OF INTENTION AND CANDIDACY, APPOINTMENT OF CIRCULATORS, NOMINATION PETITION, STATEMENT OF ECONOMIC INTERESTS, ETC.	OFF				AE + 4Y	EVENT= END OF TERM. ELECTIONS CODE 17100(a) PERMITS DESTRUCTION OF RECORDS 4 YEARS AFTER THE END OF THE TERM OF OFFICE FOR WHICH THEY ARE FILED.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	240	OATHS OF OFFICE	OATHS OF OFFICE FOR COMMITTEES, COMMISSIONS, AND PARTY CENTRAL COMMITTEE MEMBERS. TYPICAL DOCUMENTS INCLUDE: OATHS WITH SIGNATURES AND SEALS, CERTIFICATES OF ELECTION.	OFF			A	EXP + 5Y	RETAIN 5 YEARS AFTER EXPIRATION OF TERM OF OFFICE. SEE ALSO OATHS OF PUBLIC OFFICIALS AND BONDS (CLCU-160) IN THE COUNTY CLERK CURRENT RECORDS SCHEDULE. IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO THE COUNTY ARCHIVES FOR PERMANENT RETENTION.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	250	PETITIONS IN LIEU	SIGNED PETITIONS SUBMITTED BY CANDIDATES IN LIEU OF A FILING FEE. TYPICAL DOCUMENTS INCLUDE: SIGNED PETITIONS AND LOGS.	OFF		V		AC + 4Y	DESTROY RECORDS 4 YEARS AFTER COMPLETION OF THE TERM OF OFFICE IN ACCORDANCE WITH ELECTIONS CODE 17100(a).

RETENTION SCHEDULE FOR THE COUNTY OF SONOMA CLERK - RECORDER - ASSESSOR - REGISTRAR OF VOTERS												
DEPARTMENT	DIVISION	ITEM #			TITLE	DESCRIPTION	REC TYPE	CONF	VITAL	ARCH	RETENTION	REMARKS
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	260	POLLING PLACES	INFORMATION ON POLLING PLACES. <u>TYPICAL DOCUMENTS INCLUDE</u> : PERMITS, WORKSHEETS.	OFF				OBSOLETE	
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	270	POLLING PLACES - ADA ACCESS	INDIVIDUAL FORMS FOR EACH PRECINCT DETAILING ACCOMMODATIONS FOR ADA ACCESS.	OFF				SUP/OBS	DELETE RECORDS WHEN SUPERSEDED OR OBSOLETE.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	290	ROSTER/INDEX	VOTER ROSTER/INDEX FOR EACH ELECTION. <u>TYPICAL DOCUMENTS INCLUDE</u> : SIGNATURES OF PRECINCT WORKERS, VOTER SIGNATURE AND ADDRESS, RECORDS OF USED, SPOILED, PROVISIONAL, ABSENTEE, AND FAIL SAFE BALLOTS, ALPHA INDEX, CHALLENGE LIST, ETC.	OFF		V		ADOPT + 5Y	DESTROY RECORDS 5 YEARS AFTER THE ADOPTION OF THE OFFICIAL CANVASS OF THE ELECTION IN ACCORDANCE WITH ELECTION CODE 17300(a). VOTER SIGNATURES REQUIRE CONFIDENTIAL DESTRUCTION.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	300	STATEMENT OF DISTRIBUTION	STATEMENTS WHICH RECORD DISTRIBUTION OF BLANK VOTER REGISTRATION CARDS TO LOCAL ORGANIZATIONS. STATEMENT CONTAINS AFFIDAVIT NUMBER, DISTRIBUTION INFORMATION AND SERIAL NUMBERS OF VOTER REGISTRATION CARDS.	OFF				5Y	
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	310	VOTER REGISTRATION - AFFIDAVITS OF REGISTRATION	VOTER REGISTRATION FORMS WITH APPLICANT'S SIGNATURE VERIFYING THAT THE INFORMATION IS CORRECT.	OFF	C			AC + 5Y	DESTROY RECORDS 5 YEARS AFTER THE AFFIDAVIT IS CANCELLED IN ACCORDANCE WITH ELECTIONS CODE 17000(a)(b).
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	320	VOTER REGISTRATION - AFFIDAVITS OF REGISTRATION - REJECTED	VOTER REGISTRATION FORMS THAT HAVE BEEN REJECTED.	OFF				5Y	
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	330	VOTER REGISTRATION - INFORMATION REQUESTS	APPLICATIONS FROM THIRD PARTIES FOR INFORMATION CONTAINED ON VOTER REGISTRATION AFFIDAVITS.	OFF				5Y	ELECTIONS CODE 2188(f) REQUIRES RECORDS BE KEPT FOR 5 YEARS.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	340	VOTER REGISTRATION - MAINTENANCE	RECORDS NECESSARY TO MAINTAIN CORRECT VOTER REGISTRATION RECORDS. <u>TYPICAL DOCUMENTS INCLUDE</u> : CERTIFICATES OF INCOMPETENCE, DECEASED VOTER LIST, DMV ADDRESS CHANGES, POST OFFICE NOTIFICATION OF CHANGE OF ADDRESS, AND NATIONAL CHANGE OF ADDRESS, RETURNED POST CARDS, ETC.	OFF	C			ADOPT + 22MO	DESTROY RECORDS 22 MONTHS AFTER THE ADOPTION OF THE OFFICIAL CANVASS OF THE ELECTION IN ACCORDANCE WITH 42 USC 1974.
CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS	REGISTRAR OF VOTERS	CC	RV	360	VOTER REGISTRATION - PERMANENT ABSENTEE	COMPLETED REQUESTS FROM VOTERS TO RECEIVE ABSENTEE BALLOTS PERMANENTLY.	OFF	C	V		SUP/OBS	DESTROY RECORDS WHEN SUPERSEDED OR OBSOLETE.