

COUNTY OF AMADOR - RECORDS MANAGEMENT
RECORDS RETENTION SCHEDULE (RM3)

Agency/Department	County Counsel	Schedule Number (1)	03	Date	01/11/2010
Division		Page	1 of 3	Pages	
Address	810 Court Street Jackson, CA 95642	Records Management Approval Number (2)	1300-2010-03 BOS Approved: 02.09.10		

ITEM NUMBER (3)	TITLE AND DESCRIPTION OF RECORDS (RECORD SERIES) (4)	M e d i a (5)	V i t a l (6)	A r c h i v e (7)	RETENTION			REMARKS (11)
					OFFICE (8)	RC (9)	TOTAL (10)	
	Note: Destruction of duplicate copies is authorized pursuant to Government Code Section 26201.							CARRS = Countywide Administrative Records Retention Schedule
	Pursuant to Government Code Section 26202, some records more than two years old may be destroyed.							CCP - Code of Civil Procedure
	Retention periods shall be extended when necessary to comply with audits, civil and criminal action, and any other matter requiring the continued retention of the records.							CFY = Current Fiscal Year
	County Archives shall provide access to archived County records in accordance with applicable Federal and State statutes and regulations and County ordinances and policies.							CY = Current Year
	County records, both originals and copies, are COUNTY PROPERTY and are required to be kept in the appropriate offices and files. They may not be removed therefrom except for inter-office work or otherwise as necessary in the ordinary course of conducting County business. Employees may not take County records home or to some location other than their offices except as required in the ordinary course of conducting County business.							GC = Government Code
	Based on current recycling policies, records not deemed confidential by the Agency possessing the records will be recycled unless otherwise noted.							PC = Penal Code
	This retention schedule supersedes all previously approved retention schedules.							W&I = Welfare and Institutions Code
	All County departments/divisions shall comply with the current Countywide Administrative Records Retention Schedule (CARRS) as well as their department/division specific retention schedule. In the case of a conflict, the longer retention shall be adhered to.							

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					OFFICE (8)	RC (9)	TOTAL (10)	
01	CLAIMS AGAINST THE COUNTY (CLOSED)***** May include: Claims, correspondence, reports, board minutes	P	X		2 years following closure	2 years	Closure + 4 years	Claim must be filed within 2 years; complaints against peace officers within 5 years; statute of limitations for contracts is 4 years; wrongful death for construction is completion +5 years; CCP § 337 et seq.; GC §945.4, 25105.5; PC § 832.5 Confidential records. Destroy by shredding.
02	CLAIM REGISTER AND SUMMARY***** Documents relative to liability claims.	P			2 years	8 years	10 years	Reference: GC 26202. Department preference. Confidential records. Destroy by shredding.
03	COUNTY ACCIDENTS (NO CLAIM FILED)***** May include: investigations, reports, photographs, correspondence	A			2 years	2 years	4 years	Reference: GC 26202. Department preference. May contain investigation files. Destroy by shredding.
04	DEPARTMENT/SUBJECT FILES***** May include: correspondence, memoranda, research (cases, statutes)	P			3 years	3 years	6 years	Reference: GC 26202. Department preference. Confidential records. Destroy by shredding.
05	LITIGATION (CLOSED)***** May include: All cases (except personnel & juvenile), investigation, correspondence, internal paperwork (notes, drafts), court documents, research (cases, statutes)	P	X		3 years following closure	5 years	8 years following closure	Reference: GC 26202. Department preference. Confidential records. Destroy by shredding.

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06	LITIGATION (ONGOING)***** May include: investigation, correspondence, internal paperwork (notes, drafts), court documents, research (cases, statutes)	P	X		See Remarks (11)	See Remarks (11)	See Remarks (11)	Due to space constraints, records may be forwarded to the Records Center as needed. Upon settlement, records shall be reclassified as Item Number (3) 05-LITIGATION (CLOSED)
07	PERSONNEL CASES (CLOSED)***** May include: investigation, correspondence, internal paperwork (notes, drafts), court documents, research (cases, statutes)	P			1 year following closure or when employee leaves county service, whichever is later	9 years	10 yrs following closure or when employee leaves County service, whichever is later	Reference: GC 26202. Department preference. Confidential records. Destroy by shredding.
08	JUVENILE/DEPENDENCY***** May include: investigation, correspondence, internal paperwork (notes, drafts), court orders and other court documents, evidence, reports	P	M		1 year following closure	27 years	28 years following closure	Reference: W&I 826(a). Department preference. Confidential records. Destroy by shredding.
09	CONSERVATOR***** May include: court orders and other court documents, reports	P			1 year from date of closure/discharge	5 years	6 years following closure/discharge	Reference: GC 26202. Department preference. Confidential records. Destroy by shredding.
10	WATER RIGHTS***** May include: correspondence, memoranda, research (cases, statutes), opinions	P			3 years following last action	Permanent	Permanent	To substantiate future allocations