

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

Department	Land Use Agency	Schedule Number (1)	02	Date	10/16/07
Division	Environmental Health	Page	1	of	5
Address	810 Court Street Jackson, CA 95642	Records Management Approval Number (2)	4030-2007-02 BOS Approved: 10/30/07		

ITEM NUMBER	TITLE AND DESCRIPTION OF RECORDS	Media	Vital	Archive	RETENTION			REMARKS
					OFFICE	RC	TOTAL	
(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	<p>Note:</p> <p>Destruction of duplicate copies is authorized pursuant to Government Code Section 26201.</p> <p>Pursuant to Government Code Section 26202, some records more than two years old may be destroyed.</p> <p>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.</p> <p>County Archives shall provide access to archived County records in accordance with applicable Federal and State statutes and regulations and County ordinances and policies.</p> <p>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.</p> <p>Based on current recycling policies, records not deemed confidential by the Agency possessing the records will be recycled unless otherwise noted.</p>							<p>'APN' = Assessor's Parcel Number</p> <p>'CIA' = Closed Illegal and Abandoned Disposal sites</p> <p>'CCR' = California Code of Regulations</p>

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

Department	Land Use Agency	Schedule Number (1)	02	Date	10/16/07
Division	Environmental Health	Page	2	of	5
Address	810 Court Street Jackson, CA 95642	Records Management Approval Number (2)	4030-2007-02 BOS Approved: 10/30/07		

ITEM NUMBER (3)	TITLE AND DESCRIPTION OF RECORDS (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)	
01	ASSESSOR PARCEL NUMBER (APN) FILES***** May include: well permits, septic permits, any and all paperwork related to sewage and water on that parcel, complaints, correspondence, reference to hazmat, UST sites, land use and land divisions information	P	X		Permanent		Permanent	No authority discovered. Division preference due to documents being vital to history and future of site.
02	BACTERIOLOGICAL SAMPLE RESULTS***** May include: results from Public Water Systems	P	X		3 years	7 years	10 years	No authority discovered. Division preference for reference purposes.
03	BOUNDARY LINE ADJUSTMENTS***** May include: soils data	P				10 years	10 years	Pursuant to Government Code Section 26201, destruction of duplicate copies is authorized. Division preference for reference purposes.
04	BUSINESS PLANS***** May include: current plan and preceding plan	P	X		Active	Permanent	Permanent	No authority discovered. Division preference for reference purposes.

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

Department	Land Use Agency	Schedule Number (1)	02	Date	10/16/07
Division	Environmental Health	Page	3 of 5	Pages	
Address	810 Court Street Jackson, CA 95642	Records Management Approval Number (2)	4030-2007-02 BOS Approved: 10/30/07		

ITEM NUMBER (3)	TITLE AND DESCRIPTION OF RECORDS (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)	
05	CORRESPONDENCE FILE by employee***** May include: any and all correspondence drafted by an employee during the current calendar year	P			CY + 2 years		CY + 2 years	
07	FOOD FACILITY FILES***** May include: inspection reports, complaints, ownership information, correspondence, permits, plans	P	X		2 years following closure	4 years	6 years following closure	No authority discovered. Division preference for reference purposes. Destroy by shredding due to complainant information.
08	HAZARDOUS MATERIALS FACILITY FILES***** May include: ownership information, inspections reports, permits, complaints, correspondence, site cleanup information	P	X		Active + 1 years	Permanent	Permanent	No authority discovered. Division preference due to documents being vital to history and future of site.
09	PARCEL MAPS***** May include: soils data	P		X	Until APN assigned	10 years	APN assigned + 10 years	No authority discovered. Division preference due to reference purposes. Forward to Archives at end of retention period.
10	PUBLIC WATER SYSTEMS***** May include: operator information, emergency notification, sample site plan, technical report, chemical analysis, inspection reports, and correspondence	P	X		Active + 2 years	Permanent	Permanent	No authority discovered. Division preference due to documents being vital to history and future of site.

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

Department	Land Use Agency	Schedule Number (1)	02	Date	10/16/07
Division	Environmental Health	Page	4 of 5	Pages	
Address	810 Court Street Jackson, CA 95642	Records Management Approval Number (2) 4030-2007-02 BOS Approved: 10/30/07			

ITEM NUMBER (3)	TITLE AND DESCRIPTION OF RECORDS (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)	
11	SOLID WASTE***** May include: Abated/Clean closures, CIA sites, Transfer Stations, Landfills	P	X		Active + 2 years	Permanent	Permanent	No authority discovered. Division preference due to documents being vital to history and future of site.
12	UNDERGROUND STORAGE TANK (UST) FACILITY FILES***** May include: permits, ownership information, inspection reports, equipment specifications, closure information, correspondence, and tank testing results	P	X		Active + 2 years	Permanent	Permanent	Pursuant to CCR, Title 27, Section 15188, copies of inspection reports, enforcement files, and onsite Tiered Permitting notifications shall be retained for at least five (5) years. Records related to hazardous waste enforcement actions shall be retained for at least three (3) years after the enforcement action is resolved. Division preference due to documents being vital to history and future of site.
13	UST/OTHER SITE ASSESSMENTS***** May include: monitoring reports, monitoring well permits, and remediation reports	P	X		Active	Permanent	Permanent	Pursuant to CCR, Title 27, Section 15188, copies of inspection reports, enforcement files, and onsite Tiered Permitting notifications shall be retained for at least five (5) years. Records related to hazardous waste enforcement actions shall be retained for at least three (3) years after the enforcement action is resolved. Division preference due to documents being vital to history and future of site.

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

Department	Land Use Agency	Schedule Number (1)	02	Date	10/16/07
Division	Environmental Health	Page	5 of 5	Pages	
Address	810 Court Street Jackson, CA 95642	Records Management Approval Number (2) 4030-2007-02 BOS Approved: 10/30/07			

ITEM NUMBER (3)	TITLE AND DESCRIPTION OF RECORDS (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)	
14	ORGANIZED CAMPS***** May include: inspection reports, complaints, ownership information, plans	P		X	Active + 5 years		Active + 5 years	No authority discovered. Division preference due to reference purposes. Complaints shall be removed and shred by staff prior to forwarding to Archives at end of retention period.
15	PUBLIC POOLS AND SPAS***** May include: inspection reports, complaints, ownership information, plans	P	X	X	Active + 5 years		Active + 5 years	No authority discovered. Division preference due to reference purposes. Pool plans retained permanently in office. Complaints shall be removed and shred by staff prior to forwarding to Archives at end of retention period.
16	PUMPER TRUCKS***** May include: inspection reports, complaints, ownership information, plans	P			Active + 5 years		Active + 5 years	No authority discovered. Division preference due to reference purposes. Complaints to be destroyed by shredding.
17	SCHOOLS***** May include: inspection reports, complaints, ownership information, plans	P		X	Active + 5 years		Active + 5 years	No authority discovered. Division preference due to reference purposes. Complaints shall be removed and shred by staff prior to forwarding to Archives at end of retention period.
18	TATTOO/PIERCING***** May include: inspection reports, complaints, ownership information, plans	P	X	X	Active + 5 years		Active + 5 years	No authority discovered. Division preference due to reference purposes. Complaints shall be removed and shred by staff prior to forwarding to Archives at end of retention period.

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

INSTRUCTIONS

- 1) **Schedule Number.** Each department should establish its own system of numbering schedules. Enter this number on each page.
- 2) **Records Management Approval Number.** Please leave this space blank. Records Management will assign a number and return a copy of the Records Retention Schedule (RM3) upon approval by the Board of Supervisors.
- 3) **Item Number.** Item numbers must be sequential and begin with number 1 on the first page.
- 4) **Title and Description of Records.** Exact title of the records series must be entered here. DO NOT DELETE records for a discontinued series until all such records have been destroyed or ownership transferred to another department. A description must be included if the title is not sufficiently descriptive to explain the contents to someone unfamiliar with the records. An acronym must be spelled out in full the first time it is identified on the schedule.
- 5) **Media.** Enter the appropriate code for each type of record: P-paper (except computer printout); C-computer printout; M-magnetic or electronic (computer tapes or discs, or word processing discs); D-diazo (working copy) microfilm or microfiche; S-silver (master copy) microfilm or microfiche; F-floppy disk; O-optical disk. A listing for records received in one media and converted to another media, must include a retention period for each media.
- 6) **Vital.** Enter an "X" if this listing is vital (essential) to department operations. An "X" indicates that some special method of protection from loss is required. The special method of protection must be noted under REMARKS.
- 7) **Archives.** Please leave this space blank. The Archivist will mark this space with an "X", if applicable.
- 8) **Office Retention.** Enter the length of time records will be retained in the office. For records such as active tax accounts, enter the word "Active" in column 8. Then enter the length of time (if any) the records will be held in office space when the records are no longer active. Column 11 needs to state the event, which terminates the active life of the records.
- 9) **Records Center Retention.** Enter the length of time records will be retained in the Records Center. Records should be retained in the Records Center when they are not being referenced enough to warrant their storage in the office but must still be retained for a period of time or permanently. Permanent retention must be required by law. If law does not dictate permanent retention, records series shall be re-evaluated every five (5) years.
- 10) **Total Retention.** Enter the total number of years from Columns 8 and 9.
- 11) **Remarks.** Enter any information, which will explain or clarify treatment of the records. Other helpful information includes, but is not limited to:
  - a. Events that trigger purging, updating or transferring records, or that terminates active status.
  - b. Cross references to previous retention schedules.
  - c. Type of destruction required when the records have reached the end of the retention period.
  - d. Authority that exempts disclosure of information to the public.