

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

Department	Probation	Schedule Number (1)	01	Date	05/17/05
Division		Page	1	of	2
Address	675 New York Ranch Road Jackson, CA 95642	Records Management Approval Number (2)	2350-2005-01 BOS Resolution: 05-215		

ITEM NUMBER	TITLE AND DESCRIPTION OF RECORDS	M e d i a	V i t a l	A r c h i v e	RETENTION			REMARKS
					OFFICE	RC	TOTAL	
(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	Note:							
	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.							
	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.							
	Based on current recycling policies, records not deemed confidential by the Agency possessing the records will be recycled unless otherwise noted.							

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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	ADULT CLIENT FILES***** May include: all documents relative to a specific case that pertain to the supervision of the probationer and investigative report to the court.	P			Year case closed + 1 year	6 years	7 years after case closed.	Pursuant to Penal Code §1203.10 - Five (5) years after termination of probation in any case subject to this section, the probation officer may destroy any records and papers in his possession relating to such case. Department preference due to reference purposes. Confidential Records. Destroy by shredding.
02	JUVENILE CLIENT FILES***** May include: all documents relative to a specific case that pertain to the supervision of the minor, including investigative reports to the court, when applicable.	P			18th birth year +1 year	5 years	18th birth year +6 year	Pursuant to Welfare and Institutions Code §826 - After five (5) years from the date on which the jurisdiction of the juvenile court over a minor is terminated, the probation officer may destroy all records and papers in the proceedings concerning the minor. Due to records being filed by date of birth, records are retained until five years following the year juvenile reaches the age of eighteen (18). Confidential Records. Destroy by shredding.