

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

Department Auditor-Controller	Schedule Number (1) 02	Date 2/28/06
Division	Page 1 of 2 Pages	
Address 500 Argonaut Lane Jackson, CA 95642	Records Management Approval Number (2) 1200-2006-02 BOS Resolution: 06-055	

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)	
	Note: Destruction of duplicate copies is authorized pursuant to Government Code Section 26201. Pursuant to Government Code Section 26202, some records more than two years old may be destroyed. 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 Archives shall provide access to archived County records in accordance with applicable federal and State statutes and regulations and County ordinances and policies. Any records depicted in this schedule as confidential and require destruction by shredding are not eligible for review by Archives. 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.							"CY" = Current Year "CFY" = Current Fiscal Year "GC" - Government Code

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ITEM NUMBER (3)	TITLE AND DESCRIPTION OF RECORDS (4)	Media (5)	Volume (6)	Archive (7)	RETENTION			REMARKS (11)
					OFFICE (8)	RC (9)	TOTAL (10)	
01	FUND ACCOUNTING (Paper)***** May include: Canceled/Paid Warrants; Claims; Deposit Permits; Journal Entries; Official Receipts; Vouchers; and backup documents.	p	X	X	CFY + 1 year	8 years	10 years	Pursuant to GC §26907, records may be destroyed 5 years following the date of the document. Department preference due to reference purposes. Due to potential fraud, canceled warrants shall be shred. Forward to Archives at end of retention period, except canceled warrants.
02	FUND ACCOUNTING (Computer printout)***** May include: Balance Sheets; Budget Control Status; Expenditure Transaction Analysis; General Ledger Audit Trail; Revenue Status; Revenue Transaction Analysis; Warrant Registers	C	X	X	CFY + 1 year	18 years	20 years	In accordance with May 2003 California County Accounting Standards and Procedures Committee, record retention recommendation is 15 years. Department preference due to reference purposes. Forward to Archives at end of retention period.
03	PAYROLL RECORDS***** May include: Warrant Registers; Payroll Journals; Organization Charge Summary & Benefit Charge Summary; Employee Time Sheets; Time Sheets; Deduction Register; Employee Leave Balances; Payroll Interface; Quarterly Salary Information; Direct Deposit Payroll; Public Employees Retirement System Report; W-2 forms.	P C	X		CY + 5 year	65 years	CY + 70 years	In accordance with May 2003 California County Accounting Standards and Procedures Committee, record retention recommendation is CY + 70 years. Confidential Records. Destroy by shredding.

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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.