

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

Department	Ag Commissioner & Sealer of Weights & Measures	Schedule Number (1)	04	Date	05/29/09
Division		Page	1 of 6	Pages	
Address	12200 B Airport Road Jackson, CA 95642	Records Management Approval Number (2)	2610-2009-04 BOS Approved: 07/14/09		

ITEM NUMBER	TITLE AND DESCRIPTION OF RECORDS	Media	Vital	Archive	RETENTION			REMARKS
					OFFICE	RC	TOTAL	
(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	Note: Destruction of duplicate copies is authorized pursuant to Government Code Section 26201.							"CCR" = California Code of Regulations
	Pursuant to Government Code Section 26202, some records more than two years old may be destroyed.							"CDFA" = California Department of Food & Agriculture
	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.							"DPR" = Department of Pesticide Regulation
	Based on current recycling policies, records not deemed confidential by the Agency possessing the records will be recycled unless otherwise noted.							"DMS" = Department of Measurement Standards
	This retention schedule supersedes all previously approved retention schedules.							"FAC" = Food and Agricultural 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.							"GSA" = Amador County General Services Administration

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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	CHEMICALS***** May include: pesticide bid sheets, newspaper ad, copies of chemical contractor lists and copies of their bids, list from Agricultural and Standards Inspectors	P			CFY + 3 years		4 years	Pursuant to 3 CCR §6624 pesticide use records must be retained for two years. Department preference.
02	DAILY/MONTHLY REPORTS***** Daily Originals are retained by Department. May include: original reports submitted by Agricultural and Standards Inspectors/Ag Tech and Ag Commissioner. Copies of time tracking State forms (i.e., CDFa, DPR and DMS). Monthly Originals are provided to CDFa/DPR/DMS; copies are retained by Department. May include: original reports submitted by Agricultural and Standards Inspectors/Ag Technician/Ag Commissioner/Administrative Secretary. Copies of time tracking State forms (i.e., CDFa, DPR and DMS).	P			CFY + 2 years	2 years	5 years	No specific retention authority was discovered; thereby, in accordance with GC26202. Department preference.

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(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
03	DEVICE REGISTRATIONS***** May include: registrations for scales, gas pumps, vapor meters, propane trucks, taxi meters, etc. List of companies which utilize such devices.	P			CFY + 2 years	2 years	5 years	No specific retention authority was discovered; thereby, in accordance with GC26202. Department preference.
04	GROWER PERMITS***** May include: originals; restricted materials permit; operator ID, site maps, pesticide use reports, inspection reports.	P M			CFY + 2 years	2 years	5 years	No specific retention authority was discovered; thereby, in accordance with GC26202. Department preference.

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05	LEGAL PROCEEDINGS ***** May include:	P			CFY + 4 years		5 years	Destroy by shredding, due to potential confidential information.
	1) Civil Penalties Originals are provided to violators; copies are retained by Department. May include: inappropriate use State form, copies of letters and attachments to violators, CDFA regulations, Enforcement/Compliance Action Summary and background information.							No specific retention authority was discovered; thereby, in accordance with GC26202. Department preference. Pursuant to 3 CCR §6130, The current alleged violation shall be considered a repeat violation if specific criteria is met.
	2) Notices of Violation May include: copy of violation. Department of Pesticide Regulation Enforcement/Compliance Action of Summary form. Warning letter.							No specific retention authority was discovered; thereby, in accordance with GC26202. Department preference. Original to violator, copy to State.
	3) Warning Letters May include: copy of violation.							No specific retention authority was discovered; thereby, in accordance with GC26202. Department preference. Original to violator, copy to State.
								According to the Manual of Procedural Guidance for Pesticide Enforcement Personnel. Brokers are required to keep records relative to purchases, sales, and distribution of pesticides for four years at the principal place of business. (FAC 12848.9)

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06	NURSERY INSPECTIONS May include: report of nursery inspections; list of county nurseries.	P			CFY + 2 years		3 years	No specific retention authority was discovered; thereby, in accordance with GC26202. Department preference. Reports depict nurseries inspected. Reports used to complete forms required for State contract Also used for CDFA reimbursement.
07	PEST CONTROL REGISTRATIONS***** 1) Pest Control Advisor Two (2) part State form; original to registrant. 2) Pest Control Business Two (2) part State form; original to registrant. May include: copy of business license, equipment list. 3) Pest Control Pilot Two (2) part State form; original to registrant. May include: equipment list. 4) Structural Pest Control Business 5) Farm Labor Contractor May include: County registration form; copy of Farm Labor Contractor License; copy of Farm Labor Contractor Certificate of Registration	P			CFY + 2 years		3 years	No specific retention authority was discovered; thereby, in accordance with GC26202. Department preference.
08	PESTICIDE ILLNESS REPORTS***** May include: pesticide episode transmittal record, antimicrobial exposure episode report, pesticide incident report-California, product label, pesticide episode closing report.	P			CFY + 4 years		5 years	No specific retention authority was discovered; thereby, in accordance with GC26202. Department preference. Destroy by shredding, due to potential confidential information.

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09	PESTICIDE USE REPORTS***** May include: Production Ag Monthly Summary Pesticide Use Reports; Monthly Summary Pesticide Use Reports	P			CFY + 2 years	2 years	5 years	No specific retention authority was discovered; thereby, in accordance with GC26202. Department preference. Original to County; copy to grower/business.
10	CROP AND LIVESTOCK ANNUAL REPORT*****	P		X	2 years		2 years	No specific retention authority was discovered; thereby, in accordance with GC26202. Department preference. Forward to Archives at end of retention period.
11	FINANCIAL REPORTS***** May include: County Annual Report, Annual Financial Statement Reportable Expenditure/Receipt Reports	P		X	2 years		2 years	No specific retention authority was discovered; thereby, pursuant to GC26202. Forward to Archives at end of retention period.