

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

Department	Public Works Agency	Schedule Number (1)	02	Date	06/12/2007	
Division	Public Works/Grading	Page	1	of	4	Pages
Address	810 Court Street Jackson, CA 95642	Records Management Approval Number (2)	3000/2550-2007-02 BOS ID #: 1605			

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. 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.							"CARRS" = Countywide Administrative Records Retention Schedule "CY" = Current Year "GC" - Government Code

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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)	
CW008	CONTRACTS & AGREEMENTS RECORDS***** May include: records documenting purchasing, rental lease, maintenance, service, and construction with vendors. Includes, bids, proposals, change notices, contracts, and other documents. Not including Real Property.	P			CY+3 years after final action or expiration	Until fulfillment of CARRS requirement	As required by CARRS	Incorporated Countywide Administrative Records Retention Schedule (CARRS) item due to records being stored at Records Center. Note REMARKS on CARRS.
01	ACCIDENT REPORTS***** May include: copies of accident reports by law enforcement, reports from departments and agencies documenting specific information relating to traffic collisions on county roads.	P			CY + 1 year	2 years	4 years	Pursuant to Government Code 26202. Confidential records. Destroy by shredding.
02	BRIDGES***** May include: improvement plans, public announcements, correspondence, right of entry forms, utility plans, agreements, project maps, statistics, studies, permits.	P	X		2 years following completion	Permanent	Permanent	No specific authority discovered. Division preference.
03	ENCROACHMENT PERMITS***** May include: residential driveway, commercial driveway, utility, temporary septic, others.	P	X		3 years following final inspection	Permanent	Permanent	No specific authority discovered. Division preference.
04	GRADING PERMITS***** May include: residential, commercial, & septic fill.	P			CY of final inspection	Permanent	Permanent	No specific authority discovered. Division preference.
05	MINUTES***** May include: minutes and information to Public Works Committee, Regional Agency, & Local Task Force meetings.	P		X	CY + 1 year	3 years	CY + 4 years	Pursuant to Government Code 26202. Forward to Archives at end of retention period.

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					OFFICE (8)	RC (9)	TOTAL (10)	
06	PARCEL MAP FILES***** May include: conditions of approval, correspondence, maps	P			5 years following completion	Permanent	Permanent	No specific authority discovered. Division preference.
07	ROAD ACCOUNTING***** May include: time sheets, cost accounting printouts, deposits permits, payroll forms and backup documentation, cost accounting backup documentation, accounts payable	P			CFY + 3 years	8 years	12 years	Pursuant to Federal Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
08	ROAD FILES***** May include: plans, maps, assessments, contracts & agreements, disclosures, resolutions, requests, memorandums, and timber harvest plans, maintained mileage, inventory.	P	X		CY + 5 years	Permanent	Permanent	No specific authority discovered. Division preference.
09	SERVICE REQUESTS***** May include: written requests that specify a need of service on or along County road ways.	P	X		CY + 1 year	5 years	7 years	Pursuant to GC 26202. Division preference.
10	SUBDIVISION FILES (TRANSFERRED PRIOR TO 2006)***** May include: easements, right of way, dedications, conditions of approval, maps, correspondence, and plans of: improvements, grading, profile, drainage, sewer.	P	X		N/A	Permanent	Permanent	No specific authority discovered. Division preference.
11	SUBDIVISION FILES -CORRESPONDENCE & MAPS***** May include: easements, right of way, dedications, Conditions of Approval, maps and other correspondence.	P	X		5 years following completion	5 years	10 years following completion	Pursuant to GC 26202. No specific authority discovered. Division preference.
12	SUBDIVISION FILES - PLANS & AGREEMENTS***** May include: improvement, grading, profile, drainage, sewer and construction and other plans, agreements	P	X		Until completion	Permanent	Permanent	No specific authority discovered. Division preference.

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					OFFICE (8)	RC (9)	TOTAL (10)	
13	TRANSPORTATION PERMITS***** May include: copies of annual and one time permits, certificates of insurance, check and receipt copies.	P			CY + 3 years		4 years	Pursuant to GC 26202. Division preference.
14	USE PERMITS***** May include: permit, correspondence, conditions.	P	X		10 years following expiration	10 years	20 years following expiration	Pursuant to GC 26202 Division preference.
15	ZONE OF BENEFIT (ZOB) & COUNTY SERVICE AREAS (CSA)***** May include: information relating to assessments, requests, resolutions, approvals, property descriptions, notice of hearing, petitions, insurance documents, locations maps, consent agenda's, research guides, site photos.	P	X		CY + 7 years	Permanent	Permanent	No specific authority discovered. Division preference.
16	COMMERCIAL DEVELOPMENTS***** May include: grading, profile, drainage, sewer, plans, maps, assessments, contracts & agreements, disclosures, resolutions, requests memorandums	P	X		Until completion	Permanent	Permanent	No specific authority discovered. Division preference.
17	MAPS, PLANS, BLUEPRINTS***** May include: easements, right of way, dedications	P	X			Permanent	Permanent	No specific authority discovered. Division preference.

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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.