

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

Department	Land Use Agency	Schedule Number (1)	01	Date	05/16/2006
Division	Building	Page	1	of	2
Address	500 Argonaut Lane Jackson, CA 95642	Records Management Approval Number (2)	2620-2006-01 BOS Resolution: 06-135		

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: 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. 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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(3) ITEM NUMBER	(4) TITLE AND DESCRIPTION OF RECORDS	M e d i a (5)	V i t a l (6)	A r c h i v e (7)	RETENTION			(11) REMARKS
					OFFICE (8)	RC (9)	TOTAL (10)	
01	BUILDING PERMIT FILES***** May include: permit card, inspection, record, inspection requests, correction notices, applications, clearances to issue, plot plan, floor plan, general correspondence.	P			2 years following expiration or final	Permanent	Permanent	Pursuant to Uniform Building Code, Section 106.42, one set of approved plans, specifications and computations shall be retained by the building official for a period of not less than 90 days from date of completion. Division preference due to enforcement purposes.
02	COMMERCIAL BUILDING PERMIT PLANS*****	BP			Until finalized	Permanent	Permanent	Pursuant to Health and Safety Code 19850, records are to be retained for the life of the building. Since there is no procedure in place for verifying existence of buildings, records shall be retained permanently.
03	PLUMBING/ELECTRICAL PERMITS*****	P				Permanent	Permanent	Plumbing/Electrical Permits are no longer issued. Pursuant to Uniform Building Code, Section 106.42, one set of approved plans, specifications and computations shall be retained by the building official for a period of not less than 90 days from date of completion. Division preference due to enforcement purposes.

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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); BP-blueprints; 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 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 justified or required by law. If law does not dictate permanent retention, records series shall be re-evaluated at least 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.