

COUNTY ADMINISTRATIVE OFFICE (1050)
RETENTION SCHEDULE

Record Series Code	Record Series Title	Record Series Description	Retention Period			Justification	Division	Disposition
			Office	RRC	Electronic			
8045 ADMINISTRATION (AD)								
004	GRAND JURY REPORTS/RESPONSES	Original document forwarded to the CAO to coordinate responses. Final document presented & filed with the Clerk of the Board.	2Y		2Y	Originals filed with the Civil Grand Jury/Superior Court and copies stored by the Clerk to the Board.	AD BA CEA IGLA	Shred/Delete
006	LAND USE/SUBJECT PROJECT FILES	Projects pertaining to building construction, facility improvements/renovation, relocation of departments/staff, budgets/timelines, roads, bridges, housing, board reports/approvals & authorizations until final project completion. (Working Files)	1Y		1Y	Originals filed with originating department(s), such as Planning & Building Inspection, County Clerk, Health or Auditor's Office.	AD BA IGLA	Shred/Delete
NEW	LAND USE/SUBJECT PROJECT FILES	Projects managed by the County Administrative Office pertaining to building construction facility improvements/renovation, relocation of departments/staff, budgets/timelines, board reports/approvals & authorizations until final project completion.	1Y	P		Historical information	AD BA IGLA	A
036	TRAINING RECORDS	Employee forms, volunteer program training, class training materials, internships, participation in and successful completion of job-related training programs.	S +2Y			29 § CFR 1602.31; 29 CFR § 1602.14; GC § 12946; GC § 26202 pursuant to County of Monterey's Records Management Policy.	AD BA FIN CEA IGLA	Shred/Delete
NEW	EMPLOYEE RECORDS/PERSONNEL FILE (ACTIVE EMPLOYEE)	May include application, appointment letters, college transcripts, exit interviews, new hire paperwork, release authorizations, certifications, reassignments, outside employment, disciplinary actions, demotions, promotions, permanent status letter, terminations, performance evaluations, fingerprint, ID cards. Official record is filed with Human Resources Department.	T + 3Y			29 § CFR 1602.31; 29 CFR § 1627.3; CCR 1174; 29 CFR § 1602.30.32; GC § 12946; 29 CFR § 1607.4; 29 CFR § 516.6; 29 CFR § 801.30; 29 CFR § 1602.14 and pursuant to County of Monterey's Records Management Policy.	AD BA FIN CEA IGLA	C
NEW	EMPLOYEE RECORDS/PERSONNEL FILE (INACTIVE EMPLOYEE)		T + 3Y			GC § 12946; 29 CFR §§1602.30-32, 1607.4, 1627.3, 516.6 and pursuant to County of Monterey's Records Management Policy.	AD BA FIN CEA IGLA	C
NEW	EMPLOYEE RECORDS/PERSONNEL FILE (CONTRACT EMPLOYEE)		T + 3Y			29 CFR § 1627.3; CCR 1174; 29 CFR § 1602.30.32; GC § 12946 and pursuant to County of Monterey's Records Management Policy.	AD BA FIN CEA IGLA	C
NEW	PUBLIC RECORDS ACT REQUESTS		CL+2			GC § 26202	AD BA FIN CEA IGLA	
NEW	BOARD REFERRALS	A list, including forms, response memos, emails, of follow-up items referred out by the Board of Supervisors to departments for analysis and/or response.	CL + 2Y	P	P		AD	A
005	CORRESPONDENCE - CHRONOLOGICAL FILES	Routine correspondence received by or sent by department; may include letters, memos and notes.	CY+2Y			GC § 26202;pursuant to County of Monterey's Records Management Policy	AD BA CEA IGLA	Shred/Delete
G0003	POLICIES/PROCEDURES	Records that document and support the implementation of a particular policy or program.	P		P	GC §26202	AD BA CEA IGLA	A
NEW	ORDINANCES	Administrative and/or Budget-related ordinances.	P		P		AD BA CEA IGLA	A

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8045 FINANCE (FIN)								
019	PAYABLES/CLAIMS FOR PAYMENT	Claims and invoices for materials and services. Includes: transfers, other billings, purchase orders, vendor lists, forms and purges,	CY+1Y	3Y	5Y	Originals filed with the County Auditor's Office for payables filed before 2009. Per GC 26907.	AD BA FIN CEA IGLA	Destroy
NEW	BILLING RECORDS	Customer name, services address, meter reading, usage, payments, applications/cancellations, etc.	AU + 2				FIN	
020	EMPLOYEE TIME SHEETS/TIME CARDS	Records and verification of time worked by each employee for purposes of issuing salary warrants.			CY + 3Y	Records entered electronically in the ERP HRM payroll system; pursuant to the Auditor-Controller Records Retention Schedule as set forth by the State Association of County Auditors Accounting Standards & Procedures Committee. (BoS Adopted 11/30/2004).	FIN	
022	TUITION REIMBURSEMENT FILES	Employee programs	CL+2			Pursuant to County of Monterey's Records Management Policy	FIN	Shred/Delete
NEW	EMPLOYEE EXPENSE REPORTS	May include travel expense forms, requests, authorizations, itineraries, receipts, reimbursements, etc.	CY+1Y	3Y	5Y	GC § 26202; May need for audit; pursuant to County of Monterey's Records Management Policy	FIN	Shred/Delete
NEW	MILEAGE CLAIMS	Annual mileage reimbursement rates as announced by County	S +2Y			GC § 26202 & 12946;pursuant to County of Monterey's Records Management Policy	FIN	
NEW	VACATION BUY BACKS		CY+1Y	3Y	5Y			
NEW	PAYROLL ADJUSTMENTS	Materials necessary to make adjustments and corrections to payroll and to issue prepaids. Includes: worksheets, copies of warrants, input to DP and Treasury. Filed chronologically.	CY+1Y	3Y	5Y	29 CFR § 516.5 pursuant to County of Monterey's Records Management Policy	FIN	Shred/Delete
NEW	DEPOSITS	Various refunds, reimbursement, or payments received from Federal, State & local agencies	CY+1Y	3Y	5Y		FIN	
NEW	PURCHASE ORDERS	Original documents	AU+4			CCP 337	AD BA FIN CEA IGLA	
NEW	INTERNAL EXCHANGE TRANSACTIONS (IETs)	Internal appropriation fund transfers between various accounting funds.	CY+1Y	3Y	5Y		FIN	
8046 BUDGET AND ANALYSIS DIVISION (BA)								
005	STATEMENTS OF ECONOMIC INTERESTS (FORM 700)/CONFLICT OF INTERESTS CODES	Board and Commission members, designated employee and consultant 700s and CC staff reports on Code of Conflict.	CY + 3Y	4Y	7Y	GC § 81009(e), 81009(f), 81009(g)	AD	Shred/Delete
003	RECOMMENDED (PROPOSED) BUDGET BOOKS		3Y		3Y		BA	
	COMMITTEE AGENDAS	Includes Budget, Public Improvement Corporation, Capital Improvement, Health & Human Services, and Legislative Committees.	None	None	CY+2Y	GC §26202	BA CEA IGLA	Shred/Delete
010	COMMITTEE AGENDA PACKETS	Full packet consisting of agenda and staff reports for the Budget, Public Improvement Corporation, Capital Improvement, Health & Human Services, and Legislative Committees	1Y	P	P	GC §26205	BA CEA IGLA	Retain permanently
	COMMITTEE MINUTES	Committee minutes for Budget, Public Improvement Corporation, Capital Improvement, Health & Human Services, and Legislative Committees.	CY+2Y	None	P	GC §26205	BA CEA IGLA	Retain permanently in electronic format.

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NEW	PUBLIC HEARING LEGAL NOTICES	Notices published in the newspaper prior to deciding a project.	F+2Y	None	None	GC §26202	BA CEA IGLA	Shred/Delete
NEW	RESOLUTIONS	Resolutions pertaining to Board actions and the Public Improvement Corporation, or any written determination of the final action on a project.	P	P	P	GC §26205	AD BA FIN CEA IGLA	Retain permanently
NEW	BUDGET DEVELOPMENT FILES	Budget Unit notes, schedules, summaries, narratives, or any written information on positions, appropriations, positions, department funding needs, capital needs, for the development of the recommended budget.	CY+3Y				AD BA FIN CEA IGLA	Shred/Delete
NEW	THREE-YEAR FORECAST	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log list, statistics, except a report.	FY+3Y		FY+3Y	GC §6250	BA	
NEW	BUDGET END OF YEAR REPORTS	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log list, statistics, except a report.	FY+3Y		FY+3Y	GC §6250	BA	
NEW	BUDGET AUGMENTATION REQUESTS	Budget Change Proposals for the development of the Recommended Budget.					BA	
NEW	GENERAL FUND QUARTERLY REPORTS	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log list, statistics, except a report.	FY+3Y		FY+3Y	GC §6250	BA	
NEW	MID-YEAR BUDGET REPORTS	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log list, statistics, except a report.	FY+3Y		FY+3Y	GC §6250	BA	
NEW	STATE BUDGET IMPACT REPORTS	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log list, statistics, except a report.	FY+3Y		FY+3Y	GC §6250	BA	
NEW	BUDGET REPORTING AND DEVELOPMENT SCHEDULE	Annual budget schedule indicating task, responsible party and timeline	2Y				BA	Shred/Delete
NEW	INVENTORY	Inventory of County property, e.g. furniture, file cabinets, computers, etc.	CY+5Y			GC § 24051	AD	
NEW	RETENTION SCHEDULES	Records Retention Schedules	S + 2Y			GC §26202	AD	Shred/Delete
NEW	GFOA FINANCE BULLETINS, JEA	Publication from outside agency.			CY + 2	GC § 26202 and pursuant to County of Monterey County Records Management Policy.	BA	Delete
NEW	JEA & ASSOCIATES CAPITAL REPORT (WEEKLY REPORT)	Publication from outside agency.			CY + 2	GC § 26202 and pursuant to County of Monterey County Records Management Policy.	BA	Delete
NEW	CONTRACTS/AGREEMENTS - GENERAL (EXCEPT REAL PROPERTY RELATED)	Executed agreement or contract to provide goods and services including employment, but excluding those related to real property. Original contracts or agreement, all change orders or amendments thereto.	T + 5Y			GC §26907(5.3); §§ CCP 337, 337.2(4), 343(4); 29 CFR § 516.5(b)(3) and pursuant to County of Monterey's Records Management Policy.	AD BA FIN CEA IGLA	Shred/Delete
NEW	ARTICLES OF INCORPORATION	Public Improvement Corporation - Non Profit Corporation. Official records filed with Committee Secretary.	P		P	CCP §337.2	AD BA	A
8054 INTERGOVERNMENTAL/LEGISLATIVE AFFAIRS (IGLA)								
011	LEGISLATIVE BILLS (SPONSORED)		1Y	4Y	5Y		IGLA	Shred/Delete
8440 OFFICE OF COMMUNITY ENGAGEMENT & STRATEGIC ADVOCACY (CEA)								

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1054	ENVIRONMENTAL RESOURCE POLICY (ERP)							
002	AUDITOR REPORTS		1Y	1Y	2Y	Originals filed with the County Auditor's Office	ERP	
003	BOARD REPORTS		2Y	1Y	3Y	Originals filed with the Clerk to the Board	ERP	
004	BUDGET PREPARATION/GUIDELINES		1Y	1Y	2Y		ERP	
005	CITY FILES		1Y	1Y	2Y		ERP	
006	EARTHQUAKE 1998		1Y	P	P	Historical information	ERP	Retain permanently
007	ERP MISC. FILES		2Y	2Y	4Y		ERP	
008	FORT ORD MISC. FILES		2Y	2Y	4Y		ERP	
090	GOVERNMENT, LOCAL & STATE MISC. FILES		1Y	1Y	2Y		ERP	
010	GRAND JURY REPORTS/RESPONES		2Y	0	2Y	Originals filed with the Civil Grand Jury/Superior Court and copies stored by the Clerk to the Board.	ERP	
011	MAPS/BLUEPRINTS		1Y	P	P		ERP	Retain permanently
01Y	OED BUDGET UNIT REPORTS		2Y	2Y	4Y		ERP	Shred/Delete
013	OED GRANT FILES & APPLICATIONS		2Y	P	P	Historical information	ERP	Retain permanently
014	OED-LOAN FILES		2Y	P	P	Historical information	ERP	Retain permanently
015	OED-MISC. FILES		2Y	P	P	Historical information	ERP	Retain permanently
016	OED PROJECT FILES		2Y	P	P	Historical information	ERP	Retain permanently
017	OED STUDIES		2Y	P	P	Historical information	ERP	Retain permanently
018	PAYABLES		1Y	1Y	2Y	Originals filed with the County Auditor's Office	ERP	
019	PAYROLL TIMESHEETS		1Y	5Y	6Y	Originals filed with the County Auditor's Office	ERP	
020	PROPOSITION 70, BIG SUR/MISC. PROPOSITIONS		1Y	P	P		ERP	Retain permanently
021	WINTER STORM		1Y	P	P		ERP	Retain permanently
036	TRAINING MATERIALS		1Y	P	P		ERP	Retain permanently
	MISCELLANEOUS ADMIN. FILES		1Y	P	P	Historical information	ERP	Retain permanently
	OED CONTRACTS		1Y	1Y	2Y	Original contracts (or PSA's) are filed with County Purchasing. Copies are stored on-site until terminated.	ERP	

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1055	GENERAL PLAN UPDATE TEAM (GP)						GP	
054	GENERAL PLAN UPDATE, EIRs/COMMENTS		1Y	P	P	Historical information	GP	Retain permanently
055	GENERAL PLAN UPDATE, REGENERATIVE PLANS		1Y	P	P	Historical information	GP	Retain permanently
056	GENERAL PLAN UPDATE, VIDEOS		1Y	P	P	Historical information	GP	Retain permanently
057	GENERAL PLAN UPDATE, MISC. FILES		1Y	P	P	Historical information	GP	Retain permanently
058	GENERAL PLAN UPDATE, WORKBOOKS		1Y	P	P	Historical information	GP	Retain permanently
059	GENERAL PLAN UPDATE, MAPS		1Y	P	P	Historical information	GP	Retain permanently

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