

**COUNTY OF MONTEREY - RECORDS MANAGEMENT
ASSESSOR-COUNTY CLERK-RECORDER RECORDS RETENTION SCHEDULE**

CODE	CATEGORY	DESCRIPTION	RETENTION PERIOD	JUSTIFICATION	DISPOSITION	CONFIDENTIAL OR SENSITIVE RECORD
ACCOUNTING						
	Cash Receipts	Deposit documentation including spreadsheet.	CY + 5 years	GC § 26202	Shred/Delete	
	Department Preparation of Budget	Back up documents.	Audit + 2 years	GC § 26202	Shred/Delete	
	Department Purchase Orders and Payments	Original invoices, quotes, and all backup documentation for Accounts Payable.	CY + 5 years	GC § 26202	Shred/Delete	
GENERAL						
	Agent/Submitter Memorandums of Understanding	agreement with the Monterey County Recorder for electronic recording by third parties.	Expiration + 5 years	GC § 26907 (5.3) CCP §§ 337,337.2 (4), 343 (4) 29 CFR § 516.5 (b) (3)	Shred/Delete	
	Correspondence	Routine correspondence received or sent by Department; may include letters, memos and notes.	CY + 2 years	GC § 26202	Shred/Delete	
	County Inventory Records	List of Inventory records for County Depts filed by County Clerk.	CY + 5 years	GC § 24051 (b)	Shred/Delete	
	DD2-14 (Files/Microfilm)	Military Discharges	Permanent	GC §§ 6107; 27337	N/A	
	Fictitious Business Names	Fictitious Business Name registration forms that have been filed.	4 years after expiration (9 years total)	B&P § 17925(b), 17927(a)(c)	Shred/Delete	
	Form 700	Statement of Economic Interest filed for officials and employees designated in the agencies conflict of interest code.	CY + 7 years	GC § 81009 (e) (f) (g)	Shred/Delete	
	Homeowner's Exemption Claim Forms	Board of Equalization Homeowner's Exemption Claim Form.	CY + 7 years	GC § 81009 (e) GC § 81009 (f) GC § 81009 (g)	Shred/Delete	Confidential
	Inventory	Inventory of County property	CY + 5 years	GC § 24051	Shred/Delete	
	Notary Public Journals (up to date)	Notary Journals turned in by notary public.	10 years	GC § 8209(c)	Shred/Delete	
	Notary Public Oath of Offices	Oaths of Office filed for Notary Publics	1 year after expiration	GC § 8213 (a)	Shred/Delete	
	Oath of Offices (Deputy County Employees)	Oaths of Office filed for Deputized County Employees	5 years from date of revocation	GC § 24102	Shred/Delete	
	Oath of Offices (Principal County Employees, Elected Officials, Board Members)	Oaths of Office filed for Principal County Employees, Board Members, and County Elected Officials	Permenant	GC §§ 1360; 26205	N/A	
	Policies/Procedures	Records that document and support the implementation of a particular policy or program.	Permanent (Duration of policy/procedure + 2 years)	GC § 26202	County Archives	

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Publications from Outside Agencies	Welfare Exemption (All types), Disabled Veterans Exemption, Parent Child Exclusion, Grandparent to Grandchild Exclusion, Beneficial Ownership Statement, Affidavit of Entity Form, Death of Real Property Owner Change in Ownership Statement, Business Property Statements, Request for segregation of combination of parcels, Vessel owner reports, Department of Motor Vehicles Vessel Report, Harbor Vessel Report listing, Multiple Claims Listing, Parent/Child; Grandparent/Grandchild, Propostion 60, Proposition 110, Eminent Domain Quarterly Reports.	CY + 2 years	GC § 26202	Shred/Delete	Confidential
Public Agency Rosters	Statement of facts includes information concerning the public agencies and members of governing board	Permanent	GC § 53051	N/A	
Tax Clearance Letters	Property Tax Clearance Certification	Permanent	GC § 66492	N/A	
MISCELLANEOUS					
Cover Letters	Transmittals sent with Real Property documents that are sent for recording.	CY + 2 Years	GC § 26202	Shred/Delete	
Undeliverable Return Mail	Undeliverable Mail.	CY + 2 Years	GC § 26205.6 (b)	Shred/Delete	
PAYROLL					
Employee Time Sheets/time cards	Record and verification of time worked by each employee for purposes of issuing salary warrants.	CY + 3 years	29 CFR § 516.2; IRS REG 31.6001-1 (3)(z); R&T § 19530	Shred/Delete	
Payroll Reports	Payroll Draft and Final reports that contain information gathered from the employee timesheets for issuing salary warrants.	CY + 3 years	29 CFR § 516.2; IRS REG 31.6001-1 (3)(z); R&T § 19530	Shred/Delete	
Payroll Boxes (Employee Times Sheets/time cards, lea	Department Record and verification of time worked by each employee.	CY + 5 years	29 CFR § 516.2 IRS REG 31.6001-1(3)(Z); R&T § 19530 29 CFR § 516.5	Shred/Delete	Confidential
PERSONNEL					
Application and selection records (successful applicant)	Includes interview notes with candidates, questions asked of applicants, background checks and disclosures, resumes, test papers and test results, medical exams.	Place in personnel file (Retention based on employee record retention period)	29 CFR §§ 1602.14, 1627.3; 1602.31, 801.30; GC 12946		
Application and seletion records (unsuccessful applicant)	Includes interview notes with candidates, questions asked of applicants, background checks and disclosures, resumes, test papers and test results, medical exams.	3 years	29 CFR §§ 1602.14, 1627.3; 1602.31, 801.30; GC § 12946	Shred/Delete	

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Authorization to drive County vehicle or Private Vehicle on County Business	Form signed by each County employee authorizing them to drive County or personal vehicles on County business.	CY + 2 years (if annual; effective periods + 2 years otherwise, whichever is longer)	GC § 26202 8 CCR § 3203(b)(2) GC § 1294602	Shred/Delete	
Employee Medical Information	May include Family leave, certifications, test, pre-employment physical.	Termination + 3 years	FMLA 1993 US OSHA 29 CFR § 1910.20 29 CFR § 1602.30.32 49 CFR § 193-9	Shred/Delete	
Employee Records / Personnel	May include application	Termination of employment + 3 years	29 CFR § 1602.31	Shred/Delete	
Employee Records / Personnel file (Contract employee)		Termination of employment + 3 years (if multiple employment periods, "termination" = latest one and retention is cumulative)	29 CFR § 1627.3 29CFR 1174.42 29 CFR § 1602.30.32 GC § 12946	Shred/Delete	
Employee Records / Personnel file (Inactive employee)		Termination / Inactive date + 3 years	GC § 12946 29 CFR §§ 1602.30-32, 1607, 1627.3, 516.6	Shred/Delete	
Employee Records / Personnel file (Temporary employee)	On-call staff, outside temporary services.	Termination of employment (latest) + 3 years	GC § 12946 29 CFR § 1627.3 LC 1174	Shred/Delete	
Equal Opportunity / Affirmative Action	Affirmative Action or Equal Opportunity staff reports.	CY + 5 years, until job description changes, or final disposition, whichever is later	29 CFR 1607.15	Shred/Delete	
Ergonomic Evaluations and Job Analysis		Permanent			
Federal I-9 Forms		CY + 5 years	Immigration Reform and Control Act 1986, Pub L. 99-603	Shred/Delete	
Leave of absence reports/requests	May include a medical or non-medical leave of absence.	CY + 5 years	29 CFR § 825.500	Shred/Delete	
Leave reports / requests	Annual leave, vacation, holiday, comp time, sick leave. (May include leave time for FMLA, CFRA, or PDLA.)	CY + 3 years	29 CFR § 825.500 29 CFR § 1602.30 29 CFR § 1602.32	Shred/Delete	
Position Recruitment	Applications, resumes, list/logs, indices, ethnicity disclosures, examination materials & answer sheets, job bulltins, eligibility, release of Information forms for recruitments, electronic database.	CY + 3 years	GC § 12946 29 CFR § 1607.29 29 CFR § 1627.3	Shred/Delete	
Security access records	Related to the issuance of keys, identification cards, building passes.	10 years or Employee Record Retention period (Term + 3 years) whichever is longer	CCP § 337.15(a)	Shred/Delete	

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	Statement of Economic Interest (Form 700) Designated Employees and Board and Commission Members	Board and Commission members, designated employee and consultant 700s and CC staff reports on code of conflict.	7 years	GC § 81009	Shred/Delete	
	Training Records	Employee forms, class training certificates, participation in and successful completion of job-related training programs for certified and non-certified employees.	Until updated + 2 years	29 CFR § 1602.31; 29 CFR § 1602.14; GC § 12946 GC § 26202	Shred/Delete	
	Tuition Reimbursement Program	Employee Programs	Closed/Complete + 2 years	GC §§ 26202, 34090		
	Unemployment	Documenting unemployment compensation claims.	CY + 4 years	22 CCR § 1085-2 (c)	Shred/Delete	
	Unsuccessful applicant		CY + 2 years	GC § 12946	Shred/Delete	
PURCHASING						
	Purchasing records	Records created to document the purchases and payments for supplies, equipment and services. Purchase orders, purchase requisitions, payment authorizations, receipts, invoices.	CY +5 years (Warrants/Registers) CY + 3 years (Requisitions)	GC § 26907 GC § 25501.5	Shred/Delete	
	Contracts/Agreements	Executed agreement or contract to provide goods and services including employment, but excluding those related to real property. Original contract or agreement, all change orders or amendments thereto.	Expiration + 5 years	GC § 26907 (5.3) CCP §§ 337,337.2 (4), 343 (4) 29 CFR § 516.5 (b) (3)	Shred/Delete	
REAL PROPERTY						
	Building Records	Residential Building record, Property Appraiser Record, Sales Comparison, Building Inspection Application & Permit, Plot map, PCOR, sketch of structure(s), photos, newspaper clippings, Prop 8 value notices, Building Record release letter, Appeal documentation.	Permanent	GC § 26202	N/A	Confidential
	Confidential Documentary Transfer Tax Boxes	Documentary Transfer Tax Declarations with amount of Confidential Transfer Tax on recorded Real Property Documents.	Permanent	GC § 26205.1 & 26205.5	N/A	
	Microfilm	Real Property Documents	Permanent	GC § 26205.1 & 26205.5	N/A	
	Real Property Books	Official Records, Deed, Index & Patent, Miscellaneous Record, Index & Tax Deed, Fee, Discharge Army/Navy, Index to Agreements, Maps, Judgment, Will, Conveyances, Certificates of Revivor, Inventory liens, Assignment Mortgage & Leases, Certificate of Sale, Sheriff Tax Collection Deeds, Executions, Trust Deed, Pre-Exemptions, Mortgages, Releases Mortgages & Leases, Homesteads, Tax Sales, Attachments, Mechanic Liens. All real property books.	Permanent (If recorded and/or electronically preserved)	GC § 26205.1 & 26205.5 (recorded electronically preserved/recorded)	N/A	

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VITAL RECORDS						
Birth Record Books, Film, and File Cabinets	Birth Records are kept by the Recorder's Office to produce a certified copy.	Permanent	H&S § 102100-103800 GC § 26205.5 & 26205.7	N/A	Confidential	
Confidential Marriage Licenses	Confidential Marriage Licenses that have been registered.	Permanent		N/A	Confidential	
Death Record Books, Film and File Cabinets	Death Records are kept by the Recorder's Office to produce a certified copy.	Permanent	H&S § 102100-103800 GC § 26205.2 & 26205.7	N/A	Confidential	
Marriage Record Books, Film and File Cabinets	Marriage Records are kept by the Recorder's Office to produce a certified copy.	Permanent	H&S § 102100-103800 GC § 26205.5 & 26205.7	N/A	Confidential	
Vital Record Applications (In person, By Mail or through Vitalchek) (Boxes)	Form to request certified copies of Vital Records, including birth, death or marriage license.	CY + 2 Years	GC §§ 26202, 26809	Shred/Delete		
Marriage License Applications	Form to request issuance of a California Marriage License.	CY + 2 Years	GC §§ 26202, 26809	Shred/Delete	Confidential	