



Clerk of the Board – Records Retention Schedule
 651 Pine Street, Room 106
 Martinez, CA 94553

RECORDS RETENTION SCHEDULE FOR THE CLERK OF THE BOARD

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION	RETAIN IN OFFICE	STORAGE	DESTROY	STATUTORY REFERENCE
BOARD OF SUPERVISORS AND OTHER LEGISLATIVE BODIES COMPRISED OF THE FULL BOARD				
Meeting agendas	1 year	PERM	PERM	Department Policy
Meeting minutes	1 year	PERM	PERM	Department Policy
Ordinances	1 year	PERM	PERM	Department Policy
Resolutions	1 year	PERM	PERM	Department Policy
AB 1234 ethics training - certificates	5 years	NONE	5 years	GC 53235.2
Legal noticing	1 year	PERM	PERM	Department Policy
APPOINTED BODIES, COMMITTEES AND COMMISSIONS				
Advisory body manual	PERM	PERM	PERM	Department Policy; GC 26202
Vacancy notices and reports	2 years	NONE	2 years	GC 26202; ; GC 26205.1
Applications	2 years	NONE	2 years	GC 26202; ; GC 26205.1
Rosters	2 years	NONE	2 years	GC 26202; GC 26205.1
CONFLICT OF INTEREST – ECONOMIC INTEREST STATEMENTS				
Employees, Board and Commission members- Form 700	7 years	NONE	7 years	GC 81009(e)
Conflict of Interest administration files- original code and code updates	PERM	NONE	PERM	Department Policy
ASSESSMENT APPEALS				
Meeting agendas	3 years	PERM	PERM	Department Policy

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Meeting minutes	3 years	PERM	PERM	Department Policy
Appeals	CL+5 years	NONE	CL+5 years	GC 25105.5
Withdrawals	5 years	NONE	5 years	GC 25105.5
Payables (CoB are copies; original to Finance)	2 years	NONE	2 years	Department Policy; GC 26201; GC 26202
OTHER ADMINISTRATIVE FILES				
Public requests for records	2 years	NONE	2 years	GC 26202
Annual grand jury report	2 years	PERM	PERM	Department Policy
Claims	1 year	9 years	10 years	Department Policy; GC 25105.5
BGO Chron file – memos written to the Board of Supervisors	2 years	NONE	2 years	GC 26202
Abatement Appeals – includes withdrawals	5 years	NONE	5 years	Department Policy; GC 26202
Safety records – includes inspections, training records, accident investigations, complaints	10 years	NONE	10 years	Department Policy; GC 26202

Retention Codes	
CL	Close/Completion
GC	Ca. Government Code
PERM	Permanent