

Department	Division	Description	Explanation	Document Code	Security	Status	Records Retention Class	Legal Requirement	On Site	Records Center	Method of Disposition	Total	Remarks
<p>* For Litigation Hold records, suspend normal retention periods (retention begins after final action-settlement).</p> <p>* Destruction of duplicate copies is authorized pursuant to Government Code Section 26201.</p> <p>* Departments may keep records onsite longer in order to fill up the box before sending to the Records Center.</p> <p>* Records Retention Class: AU=audit plus (x) years, B=2 years, CL=closed plus (x) years, CU=current year plus (x) years, D=clinical retention period, I=Indefinite</p> <p>* Any reference to retention periods for copies in the remarks sections are not legally binding retention periods, but internal timelines and practices to ensure efficiency in County operations.</p>													
County Executive Office													
	All												
		BUDGET & BUDGET REQUESTS	Drafts, copies and notes used to manage the County Budget	CEO-1	All	Researche d	CU		none	none	M	none	COB maintains Budget Permanently' GC 27201
		CORRESPONDENCE TO AND FROM CEO	Incoming and Outgoing correspondence to & from the CEO on a wide range of subjects relating to county affairs.	CEO-2	OV	Researche d	CU		2 YRS	8 YRS	M	10 YRS	2 years required - GC 26202 et seq..
		ETHICS TRAINING CERTIFICATES	Certificates documenting completion of mandated Ethics Training	CEO-3	ALL	Researche d	CU		5 YRS	none	M	5 YRS	GC 53235.2(b)
		PLANS / STRATEGIC PLANS	Various Long-range plans developed for the County	CEO-4	ALL	Researche d	CL		PERM	none	M	PERM	2 years required - GC 26202 et seq..
		PROJECT FILES	Files used by CEO to manage various projects and direct line departments. Pertains to a variety of subjects.	CEO-5	OV	Researche d	CL		10 YRS	none	M	10 YRS	2 years required - GC 26202 et seq..
		FORM 635	Mandated by political reform act	CEO-15	ALL	Researche d	CU	4-5 YRS	7 YRS	None	M	7 YRS	4 years for civil penalty, 5 years for administrative penalty. GC §86116
Risk Management													
		TORT Claim Files	Claim filed against the County	CEO-16	C		CL	7 yrs from date of claim closure	CU+2	5			CSAC Excess Insurance Authority Record Retention Policy Revised 3-4-2011
		TORT Claim Files with Annuity	Claim filed against the County	CEO-17	C		CL	3 yrs beyond the life of annuity or 7 yrs, whichever is greater					CSAC Excess Insurance Authority Record Retention Policy Revised 3-4-11
		TORT Claim Files with Minors Involved	Claim filed against the County	CEO-18	C		CL	3 yrs beyond a minor reaching age of majority or 7 yrs, whichever is greater					CSAC Excess Insurance Authority Record Retention Policy Revised 3-4-11

		Napa County Claims (Property & Other)	Claims filed by Napa County for damage	CEO-19	C		CL	3 yrs beyond date of claim closure	CU+3	0			CSAC Excess Insurance Authority Record Retention Policy Revised 3-4-11
		County Prosecuted Claims/Law Suits	Claims filed by Napa County for damage	CEO-20	C		CL	7 yrs from date of claim closure	CU+1	6			CSAC Excess Insurance Authority Record Retention Policy Revised 3-4-11
		Surveys/Questionnaires	Surveys/Questionnaires and associated reports	ALL-33	C		B	2 YRS	2 YRS	0			Source documents are considered Transitory records and can be destroyed when no longer required; CFR 516.6(2); 29 CFR1602.14
		County Incident Reports	County Incident Reports	CEO-21	C		CL	7 yrs from date of claim closure	CU+6	0			CSAC Excess Insurance Authority Record Retention Policy Revised 3-4-11
		Insurance Policies/Memorandum of Coverage	County Insurance Policies	CEO-22	C		P	Permanent		Permanent			CSAC Excess Insurance Authority Record Retention Policy Revised 3-4-11
		Declaration Pages/Certificates of Coverage	Certificates of insurance coverage received from contractors/vendors issued by CSAC-EIA	CEO-23	None		CL	CU + 2	CU+2	0			CSAC Excess Insurance Authority Record Retention Policy Revised 3-4-11
		Self-Insurance Trust Account	General ledgers, check registers, deposit receipts, bank statements	CEO-24	C		CL	CU + 6	CU+1	5			CSAC Excess Insurance Authority Record Retention Policy Revised 3-4-11
		Vehicle Accident Reports	County employee vehicle accident reports	CEO-25	C		CL	CU + 6	CU-1	5			CSAC Excess Insurance Authority Record Retention Policy Revised 3-4-11
		Workers Compensation - Final Conclusion	Workers Compensation Claims with final conclusion	CEO-26	C		CL	CU + 6	CU+2	4			
		Workers Compensation - Medical	Workers Compensation Claims with medical care provision	CEO-27	C		P	Permanent	Minimum CU+2	Permanent			
		Workers Compensation - Incident Report Only	Workers Compensation Claim filed as incident report only	CEO-28	C		CU	CU + 2	CU+2	0			
		OSHA LOGS, INSPECTIONS & CITATIONS		CEO-11	C	Researched	CU		5 YRS	none	M	5 YRS	8 CCR §3203(b)(1),
		ENVIRONMENTAL ASSESSMENTS	Assessments of mold and other environmental conditions in County facilities	CEO-12	C	Researched	CU		2 YRS	28 YRS	M	30 YRS	2 years required - GC 26202 et seq..
Community & Intergovernmental Affairs													
		LEGISLATIVE SUBCOMMITTEE		CEO-13	ALL	Researched	CU		2 YRS	none	M	2 YRS	2 years required - GC 26202 et seq..
		SPECIAL PROJECTS FUND		CEO-14	ALL		CU		2 YRS	none	M	2 YRS	2 years required - GC 26202 et seq..