

Department	Division	Description	Document Code	Security	Status	Records Retention Class	Legal Requirement	On Site	Records Center	Method of Disposition	Total	Remarks
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* For Litigation Hold records, suspend normal retention periods (retention begins after final action-settlement).

* Destruction of duplicate copies is authorized pursuant to Government Code Section 26201.

* Departments may keep records onsite longer in order to fill up the box before sending to the Records Center.

* 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

* 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.

Probation												
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ALL												
		Client Sign-In Logs: lists client name, date and time when checking into a Probation Department office	PRO-1	C	Researched	CU + 5 Yrs	2 Yrs	CU + 3 Yrs	2	S	CU + 5 Yrs	GC 26202 Best Practice
		Employee Personnel Files: Application, performance evaluations, disciplinary actions, personnel/payroll action forms	PRO-2	C	Researched	CL or separation from County service whichever is later + 10 Yrs	2 Yrs from date of personnel action	CL or separation from County service whichever is later + 3 Yrs	7	S	CL or separation from County service whichever is later + 10 Yrs	GC 26202, 12946; 29 CFR 1602.31; Labor Code sec. 1198(c)(1)
		Employee candidate (non-select) background investigation files - sworn and professional	PRO-3	C	Researched	5 Yrs from date of Background Investigation	2 Yrs	5 Yrs from date of Background Investigation	0	S	2 Yrs	GC 26202 Best Practice
		Employee background investigation files - sworn and professional	PRO-4	C	Researched	CU + 7 Yrs after Separation from County	EE Separation from County	CU + 7 Yrs after Separation from County	0	S	CU + 7 Yrs after Separation from County	GC 26202, 12946 POST Requirement
		Volunteers/Interns Personnel Files	PRO-5	C	Researched	CU or separation from County service whichever is later + 7 Yrs	2 Yrs	CU or separation from County service whichever is later + 3 Yrs	4	S	CU or separation from County service whichever is later + 7 Yrs	GC 26202 Best Practice

		Client File- Juvenile: May include: personal information about self and family, Court minute orders, Order After Hearings, petitions, probation reports, Notice of Hearings, warrants, immigration detainer, home supervision agreement, interstate documents, transfer documents from other counties, DJJ documents, CLETS record checks, child abuse reports, waiver of attorney, probable cause documentation, law enforcement reports, JUS 8716, school information, release of information, probation adjustment summaries, psychological evaluations, field notes, appointment letters, restitution information, letters of apology, community services documentation, program referrals, drug test results, juvenile hall documentation, operational search plans/debriefing reports, DNA documents, case plans, risk assessments, Indian affair documents, placement documents (eligibility documents, monthly contact forms, reports from placement facilities, Independent Living Plan), and other miscellaneous documents	PRO-11	C	Researched	Termination of Juvenile Court Jurisdiction + 5 Yrs	5 Yrs from jurisdiction over minor is terminated	Term + 1 Yr	4 Yrs	S	Termination of Juvenile Court Jurisdiction + 5 Yrs	WIC 826(a)
Juvenile Hall												
		Incident Reports	PRO-13	C	Researched	Termination of Juvenile Court Jurisdiction + 5 Yrs	5 Yrs from jurisdiction over minor is terminated	Term + 1 Yr	4 Yrs	S	Termination of Juvenile Court Jurisdiction + 5 Yrs	WIC 826(a)
		Inspection Paperwork (Safety, Building, Fire)	PRO-14	C	Researched	3 Yrs	2 Yrs	3 Yrs	0	S	3 Yrs	GC 26202
		Log Books	PRO-15	C	Researched	5 Yrs	2 Yrs	5 Yrs	0	S	5 Yrs	GC 26202. 26205.1

