

MONO COUNTY ADMINISTRATIVE POLICY AND PROCEDURES MANUAL

Subject:	Policy Number:	Page Number:
RECORDS RETENTION	A-3	Page 1 of 41
	Date Approved:	May 10, 2022 (R22-038)
	Revisions:	

PURPOSE

The County of Mono generates, receives, handles and maintains many records in the performance of its business activities as a public entity and in turn has an obligation to maintain County records in accordance with government laws and regulations and accepted records management practices.

There are significant costs to maintaining records beyond their useful life as such records otherwise take up space in the County’s offices and the Mono County Record Retention and Destruction Policy (“Policy”), which is attached as sections 1 through 4, and incorporated herein by this reference, is intended to:

- (1) Establish consistent procedures throughout the County for the management, retention, and destruction of records; and
- (2) Ensure compliance with laws that govern the retention and destruction of those records.

Sections 26200 et seq. of the Government Code provide the relevant procedures for destroying County records and pursuant to section 26201 of the Government Code, the Board may authorize destruction or disposition of duplicate records, papers, or documents the originals or permanent photographic reproductions of which are on file with any officer or department of the County.

Pursuant to section 26205.1(a) of the Government Code, the Board may delegate to County officers the authority to destroy any non-judicial public record, paper, or document if the record, paper, or document is photographed, micro photographed, microfilmed, or otherwise reproduced in accordance with State law; including, but not limited to, section 12168.7 of the Government Code.

Pursuant to section 26205.1(b) of the Government Code, the Board may delegate to County officers the authority to destroy any record not prepared or received pursuant to state statute without creating an alternate copy.

Pursuant to section 26202 of the Government Code, the Board may, by a four-fifths vote, authorize the destruction of records prepared or received pursuant to state or federal statute where those records have been maintained for the required period of time and the Board has determined the retention of those records is no longer necessary or required for County purposes.

Retention schedules are used by public entities across the State of California and are an appropriate mechanism for the Board to proactively make the determination under section 26202 of the Government Code as to when various categories of records will no longer be necessary or required for County purposes and thereby improve the efficiency of records management.

There are some County records that are required by law to be filed and preserved and of which the Board may not authorize destruction, and it is necessary and appropriate to identify those records and specify how long they must be retained.

PROCEDURE

1. Process

- A. The County officer authorizing destruction or disposition must determine that the record has no further administrative value.
- B. All records dated 1910 and earlier and all other records of possible historical significance which are not otherwise retained by the county as historically significant records shall be offered to local historical societies in Mono County and then to the State of California Historical Preservation Commission or other state historical societies for preservation for historical purposes. If the offer is refused or not acted upon within thirty (30) days, the records may be destroyed pursuant to this resolution. Alternatively, to destruction, the records may be given to any member of the public.
- C. Where federal or state funds have been furnished, authority to destroy a record must be secured from the appropriate federal or state agency if the record is required to be retained by the terms of the agreement or law by which the funds have been furnished.
- D. Reproduction means preserved in any form of communication or representation, including optical, electronic, magnetic, micrographic, or photographic media or other technology capable of accurately producing or reproducing the original record, in accordance with regulations adopted by the California Secretary of State for the preservation and reproduction of the medium.
- E. Authorization or requirement for reproduction means:
 - i. The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one which accurately reproduces the original in all details and which does not permit additions, deletions, or changes to the original document images.
 - ii. The reproduction is placed in conveniently accessible files, and provision is made for preserving, examining, and using the files, either permanently or for the stated time period.
 - iii. Every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.
- F. The term "record" means and includes all official or non-official, non-judicial documents, papers, audio recordings, records, documents, books, and files in the custody of County officers. Authorization for destruction of a record after a term of years of retention as set forth herein does not require the destruction of any record at the end of any such term of years, and the record may be retained for a longer period for the convenience of the County officer.
- G. Records that are related to litigation (Litigation Hold), whether asserted, threatened, pending, or ongoing, shall not be destroyed until the litigation has terminated and/or in accordance

with Article II of this resolution, whichever is later.

H. The Resolutions, minutes, audio tape recordings and other similar documents of Mono County Boards, Commissions and Committees which are subject to the Brown Act are governed by Article III for the Clerk of the Board Section 3.4.

I. Destruction of duplicate copies is authorized pursuant to Government Code § 26201.

J. This Policy supersedes and replaces in entirety, Mono County Board of Supervisors' Resolution No. R01-04 Authorizing the Destruction of Certain District Attorney Office Records, Documents, Instruments, Books, and Papers Pursuant to Government Code section 26205.1 and Resolution No. R09-69 Authorizing the Destruction of Certain Clerk of the Board Records Pursuant to Government Code section 26202.

2. The following documents and special conditions are applicable to all County Officers if the record is not covered under Section 3 (Board of Supervisors approval not required unless otherwise specified – Govt. Code, §26205.1.

Section	Description of Record(s)	Conditions	Retention	Citation
2.1.1	DUPLICATE copies of documents WITH THE EXCEPTION of duplicate copies of the deposit permits or deposit receipts retained by the Clerk/Auditor/Controller at the time of issuance thereof and copies of inventories required by Section 24051 of the Government Code which the officer must retain for five years and deliver to the successor in office.	The original or a permanent reproduction is in the files of any officer or department of this County.	Immediately IF original is preserved.	Govt. Code § 26201
2.1.2	Records which were not prepared or received pursuant to state statute or county ordinance, and not required by law to be filed and preserved, including but not necessarily limited to the following: documents, forms or records made as supporting data for reports; resumes or other records whether or not the data is actually included in such report, resume or other record; time sheets, individual overtime slips and other records kept in support of payrolls by departments other than the Auditor's office (see section 3.2.9 and 3.2.10 for payroll records pertaining to Auditor); automobile mileage reports; forms developed and maintained for departmental use only; letters or other records of requests from the public for information only and replies thereto; information compiled or collected for statistical reports or budget preparation, emails and like records.	The records are over two years old. No copy need be retained.	2 years.	Govt. Code § 26205.1(b)

2.1.3	Records which were prepared pursuant to state statute or County ordinance, but not expressly required by law to be filed and preserved and not otherwise addressed in Article III.	The records are over two years old. Requires 4/5th vote of the BOS, finding records are no longer needed for County purposes. No copy need be retained.	2 years from date record was created. *NOTE: any record which falls under this category and is not expressly mentioned in Article III will need to be brought to the Board separately and destruction will need to be approved by a 4/5th vote.	Govt. Code § 26202
2.1.4	Records which are expressly required by law to be filed and preserved.	Hard copy record may not be destroyed unless accurately reproduced in a format that preserves all details and does not permit additions, deletions, or changes to the original document images and the reproduction is placed in conveniently accessible files, and provision is made for preserving, examining and using the files on a permanent basis.	Permanent (hardcopy or the reproduction).	Govt. Code § 26205.1
2.1.5	Recordings of routine video monitoring, by a video or electronic imaging systems designed to record the regular and ongoing operations of the department, including mobile in-car video systems, jail observation and monitoring systems, and building security taping systems.	Recordings have been kept for 1 year.	1 year.	Govt. Code § 26202.6

2.1.6	Recordings of the routine daily recording of telephone communications to and from a county and maintained by the Department. (Does not include voicemail).	Recordings have been kept for 100 days and written approval of County Counsel has been obtained. 100 days.	100 days. (Requires County Counsel approval).	Govt. Code § 26202.6
2.1.7	Inventories filed by county officers or persons in charge of any office, department, service or institution of the County and the executive head of special districts whose affairs and funds are under supervision and control of the BOS or for which the board is ex officio.	Have been on file for more than five years. OR Document has been reproduced in accordance with section 26205.1.	5 years . OR Until reproduced in accordance with Section 26205.1.	Govt. Code §§ 24051, 26205.1
2.1.8	Original deeds granting property to Mono County or any special district governed by the BOS.	Do not destroy under any circumstances.	Permanent.	
2.1.9	Voicemails (including voicemails forwarded to email).		No retention necessary	

3. The following documents and special conditions applicable to specific county departments (Board of Supervisors approval not required unless otherwise specified) (Govt. Code, §26205.1)

A. Table of Contents

DEPARTMENT	SECTIONS
Assessor	3.1
Auditor	3.2
Behavioral Health	3.3
Clerk of the Boards & Commissions	3.4
Community Development	3.5
Coroner	3.6
County Clerk	3.7
County Counsel	3.8
District Attorney	3.9
Human Resources	3.10
Probation	3.11

Public Health	3.12
Public Works	3.13
Purchasing Agent	3.14
Recorder	3.15
Registrar of Voters/Elections	3.16
Risk Management	3.17
Sheriff	3.18
Social Services	3.19
Treasurer/Tax Collector	3.20

Section	Description of Record(s)	Conditions	Retention/Destruction	Citation
3.1.1 (Assessor)	Any document not otherwise specified, including but not limited to documents containing information obtained from taxpayers.	Six years have elapsed since lien date for the taxes or tax year for which the document or information was obtained. OR Document has been preserved and is retrievable pursuant to R&T §465.	6 years. OR Immediately if preserved in a medium that provides access to the documents.	R&T Code § 465
3.1.2 (Assessor)	Affidavits claiming an exemption, for the first time, pursuant to R&T sections 254.5, 257 and 277. the first time,	Six years have elapsed since the lien date of the tax year for which the exemption was last granted. AND Document has been preserved and is retrievable in accordance with R&T §465.	6 years. AND Document has been preserved and is retrievable in accordance with R&T §465.	R&T Code § 465
3.1.3 (Assessor)	Lot books.	The records are reproduced & placed in conveniently accessible files.	Until reproduced and reproductions are in publicly accessible files.	R&T Code § 1256; Govt. Code § 26205.1
3.2.1 (Auditor)	County, school or special district claims, warrants or any other paper issued as a warrant voucher.	The record is over five years old. OR The record has been reproduced in accordance with Gov't Code § 12168.7 & the reproduced records are in conveniently accessible files and kept for five years from the date of the document.	5 years. OR At any time after the record has been reproduced in accordance with Gov't Code § 12168.7 & the reproduced records are in conveniently accessible files and kept for 5 years from the date of the document.	Govt. Code § 26907

3.2.2 (Auditor)	The Index or Warrant Register.	The record is over five years old. OR A photographic record has been made of the record.	5 years. OR At any time after a photographic record has been made of the record. (An index or warrant register that is over 5 years old may be destroyed without being reproduced).	Govt. Code § 26907
3.2.3 (Auditor)	County, school or special district bonds or coupons.	Bonds or any and all coupons pertaining thereto have been paid or cancelled for not less than five years.	5 years after paid or canceled.	Govt. Code §§ 53921 & 26907.1
3.2.4 (Auditor)	Auditor's copies of County deposit permits.	The record is more than five years old.	5 years.	Govt. Code § 26907.2
3.2.5 (Auditor)	Statements & affidavits of salaried County officers regarding fees collected as required by Chapter 8 of the Government Code, commencing with § 24350.	The records are more than five years old. OR At any time after the records have been reproduced if the copy is kept and maintained for five years.	5 years. OR Until reproduced (copies must be kept for 5 years).	Govt. Code §§ 24356 and 26907
3.2.6 (Auditor)	Any original unsecured tax roll containing the information set forth in the delinquent roll or abstract list.	The record has been certified as correct and complete by the Auditor; a certified permanent record on a substitute media has been prepared in accordance with Gov't Code § 26205; and the substitute media will be retained for at least 5 years from the date of the creation of the original document.	5 years. OR Immediately once certified by the Auditor as correct and reproduced and maintained for 5 years in accordance with Gov't Code § 26205 (reproduction may be destroyed after five years).	R&T Code § 2928

3.2.7 (Auditor)	Fiscal, statistical & other records necessary for maintaining accountability & meeting reporting requirements related to the administration of public social services.	Three years have elapsed since the date of the final expenditure report. OR Record has been reproduced and is stored electronically. Cannot be destroyed if Audit findings have not been resolved.	3 years from date final expenditure report submitted. OR Immediately upon reproduction and electronic storage (and then after three years can be destroyed). Cannot be destroyed if Audit findings have not been resolved.	WIC § 10851(c)(f)
3.2.8 (Auditor)	Statements of assets in Treasury.	Original quarterly and annual reports are filed with the Clerk and another copy of each is posted and maintained in the Auditor's office for at least one quarter.	At least 1 quarter after filing copy with the Clerk of the Board of Supervisors.	Govt. Code §§ 26920, 26922
3.2.9 (Auditor)	All records used to support payroll transactions.	6 years have elapsed since the close of the calendar year in which the final payment is made.	6 years after the end of the calendar year in which the record was created.	Govt. Code § 26202
3.2.10 (Auditor)	Payroll Masters – Year-end report for all yearly payroll activity for all departments.	10 years have elapsed since the end of the calendar year in which the record was created.	10 years after the end of the calendar year in which the record was created.	Govt. Code § 26202

<p>3.3.1 (Behavioral Health)</p>	<p>Records, including narrative portions of the records, pertaining to health care services rendered under Medi-Cal or any other health care program administered by the department or its agents/contractors, including services rendered, recipient of services, date of service & any additional information legally required to be kept.</p>	<p>10 years have passed from the final date of the contract period between the plan and the provider, from the date of completion of any audit, or from the date the service was rendered, whichever is later. OR Immediately upon reproduction and electronic storage (and then after 10 years have passed from the final date of the contract period, from the date of completion of any audit or from the date the service was rendered, whichever is later, can be destroyed).</p> <p>* Cannot be destroyed if another statute requires a longer retention period.</p> <p>* Records shall be retained beyond the 10-year period when the Department is notified by the County or the State Department of Health and Human Services, whichever has jurisdiction over the records, to retain records for a longer period of time, including for civil or criminal action.</p>	<p>10 years from the final date of the contract period between the plan and the provider, from the date of completion of any audit, or from the date the service was rendered, whichever is later, in accordance with Section 438.3(u) of Title 42 of the Code of Federal Regulations. OR Immediately upon reproduction and electronic storage (and then after 10 years have passed from the final date of the contract period, from the date of completion of any audit or from the date the service was rendered, whichever is later, can be destroyed).</p> <p>* Cannot be destroyed if another statute requires a longer retention period.</p> <p>* Records shall be retained beyond the 10-year period when the Department is notified by the County or the State Department of Health and Human Services, whichever has jurisdiction over the records, to retain records for a longer period of time, including for civil or criminal action.</p>	<p>WIC § 1412.1 42 CFR §438.3</p>
--------------------------------------	--	---	---	---------------------------------------

3.3.3 (Behavioral Health)	Patient/Client health service records, kept by a licensed psychologist, professional clinical counselor, licensed clinical social worker or a marriage & family therapist.	If the records pertain to a client whose therapy has terminated on or after January 1, 2015 and 10 years have elapsed since the date the client/patient last received therapy services or treatment and any audits have been completed. OR If the client/patient is an unemancipated minor when services were rendered, the file must be kept at least for 10 years after the minor turns 18.	10 years after the date the client last received services or treatment and any audits have been completed. OR If the client/patient was an unemancipated minor when services were rendered, the file must be kept at least 10 years after minor turns 18. *This retention period applies only to the records of a client or patient whose therapy is terminated on or after January 1, 2015. *Records may be retained in either electronic or written format.	22 CCR § 77143 H&S Code § 123145 Bus. & Prof. Code §§ 2919, 4980.49; 4989.51, 4993,4999.75.
3.3.4 (Behavioral Health)	Fiscal, statistical and other records necessary for maintaining accountability and meeting reporting requirements relating to the administration of public services.	Three years have elapsed since the date of the final expenditure report. OR Record has been reproduced and is stored electronically. Cannot be destroyed if Audit findings have not been resolved.	3 years from date final expenditure report submitted. OR Immediately upon reproduction and electronic storage (and then after three years can be destroyed). Cannot be destroyed if Audit findings have not been resolved.	WIC § 10851(c),(f)
3.3.5 (Behavioral Health)	DUI participant case files	48 months have elapsed since one of the following and: Individual has been transferred to another DUI program; Individual has been dismissed from the program; OR Notice of Completion Certificate has been issued.	48 months have elapsed since one of the following: Individual has been transferred to another DUI program; Individual has been dismissed from the program; OR Notice of Completion Certificate has been issued.	9 CCR § 9866
3.4.1 (Clerk of the Board)	Contracts & original specifications of County buildings.	The building to which the records apply has been completed for over ten years.	10 years.	Govt. Code §§25101, 26202; CCP §337.15

3.4.2 (Clerk of the Board)	Resolution Books; Minute Books; Ordinance Books; Board agendas &	Permanent. (Can be reproduced and retained electronically)	Permanent. (Can be reproduced and retained electronically).	Govt Code §§ 25102, 25102.1, 25104, 25105
-------------------------------	--	---	--	---

	packets; records and accounts of supervisors.			
3.4.3 (Clerk of the Board)	Contracts and agreements not relating to public improvements.	Four years has elapsed since the expiration of term and no legal action pending.	4 years after term ends (if no legal action pending).	Govt. Code § 26202, CCP § 337
3.4.4 (Clerk of the Board)	Assessment Appeals Board files.	Five years have elapsed since final AAB action and no legal action is pending involving the application. OR Records have been reproduced & three years have elapsed.	5 years after final AAB action (if no legal action pending). OR 3 years (if reproduced).	Govt. Code § 25105.5
3.4.5 (Clerk of the Board)	Audio or video recordings of official proceedings of a public body subject to the Brown Act.	Two years have elapsed since the date of the recording.	Indefinitely.	Govt. Code § 54953.5
3.4.6 (Clerk of the Board)	Claims against County or special district for which the Board of Supervisors is the governing body.	Five years have elapsed since final Board action and no legal action is pending involving the application.	5 years (if no legal action pending).	Govt. Code § 25105.5
3.4.7 (Clerk of the Board)	Correspondence received (not requiring action).	2 years have elapsed since receipt of correspondence.	2 years.	Govt. Code § 26202
3.4.8 (Clerk of the Board)	Any document containing information obtained from taxpayers.	Six years have elapsed since lien date for the taxes for which the information was obtained. OR Three years have elapsed since such lien date and the records are reproduced.	6 years. OR 3 years if reproduced.	Rev. & Tax Code §§ 465

3.5.1 (Community Development)	Building Permits	Kept for the life of the building or reproduction has been made and is accessible and reproduction is kept for life of building.	Life of the building. OR May be destroyed at any time provided a reproduction is made and retained. Reproduction must be kept for the life of the building.	H&S Code §19850; Govt Code § 26205
----------------------------------	------------------	--	---	---------------------------------------

3.5.2 (Community Development)	Zoning Maps or Maps referencing Land Use Designations.	May not be destroyed unless reproduced and the reproduction is placed in conveniently accessible files, and provision is made for preserving, examining and using the files on a permanent basis.	Permanent. OR Until reproduced and the reproduction is in conveniently accessible files and available for use on a permanent basis.	Govt. Code § 26205.1
3.5.3 (Community Development)	Environmental Documents (CEQA) including: Initial Study Negative Decs. EIR's Technical Studies	May not be destroyed unless reproduced and the reproduction is placed in conveniently accessible files, and provision is made for preserving, examining and using the files on a permanent basis.	Permanent. OR Until reproduced and the reproduction is in conveniently accessible files and available for use on a permanent basis	Govt. Code § 26205.1
3.6.1 (Coroner)	The official file for each deceased person required by Gov't Code § 27463.	The Coroner's investigation is completed, the case is closed, and the record is reproduced and placed in conveniently accessible files.	Until reproduced and placed in conveniently accessible files (after investigation completed and case closed).	Govt. Code § 27463.5
3.6.2 (Coroner)	Blood and urine samples from persons killed as result of motor vehicle accident.	Detailed medical findings resulting from chemical examinations must be reduced to writing or permanently preserved on recording disks or similar recording media.	Permanent.	Govt. Code § 27491.25
3.7.1 (County Clerk)	Fictitious business name statement.	The statements have expired and four years have elapsed since the expiration.	4 years after expiration.	Bus. & Prof. Code § 17927(a)

3.7.2 (County Clerk)	Statements of abandonment of fictitious business name or withdrawal from partnership operation under fictitious business name and proof of publication.	At the same time the fictitious business name statement to which it relates is destroyed.	Until fictitious business name statement is destroyed.	Bus. & Prof. Code §§ 17927 (a) & 17927(b)
3.7.3 (County Clerk)	Official Oath filed by a Notary Public.	One year has elapsed since the expiration of the term of the commission for which the oath was taken.	1 year after expiration of the commission for which the oath was taken.	Govt. Code § 8213

3.7.4 (County Clerk)	All public papers of any Notary Public who dies, resigns, is disqualified, removed from office, or allows his commission to expire without reappointment within 30 days.	More than ten years have elapsed since records were deposited, no request for or reference to such records has been made, and an order of the court is first obtained.	10 years (if court order obtained and no request for/reference to records have been made).	Govt. Code § 8209
3.7.5 (County Clerk)	Certificates of Confidential Marriages.	After one year if reproduced.	1 year (if reproduced).	Family Code § 511
3.7.6 (County Clerk)	Grand Jury Reports and Responses.	Permanent record. Do not destroy.	Permanent.	Penal Code § 933(c)
3.7.7 (County Clerk)	Statements of Cash in Treasury (filed with Clerk by Auditor)		2 years.	Govt. Code §§ 26920, 26922, 26205.1
3.7.8 (County Clerk)	Deputy Oath.	5 years have elapsed since the date of revocation of the appointment of the deputy.	5 years after the date of revocation of appointment. (No reproduction need be made or preserved).	Govt. Code §§ 24102 (a),(d)

3.7.9 (County Clerk)	Process Server's Certificate of Registration.	The certificate of registration has been kept for three years past the expiration date of the certificate.	The cert. of registration retained for 3 years following the expiration date of the cert., after which the cert. may be destroyed if scanned or if the conditions in Gov. Code § 26205.1 are met. If cert. is scanned, the image shall be retained for 10 years, after which time that image may be destroyed and no reproduction thereof need be made or preserved.	Bus. & Prof. Code § 22351(c)
3.7.10 (County Clerk)	Professional Photocopier application for registration.	The application for registration has been kept for a period of three years past the expiration date.	Application for registration shall be retained for 3 years past its expiration date, after which time it may be destroyed if it is scanned or if the conditions in Gov. Code 26205.1 are met. If it is scanned, the scanned image shall be retained for 10 years. After which time image may be destroyed & no reproduction need preserved.	Bus. & Prof. Code § 22452(c)

3.7.11 (County Clerk)	Unlawful Detainer Assistants & Legal Document Assistants application for registration.	The application for registration has been kept for a period of three years following the expiration date of the application.	The County clerk shall retain the application for a period of 3 years following the expiration date of the application, after which time the application may be destroyed if it is scanned or if the conditions specified in Gov. Code 26205.1 are met. If the application is scanned, the scanned image shall be retained for a period of 10 years, after which that image may be destroyed and no reproduction need be made or preserved.	Bus. & Prof. Code § 6403(e)
3.7.12 (County Clerk)	<i>Applications</i> for Vital Records: (Includes requestor & registrant information for requests for vital records.)	The application has been kept for a period of two years after receipt by the County.	2 years.	Govt. Code § 26202; See H&S Code §§102275-102395
3.8.1 (County Counsel)	Assessment Appeal Files (e.g., records for appeals of property tax amount, including owner's appeal, BOE decisions or findings, attorney notes, etc.).	Six years have elapsed since matter was closed.	6 years.	Code of Civil Proc. §§338, 341, et seq.; Govt. Code §25205; R&T Code §465
3.8.2 (County Counsel)	Bail Bond Motion Files (e.g., records of bail summary judgments, receipt of payments, proof of transfer of funds to court, attorney notes, etc.).	Two years have elapsed since matter was closed.	2 years.	PC § 1305 Govt. Code § 26205.1

3.8.3 (County Counsel)	Code Enforcement or Admin Appeal Hearing Case Files (e.g., petitions, orders, notices, pictures, attorney notes, etc.).	Five years have elapsed since matter was closed.	5 years.	Govt. Code § 26205.1
------------------------------	---	---	----------	-------------------------

3.8.4 (County Counsel)	Human Resources Case Files (e.g., grievances, writs, disciplinary actions, federal or state litigation matters, attorney notes, etc.).	10 years have elapsed since matter was closed or since separation from the County services (whichever is later).	10 years after matter is closed or separation from County (whichever is later).	Govt. Code §§ 12946, 26205.1
3.8.5 (County Counsel)	Juv. Dependency Case Files (e.g., petitions filed pursuant to WIC, birth certificates, notices, citations, orders, social worker reports, ex parties, court reports, parent locator discovery reports, ICWA documents, minute orders, paternity tests, attorney notes, etc.).	Matter is closed + child reaches 28 years of age.	File shall be retained until the child reaches 28 years old.	Govt. Code § 68152(g); WIC § 826(a)
3.8.6 (County Counsel)	Litigation Case Files (e.g., records related to County action in civil and criminal cases or actions involving property such as eminent domain, including briefs, court proceedings, pleadings, investigative materials, petitions, notices, attorney notes, etc.).	Ten years have elapsed since matter was closed.	10 years.	Govt. Code § 26205.1

3.8.7 (County Counsel)	Conservatorship Case Files (e.g., records related to LPS or Probate conservatorship matters, including petitions, accountings, correspondence, court orders, letters of conservatorship, attorney notes, etc.).	Five years have elapsed since the matter was closed.	5 years.	CCP §§338, 337 et seq.; Govt. Code §§ 945, 25105.5; PC §832.5
---------------------------	---	--	----------	---

3.8.8 (County Counsel)	County Department/District files (e.g., correspondence, memoranda, research, etc.).	Five years have elapsed since matter was closed.	5 years.	Govt. Code § 26205.1
3.9.1 (District Attorney)	Crime and supplemental reports, complaints, and files.	10 years has elapsed since record or file has been closed or adjudicated; it does not relate to an unadjudicated crime; it does not relate to unserved warrants; it does not relate to a criminal death case; and it is not presently the subject of either civil or criminal litigation.	10 years after close or adjudication of case provided record is not related to an unadjudicated crime, unserved warrant, criminal death case, and is not presently the subject of either civil or criminal litigation.	Govt. Code § 26205.1
3.9.2 (District Attorney)	Miscellaneous noncriminal reports.	3 years have elapsed since the record or file has been closed.	3 years.	

3.10.1 (Human Resources)	Any personnel or employment record or file made or kept by County (including but not limited to requests for reasonable accommodation application forms submitted by applicants & other records having to do with hiring, promotion, demotion, transfer, layoff, or termination, rates of pay or other terms of compensation & selection for training).	Two years have elapsed since the date of the making of the record or the personnel action involved.	Record shall be preserved for a period of 2 years from the date of the making of the record or the personnel action involved, whichever occurs later.	Title 29, Chpt XIV, § 1602.31 CFR; Govt. Code §12946
3.10.2 (Human Resources)	Terminated Employee Files.	Seven years have elapsed since the end of employment.	7 years.	Title 29, Chpt XIV, § 1602.31 CFR; Govt. Code §12946
3.10.3 (Human Resources)	EE0-4 Reports – annual report req'd by federal law.	Three years have elapsed since the report was created.	3 years.	Title 29, Chpt XIV, § 1602.30 CFR

3.10.4 (Human Resources)	MOU agreements negotiated between County & employee bargaining units.		Permanent.	
3.11.1 (Probation)	Records relating to individual minors.	Five years have elapsed since the termination of jurisdiction of the juvenile court over the minor.	5 years.	WIC § 826(a)

3.11.2 (Probation)	Records related to any person over 18.	Five years have elapsed since the termination of probation.	5 years.	Penal Code § 1203.10
3.12.1 (Public Health)	Rabies Control Records.	10 years have elapsed since the date record was created.	10 years.	Gov't Code § 26202
3.12.2 (Public Health)	X-ray photographs and case records taken with regard to tuberculosis.	<p>The records are more than five years old and:</p> <ol style="list-style-type: none"> 1. They do not show the existence of tuberculosis in the infectious stage; 2. The individual to whom the records pertain has been deceased more than two years, would be 102 years old according to date of birth as shown on the record; or 3. The person's place of residence has been unknown for over 10 years. 	<p>5 years (if the records do not show the existence of tuberculosis in the infectious stage; or the individual to whom the records pertain has been deceased more than two years, would be 102 years old according to date of birth as shown on the record; or the person's place of residence has been unknown for over 10 years).</p> <p>* The records may be offered to a public or private medical library instead of being destroyed.</p>	H&S Code § 123150
3.12.3 (Public Health)	Women, Infants & Children (WIC) program records.	<p>Ten years have elapsed since the date of the final expenditure report for the period to which the report pertains.</p> <p>* Cannot be destroyed if any litigation, claim, negotiation, audit or other action involving the records has been started before the end of the three- year period.</p> <p>* If FNS deems any of the program records to be of historical interest, it may require the State or local agency to forward such records to FNS whenever either agency is disposing of them.</p>	<p>10 years after date of the final expenditure report for the period to which the report pertains.</p> <p>* Cannot be destroyed if any litigation, claim, negotiation, audit or other action involving the records has been started before the end of the 3-year period.</p> <p>* If FNS deems any of the program records to be of historical interest, it may require the State or local agency to forward such records to FNS whenever either agency is disposing of them.</p>	7 CFR § 246.25

3.12.4 (Public Health)	Records pertaining to health care services rendered under CMAA, Medi-Cal or any other health care program administered by the department or its agents or contractors, including services rendered, recipient of services, date of service and any additional information required by law to be kept by said Department.	10 years have passed from the final date of the contract period between the plan and the provider, from the date of completion of any audit, or from the date the service was rendered, whichever is later. OR Immediately upon reproduction and electronic storage (and then after ten years can be destroyed). * Cannot be destroyed if another statute requires a longer retention period. * Records shall be retained beyond the 10-year period when the Department is notified by the County or the State Department of Health and Human Services, whichever has jurisdiction over the records, to retain records for a longer period of time, including for civil or criminal action.	10 years from the final date of the contract period between the plan and the provider, from the date of completion of any audit, or from the date the service was rendered, whichever is later, in accordance with Section 438.3(u) of Title 42 of the Code of Federal Regulations. OR Immediately upon reproduction and electronic storage (and then after 10 years can be destroyed). * Cannot be destroyed if another statute requires a longer retention period. * Records shall be retained beyond the 10-year period when the Department is notified by the County or the State Department of Health and Human Services, whichever has jurisdiction over the records, to retain records for a longer period of time, including for civil or criminal action.	WIC §§ 14124.1 ; 42 CFR §433.32 , 438.3
3.12.5 (Public Health)	Fiscal, statistical and other records necessary for maintaining accountability and meeting reporting requirements relating to the administration of public services.	Three years have elapsed since the date of the final expenditure report. OR Record has been reproduced and is stored electronically. Cannot be destroyed if Audit findings have not been resolved.	3 years from date final expenditure report submitted. OR Immediately upon reproduction and electronic storage (and then after three years can be destroyed). Cannot be destroyed if Audit findings have not been resolved.	WIC § 10851(c),(f) ; 42 CFR §433.32
3.12.6 (Public Health)	Water Test Records.	Five years have elapsed since the date record was created.	5 years.	40 CFR § 141.33(a)

3.12.7 (Public Health)	Records of chemical analyses made pursuant to 40 CFR §141.33(a).	10 years have elapsed since the date the record was created.	10 years.	40 CFR § 141.33(a)
3.12.8 (Public Health)	Small water system files (made for each small water system under County jurisdiction pursuant to CCR § 64259) including permits & all corresponding technical reports, monitoring results, photos plans, historical data and correspondence.	10 years have elapsed since the date the record was created.	10 years.	22 CCR § 64259

3.12.9 (Public Health)	Solid Waste records for disposal sites located with the jurisdiction of enforcing agency.		All files and their contents shall be retained by the enforcement agency for as long as a facility or disposal site physically exists.	14 CCR § 18020
3.13.1 (Public Works)	Traffic Collision Reports received from the California Highway Patrol.	Two years have elapsed since receipt of the records.	2 years.	Govt. Code § 26202
3.13.2 (Public Works)	Unaccepted bids or proposals for construction or installation of public works.	Two years have elapsed since receipt of the bid. Accepted bids should be filed with the contract.	2 years.	Govt. Code § 26202.1
3.14.1 (Purchasing Agent)	Written requisitions received by the Purchasing Agent.	Three years have elapsed since creation.	3 years.	Govt. Code § 25501.5

3.14.2 (Purchasing Agent)	Unaccepted bids & proposals for services, supplies & equipment received by Purchasing Agent.	Two years have elapsed since receipt of the record.	2 years.	Govt. Code § 26205.1
3.14.3 (Purchasing Agent)	Accepted bids & proposals for services, supplies & equipment received by Purchasing Agent.	Four years have elapsed since completion of the project or contract.	4 years after completion of project or contract.	CCP § 337
3.14.4 (Purchasing Agent)	Contracts for the construction of County buildings.	The building to which the records apply has been completed for over 10 years.	10 years.	Govt. Code, § 26205.1; CCP § 337.15
3.15.1 (Recorder)	Federal tax liens, together with any release of such lien.	More than eight years have elapsed since the lien was filed and all unreleased liens are reproduced.	8 years IF all unreleased liens are reproduced.	Govt. Code § 27206

3.15.2 (Recorder)	Papers and record books created under Land Title Law.	The records have been reproduced in accordance with Gov't Code §26205.5. AND PROVIDED THAT any page which cannot be reproduced on film with full legibility is permanently preserved.	Until reproduced in accordance with Gov't Code § 26205.5. AND PROVIDED THAT any page which cannot be reproduced on film with full legibility must be permanently preserved.	Govt. Code §§ 27207; 26205.5
3.15.3 (Recorder)	Any or all filed papers or record books created by handwriting, typing on printed forms, typewriting or photographic methods.	The records have been reproduced in accordance with Gov't Code § 26205.5 AND PROVIDED THAT any page which cannot be reproduced on film with full legibility is permanently preserved.	Until reproduced in accordance with Gov't Code § 26205.5. AND PROVIDED THAT any page which cannot be reproduced on film with full legibility must be permanently preserved.	Govt. Code § 26205.5
3.15.4 (Recorder)	Any original document left for recording.	Documents are undeliverable by mail and uncalled for for at least ten years after the date of recording. OR Documents have been reproduced & are undeliverable by mail & uncalled on for at least two years.	10 years (if undeliverable and uncalled for during that time). OR 2 years (if reproduced and undeliverable and uncalled for during that time).	Govt. Code § 26205.6
3.15.5 (Recorder)	Any notice of completion of any building or improvement, and the contract, plans, specifications and bond under which the work was done.	Five years have elapsed from the date of filing in the Recorder's office AND the Recorder has not been notified in writing to retain them by someone claiming interest under the contract or in the property affected. OR Two years have elapsed and the Recorder has returned the documents to the person who filed them, and the Recorder has not been notified in writing to retain them by someone claiming interest under the contract or in	5 years (if not returned to filer) UNLESS notified in writing to retain them by someone claiming interest under the contract or in the property affected. OR 2 years (if returned to filer) UNLESS notified in writing to retain them by someone claiming interest under the contract or in the property affected.	Govt. Code § 27205

		the property affected in either case.		
3.15.6 (Recorder)	Temporary Index sheets prepared by key punch or printing machine.	Permanent indexes have been completed from same key punch cards.	Must be retained until permanent indexes are completed from same key punch cards.	Govt. Code § 27265

3.15.7 (Recorder)	State highway construction plans and right of way maps.	Document has been microfilmed.	Can be destroyed at any time provided document has been microfilmed.	Streets & Highways Code §§ 128, 129
3.16.1 (Registrar of Voters)	Cancelled original affidavits of registration.	Five years have elapsed since cancellation. OR The first general election has taken place since such cancellation and the affidavits are reproduced.	5 years. OR After the first general election has taken place since cancellation (if reproduced).	Elections Code § 17000
3.16.2 (Registrar of Voters)	Index to affidavits of registration described in EC § 2183.	Five years have elapsed since the date of the registration.	5 years.	Elections Code § 17000
3.16.3 (Registrar of Voters)	Index of voters from previous statewide general election.	Five years have elapsed since the date of the election. OR Record has been reproduced.	5 years. OR Until next subsequent general election IF record has been reproduced.	Elections Code §§ 2191; 17300

<p>3.16.4 (Registrar of Voters)</p>	<p>For Federal & State or local elections: Packages with the following ballots & envelopes: Voted polling place ballots; Paper record; copies (see EC § 19271) of voted polling place ballots; Voted VBM ballots; VBM id envelopes; Voted provisional voter ballots; Provisional ballot voter id envelopes; Spoiled ballots; Canceled ballots; Unused VBM ballots surrendered by voter pursuant to EC§ 3015; Ballot receipts.</p>	<p>The record has remained unopened & unaltered and the designated time period (<u>22 months past a federal election & 6 months past a state or local election</u>) has elapsed since the declaration of the result of the election by the body canvassing the returns AND no contest to said election or criminal action involving fraudulent use, marking or falsification of ballots or forgery of absent voters' signatures has been commenced within said time period.</p>	<p>Federal Election: 22 months. State or Local Election: 6 months Cannot be destroyed if a contest to election has arisen or criminal action involving fraudulent use, marking or falsification of ballots or forgery of absent voters' signatures has commenced within the said period of time.</p>	<p>Elections Code §§ 17301-17306</p>
<p>3.16.5 (Registrar of Voters)</p>	<p>Nomination papers.</p>	<p>Four years have elapsed since the expiration of the term for which the papers were filed; and there is no pending investigation, action or proceeding.</p>	<p>4 years (if no pending investigation, action or proceeding).</p>	<p>Elections Code § 17100</p>

<p>3.16.6 (Registrar of Voters)</p>	<p>Initiative and referendum petitions.</p>	<p>Eight months have elapsed since the certification of the results of the election for which the petition qualified OR If the measure is not submitted to the voters, eight months have elapsed since the final examination of the petition by the elections official.</p> <p>Cannot be destroyed if the petition is evidence in any action or proceeding then pending or if there has been a written request to preserve the petitions for an ongoing or pending investigation.</p>	<p>8 months after the certification of the results of the election for which the petition qualified OR If the measure is not submitted to the voters, 8 months have elapsed since the final examination of the petition by the elections official.</p> <p>Cannot be destroyed if the petition is evidence in any action or proceeding then pending or if there has been a written request to preserve the petitions for an ongoing or pending investigation.</p>	<p>Elections Code § 17200</p>
<p>3.16.7 (Registrar of Voters)</p>	<p>Statements of organization, registration statements, and original campaign statements of persons holding elective state office, candidates for any such office, committees supporting any such officeholder or candidate, and committees supporting or opposing statewide measures.</p>	<p>Retain permanently. OR Two years have elapsed since record was filed AND the record has been reproduced.</p>	<p>Permanently. OR 2 years after record was filed AND the record has been reproduced.</p>	<p>Govt. Code § 81009 (a), (g)</p>

3.16.8 (Registrar of Voters)	Campaign statements of city council members, County supervisors, candidates for any of these offices, and committees supporting any officeholder or candidate.	If elected: Retain permanently. OR Two years have elapsed since record was filed AND record has been reproduced. If not elected: Five years or more have elapsed since record was filed.	If elected: Retain permanently. OR 2 years from date record was filed AND record has been reproduced. If not elected: 5 years or more have elapsed since record was filed.	Govt. Code § 81009(b), (g)
---------------------------------	--	--	--	----------------------------

3.16.9 (Registrar of Voters)	Campaign Statements - all other persons for all other offices not otherwise specified.	Seven years have elapsed since record was filed. OR Two years have elapsed since record was filed AND record has been reproduced.	7 years. OR 2 years from date record was filed AND the record has been reproduced.	Govt. Code § 81009(c), (g)
3.16.10 (Registrar of Voters)	Statements of Economic Interest of persons holding statewide elective office.	Retain permanently. OR Two years have elapsed since record was filed AND record has been reproduced.	Permanently. OR 2 years from date record was filed AND record has been reproduced.	Govt. Code § 81009(d), (g).
3.16.11 (Registrar of Voters)	Statements of Economic Interest - Supervisors, DA, County Counsel, Treasurer, CAO, Planning Commissioners - all other County filers.	Seven years have elapsed since record was filed. OR Two years have elapsed since record was filed AND record has been reproduced.	7 years. OR 2 years from date record was filed AND record has been reproduced.	Govt. Code § 81009 (e), (g)
3.16.12 (Registrar of Voters)	Copies of reports or statements relating to the Political Reform Act.	Four years have elapsed since record was filed. OR Two have lapsed since record was filed AND the record has been reproduced.	4 years. OR 2 years from date record was filed AND record has been reproduced	Govt. Code § 81009 (f), (g)

3.16.13 (Registrar of Voters)	Recall petitions NOT for state officer.	Preserve all recall petitions filed for eight months after the results of the election for which the petition qualified, or, if no election is held, eight months after the elections official's final examination of the petition. Thereafter, the petition shall be destroyed as soon as practicable, unless it is in evidence in some action or proceeding then pending or unless the elections official has received a written request from the Attorney General, the Secretary of State, the Fair Political Practices Commission, a district attorney, a grand jury, or the governing body of a County, city and County, city, or school district, including a school district, that the petition be preserved for use in a pending or ongoing investigation.	8 months after the results of the election for which the petition qualified for. OR 8 months after the election official's final examination of the petition. Thereafter, the petition shall be destroyed as soon as practicable, unless it is in evidence in some action or proceeding then pending or unless a written request is received from specified entities or officials.	Elections Code § 17400
----------------------------------	---	--	---	------------------------

3.16.14 (Registrar of Voters)	Records reflecting appointment of precinct officials, including Precinct officers' declaration of intention, Precinct board member apps., nominations & orders appointing precinct boards & polling place assignments. Records of Vote by mail ballot applications.	The designated time period (<u>22 months past a federal election & 6 months past a state or local election</u>) has elapsed since the date of the election.	Federal Election: 22 months State or Local Election: 6 months.	Elections Code §§ 17502-17505
----------------------------------	---	---	---	-------------------------------

3.16.15 (Registrar of Voters)	List of new resident voters.	22 months has elapsed since the date of the election.	22 months.	Elections Code § 17506
3.16.16 (Registrar of Voters)	Applications for Voter Registration Information.	Five years have elapsed from the date of the application.	5 years.	Elections Code § 2188
3.16.17 (Registrar of Voters)	Roster of Voters, Combined Roster of Voters, Indexes (as provided for in EC § 14109).	Five years have elapsed since the date of the election. OR Record has been reproduced	5 years. OR Until next subsequent general election IF record has been reproduced.	Elections Code § 17300
3.17.1 (Risk Mgmt)	Insurance Policies.	Current or old.	Permanent. Any destruction of insurance policy requires approval of Risk Manager, County Counsel and BOS.	
3.17.2 (Risk Mgmt)	Operational Files	Information needed to administer County self-insurance programs including: cert of insurance letters, costs allocation plans, actuary studies, insurance renewal data, CAL OSHA 200 logs, OSHA surveys, annual State of CA Workers Comp report, loss runs, structures and contents values, incident reports, subrogation recoveries and other information filed by category of insurance coverage.	Permanent.	

3.17.3 (Risk Mgmt)	General Liability Claim Files	Civil claims against the County seeking monetary damages.	Permanent.	
-----------------------	-------------------------------	---	------------	--

3.17.4 (Risk Mgmt)	Workers' Comp Claim Files	On the job injury claims. Includes employee claims, employers report of occupational injury or illness, medical reports, legal correspondence, Appeal's Board findings and awards and other information relevant to the injury claim. All information is filed chronologically.	Permanent.	
3.17.5 (Risk Mgmt)	Community Center Use Agreements	4 years have elapsed since the date the record was created and the record is not the subject of any litigation, claim, negotiation or other such action.	4 years provided the records are not the subject of any litigation, claim, negotiation or other action.	Govt. Code § 26202
3.17.6 (Risk Mgmt)	Film & Special Event permits & corresponding applications.	4 years have elapsed since the date the record was created and the record is not the subject of any litigation, claim or negotiation.	4 years provided the records are not the subject of any litigation, claim, negotiation or other action.	Govt. Code § 26202
3.18.1 (Sheriff)	Please refer to Mono County Resolutions Nos. 97-62 and 08-01.			

3.19.1 (Social Services)	Records pertaining to health care services rendered under Medi-Cal or any other health care program administered by the department or its agents/contractors, including services rendered, recipient of services, date of service & any additional information legally required to be kept.	The recipient has not rec'd any public assistance from the County for a period of three years. OR Immediately upon reproduction and electronic storage (and then after three years can be destroyed). * Cannot be destroyed until audit findings have been resolved. * Cannot be destroyed if another statute requires a longer retention period. * Records shall be retained beyond the 3-year period when the County is notified by the department or the State Department of Health Services, whichever has	3 years from the date final expenditure report submitted (for the last service provided). OR Immediately upon reproduction and electronic storage (and then after three years can be destroyed). * Cannot be destroyed until audit findings have been resolved. * Cannot be destroyed if another statute requires a longer retention period. * Records shall be retained beyond the 3-year period when the County is notified by the department or the State Department of Health Services, whichever has jurisdiction over the records, to retain records for a longer period of time, including for civil or criminal action.	WIC §§ 10851.14124.1
-----------------------------	---	---	--	----------------------

		jurisdiction over the records, to retain records for a longer period of time, including for civil or criminal action.		
--	--	---	--	--

3.19.2 (Social Services)	Narrative portions of a case record pertaining to health care services rendered under Medi-Cal or any other health care program administered by the department or its agents/contractors, including services rendered, recipient of services, date of service and any other information legally required to be kept.	The recipient has not rec'd any public assistance from the County for a period of three years. OR Immediately upon reproduction and electronic storage (and then after three years can be destroyed). * Narrative portions can only be destroyed AFTER audit by the department or State Department of Health Services, whichever has jurisdiction. AND only if no criminal or civil action is pending.	3 years from the date final expenditure report submitted (for the last service provided). OR Immediately upon reproduction and electronic storage (and then after three years can be destroyed). * Narrative portions can only be destroyed AFTER audit by the department or State Department of Health Services, whichever has jurisdiction. AND only if no criminal or civil action is pending.	WIC §§ 10851.14124.1
3.19.3 (Social Services)	Fiscal, statistical and other records necessary for maintaining accountability and meeting reporting requirements relating to the administration of public social services.	Three years have elapsed since the date of the final expenditure report. OR Record has been reproduced and is stored electronically. Cannot be destroyed if Audit findings have not been resolved.	3 years from date final expenditure report submitted. OR Immediately upon reproduction and electronic storage (and then after 3 years can be destroyed). Cannot be destroyed if Audit findings have not been resolved.	WIC §§ 10851(c),(f) 14124.1
3.20.1 (Treasurer/ Tax Collector)	Redemption certificates.	12 years have elapsed since receipt. OR Records have been reproduced in accordance with Gov't Code § 26205 (and will be maintained for 12 years).	12 years. OR Immediately provided the records have been reproduced in accordance with Gov't Code § 26205 (and will be retained for 12 years, after which time the reproduction may be destroyed).	R&T Code § 4107

3.20.2 (Treasurer/ Tax Collector)	Delinquent tax rolls and the original secured rolls on which they are based.	12 years have elapsed since receipt OR The abstract list has been certified as correct and complete by the Auditor and a reproduction has been made in accordance with Gov't Code § 26205 (and will be maintained for 12 years).	12 years. OR Immediately provided the records have been reproduced in accordance with Gov't Code § 26205 (and will be retained for 12 years, after which time the reproduction may be destroyed).	R&T Code § 4377
--	--	--	---	-----------------

3.20.3 (Treasurer/ Tax Collector)	Abstract lists of the tax rolls (prepared under § 4373 of the R&T Code).	Two years have elapsed since the time the lien has been removed.	2 years.	R&T Code § 4377
3.20.4 (Treasurer/ Tax Collector)	Any original unsecured tax roll containing the information set forth in the delinquent roll or abstract list.	The abstract list has been certified as correct and complete by the Auditor and a reproduction has been made in accordance with Gov't Code § 26205 (and will be maintained for 5 years).	5 years. OR Immediately provided and the records have been reproduced in accordance with Gov't Code § 26205 (and will be retained for 5 years, after which time the reproduction may be destroyed).	R&T Code § 2928
3.20.5 (Treasurer/ Tax Collector)	Tax Rolls.	Two years after the last current item has been recorded thereon IF the records are reproduced & a copy of the reproduction is permanently retained.	2 years after last current item has been recorded (IF reproduced and reproduction is permanently retained.	Govt. Code § 26908
3.20.6 (Treasurer/ Tax Collector)	Certificates of deposit from the County Auditor.	The certificates have been filed for more than five years. OR The certificate has been filed for more than one year, and it has been reproduced in accordance with Gov't Code § 27001(b), the reproduced record is conveniently accessible & a provision is made for preserving, examining & using the same.	5 years. OR 1 year (if record is reproduced in accordance with Gov't Code § 27001(b), the reproduced record is conveniently accessible & a provision is made for preserving, examining & using the same).	Govt. Code § 27001
3.20.7 (Treasurer/ Tax Collector)	Bonds & interest coupons (County). See section 3.2.3 for school & special district bonds.	The bonds or any and all coupons pertaining thereto have been paid or canceled.	Upon payment or cancellation.	Govt. Code § 53921

4. The records of special districts for which the board of supervisors is the governing body shall be destroyed in compliance with Government Code sections 60200, et seq.
5. This policy may be amended from time to time by additions, deletions, or amendments thereto by further resolution of the Board of Supervisors which shall be made with specific reference hereto and all of the provisions hereof not otherwise modified shall remain in full force and effect.