

ALAMEDA COUNTY SHERIFF'S OFFICE GENERAL ORDER	NUMBER: 8.08
	RELATED ORDERS: CALEA 35.1.5, 82.3.5 CIB Policy and Procedure 2.06.8 Government Code 26201, 34090 Alameda County Resolution R89-721
	ISSUE DATE: March 1, 1996
	REVISION DATE: February 6, 2004
CHAPTER: Auxiliary and Technical Services	SUBJECT: Retention of Records - Management Services Division

- I. **PURPOSE:** To set forth policies on retention and disposition of records that apply Agency-wide and are under the care of the Management Services Division.
- II. **POLICY:** The Agency will manage information efficiently, and all records will be maintained or destroyed in accordance with schedules for the retention and disposition of records.
- III. **ORDER:** The Commander of Management Services will establish the Agency's record retention policy in accordance with applicable Federal and State laws.
 - A. **RECORD RETENTION & DESTRUCTION:**
 1. Records will generally be retained for a period of three years unless otherwise required by law, regulation, litigation or other exception specified in this order.
 2. After three years records may be destroyed according to applicable laws or regulations.
 3. Where laws and regulations are silent about the retention period for such records, the three year retention limit will apply.
 4. Records should be filed in a manner that permits an orderly and timely retrieval.
 - B. **RECORDS RETENTION TIMETABLE:**
 1. Both federal and state government requires the retention of records to prove compliance with laws and regulations. The following provides guidance for the minimum retention of records common to Management Services.

Legend for Authority to Dispose	Legend for Retention Period
AD-Administrative Decision ASPR-Armed Services Procurement Regulation CFR-Code of Federal Regulations FLSA-Fair Labor Standards Act ICC-Interstate Commerce Commission INS-Insurance Company Regulation ISM-Industrial Security Manual ST-State WH-Walsh-Healy	AC-Dispose After Completion of Job AE-Dispose After Expiration AF-After End of Fiscal Year AS-After Settlement AT-Dispose After Termination OBS Dispose When Obsolete P-Permanent SUP-Dispose When Superseded

Type of Record	Retention Period Years	Authority
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Accounting & Fiscal

Accounts Receivable Invoices & Ledgers	3	AD
Balance Sheets	3	AD
Bank Deposits	Audit + 2	AD
Bank Statements	Audit + 2	AD
Budgets	3	AD
Capital Asset Record	3	AD
Cash Receipts Register	Audit + 2	AD
Cost Accounting Records	5	AD
Estimates, Projections	5	AD

Financial Statements, Periodic	2	AD
General Ledger Records	P	CFR
Payroll Registers	3	FLSA, State
Petty Cash Records	3	AD

Administrative Records

Audits Reports	FY +5	AD
Correspondence, Executive	P	AD
Correspondence, General	5	AD
Systems and Procedure Records	P, until superseded* * superseded item should be kept 3 yrs. as a reference	AD

Communications

Phone Directories	SUP	AD
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Contract Administration

Contracts, Negotiated, Changes & P Specifications, Procedures, Correspondence		CFR
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Office Supplies & Services

Inventories	1AF	AD
Office Equipment Records	6AF	AD
Requests for Services	1AF	AD
Requisitions	1AF	AD

Personnel

Accident Reports, Injury Claims & Settlements	30AS	CFR,INS,STATE
Applications, Changes & Terminations	3	AD,CFR
Attendance Records	7	AD
Employee Activity Files	2	2
Evaluation Reports	P	AD
Health & Safety Bulletins	P	AD
Job Descriptions	2 or SUP	CFR
Time Cards	6	AD
Training Manuals	P	AD
Union Agreements	3	Walsh-Healy Act

2. Records are of active or current status if they are consulted during the year. All other records with a predefined storage period should be prepared for transfer to Record Retention.
3. To be assured of prompt and efficient retrieval of records the procedures cited below should be followed:
 - a. Purchase boxes (12x15x10) from county vendor.
 - b. Check approved record retention schedule.
 - c. Inventory each box by listing the titles of each folder on a Transmittal Form. It is essential that the inventory be as specific and as accurate as possible.
 - d. Place the box number barcode from the Transmittal form on the short side of the box.
 - e. Assign date of destruction to the records. As the automatic destruct date approaches, you will receive a Notice of Intent from Record Retention, which lists the items that are scheduled for destruction.
 - f. After the records are destroyed, a Certificate of Destruction and a Final Destruction Report will be issued to verify all items that were destroyed.
4. Questions concerning policies and procedures described here should be referred to the Commander of Management Services.