



COUNTY RECORDS RETENTION SCHEDULE:



Department: Assessor's Office

Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
Assessment Roll	Permanent	Indefinite	Date of Record	Abstract of Property Values
Homeowners Applications	Permanent	10 years	Transfer of	Application for Homeowner's Exemption
Timber Applications	Permanent	10 years	Date of Record	Application to place property in a Timber
Agriculture Form	Permanent	10 years	Date of Record	Indicates agriculture use of property
New Construction Roll	Semi Permanent	5 years	Date of Record	Abstract of New Construction Property
Sales Verification	Semi Permanent	5 years	Date of Record	Verification forms of sale price from Buyer
Sales Books	Semi Permanent	5 years	Date of Record	Bench mark book or sale workups
Assessment Notices	Semi Permanent	5 years	Date of Record	In administration data base
Appraisal Field Sheets	Semi Permanent	5 years	Date of Record	Field sheets from last reappraisal
Personal Property Delcarations	Semi Permanent	5 years	Date of Record	Taxpayer's list of personal property
Receipt Book	Semi Permanent	5 years	Date of Record	Any cash received
Maps & Split Information	Semi Permanent	5 years	Date of Record	Outdated maps, split workups
Department of Motor Vehicles				
Month to Day Report	Permanent	10 Years	Date of Record	DMV monthly report
End of Day Report	Permanent	10 Years	Date of Record	DMV daily report
ST-108	Semi Permanent	5 years	Date of Record	Fax Receipts for Untitled items
Adjustment Vouchers	Temporary	2 years	Date of Record	Refund file on all refunds done after daily report sent in
Cash Register Receipts/stubs	Temporary	2 Years	Date of Record	Assessor copyof each plate transaction, renewal or new plate
Mail in Renewal Log	Temporary	2 Years	Date of Record	Log of renewals/titles that come in the mail
Internet Renewal Log	Temporary	2 Years	Date of Record	Log of renewals made on the internet
Inventory List	Temporary	2 Years	Date of Record	Stickers, plates, forms ordered those issues versus those unused.
Parcel Tracking Documents	Semi-permanent	5 years	Date of Record	
Photos of Real Property	Semi-permanent	5 years	Date of Record	

Profit / Loss Statements	Semi-permanent	5 years	Date of Record	

DEPARTMENT: Assistance/Indigency

Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
Applications, Investigative Notes, Motions and Order to approve or deny, Appeals, and all file contents	Semi-permanent	5 years	Application denial or close of approved case.	
Daily Deposits	Permanent	10 years	Date of Record	
Invoices	Semi-permanent	5 years	Application denial or close of approved case.	Destruction could be at the end of the fiscal year 5 years after denial or close of approved case.
Lien Letters	Semi-permanent	5 years	Application denial or close of approved	Destruction could be at the end of the fiscal year 5 years after denial or close of
Liens	Semi-permanent	5 years	From date of payment or waiver by BOCC	Destruction could be at the end of the fiscal year 5 years after denial or close of approved case.
Medical Records	Semi-permanent	5 years	Application denial or close of approved	Destruction could be at the end of the fiscal year 5 years after denial or close of
Notary Books	Permanent	Indefinite		
Promissory Notes	Semi-permanent	5 years	From date of payment or waiver by BOCC	Destruction could be at the end of the fiscal year 5 years after denial or close of approved case.
Receipts	Semi-permanent	5 years	From date of payment or waiver by BOCC	Destruction could be at the end of the fiscal year 5 years after denial or close of approved case.
Registrations	Semi-permanent	5 years	Application denial or close of approved	Destruction could be at the end of the fiscal year 5 years after denial or close of
Releases	Semi-permanent	5 years	Application denial or close of approved	Destruction could be at the end of the fiscal year 5 years after denial or close of
Transcripts	Semi-permanent	5 years	Application denial or close of approved	Destruction could be at the end of the fiscal year 5 years after denial or close of

DEPARTMENT: County Commissioners

Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
County Commissioner Meeting Tapes	Temporary	2 years	Date of Record	Minutes should be transcribed and kept in a paper format.
County Commissioner Minutes	Permanent	Indefinite		Maintained by Clerk
Commissioner Agenda	Temporary	2 years	Date of Record	Maintained by Clerk
Commissioner Calendar	Semi-Permanent	5 years	Date of Record	Maintained by Clerk
Commissioner Files: Agreements	Semi-Permanent	5 years	End Date	From date of ending of agreement period.
Commissioner Files: Contracts	Permanent	10 years	Date of Signature	From date of ending of contract period.
Commissioner Files: Correspondence	Semi-Permanent	5 years	Varies by File	Maintained by Clerk; destroyed with file
Commissioner Files: Hearing Documents - Indigence	Semi-Permanent	5 years	Date of Hearing	Maintained by Clerk
Commissioner Files: Hearing Documents - Ordinance	Semi-Permanent	5 years	Date of Hearing	Maintained by Clerk
Commissioner Files: Hearing Documents - P&Z	Semi-Permanent	5 years	Date of Publication	Maintained by Clerk
Commissioner Files: Notes	Semi-Permanent	5 years	Date of Creation	
Ordinances	Permanent	Indefinite		
Resolutions	Permanent	Indefinite		
Annual Budgets	Permanent	10 years	End of fiscal year	Maintained by Clerk
Audit Reports	Permanent	Indefinite		In Clerk's Possession
Purchase Orders	Temporary	2 years	Date of Record	
Various Board and Commission Minutes	Permanent	Indefinite		Maintained by Clerk
General Correspondence and Subject Files Description				Maintained by Clerk
<i>Policy and Program Records.</i>	Permanent	10 years	Date of Record	
<i>General Administrative Records.</i>	Semi Permanent	5 years	Date of Record	
<i>General Housekeeping Files.</i>	Temporary	2 years	Varies by File	Destroy with file

DEPARTMENT: Clerk/Auditor/Recorders Records

Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
Applications: Catering permits	Temporary	2 years	Date of Permit	
Applications: Liquor License	Temporary	2 years	Date of License	
Applications: Passport Transmittals	Temporary	2 years	Application Date	
Applications: Marriage License	Permanent	Indefinite		
Assessor generated property reports -- signed by clerk (Abstracts)	Semi-Permanent	5 years	Date of Record	
Annual Audit Report	Permanent	Indefinite		Prepared by independent CPA
Board of Equalization Records	Semi-Permanent	5 years	Date of Decision	
Budget Reports	Permanent	10 years	Date of Record	
Child Support Payment Records (Proir to 1006)	Semi-Permanent	5 years	See comment	From when youngest child reaches age of majority
Claims w/supporting data	Semi-Permanent	5 years	Date of Claim	
Clerk Correspondence	Temporary	2 years	Date of Record	
Commissioner Records & Files				See separate listing under "Commissioners"
Contracts (as necessary may have life greater than 5 years)	Permanent		Date of Signature	
Correspondence / Email not relating to records classified as permanent or semi-	Temporary	2 years	Date of Mailing	
County Ordinances	Permanent	Indefinite	Date of Signature	
County Resolutions	Permanent	Indefinite	Date of Signature	
County Warrants/Checks	Semi-Permanent	5 years	Date of Record	
Court Records				Governed by ID Administrative Court
Courthouse Specs	Permanent	Indefinite	Date of Record	
Election Abstract	Permanent	Indefinite		
Elections: Ballots	Temporary	2 years	Date of Canvass	
Elections: Voted Ballots	Temporary	2 years	Date of Canvass	
Elections: Duplicated Ballots	Temporary	2 years	Date of Canvass	
Elections: Absentee ballot affidavit envelopes	Temporary	1 year	Date of Record	

Elections: Unused and Spoiled Ballots	Temporary	60 Days	From deadline for requesting recount	
Elections: Record of number of ballots printed and furnished to each polling place	Temporary	1 year	Date of Record	
Elections: Unvoted ballots from Primary (Issued but not voted when Primary is not	Temporary	1 year	Date of Record	
Elections: Poll Books	Semi-Permanent	5 years	Date of Canvass	
Elections: Tally Books	Temporary	2 years	Date of Canvass	
Elections: Request for Absentee Ballots	Temporary	2 years	Date of Canvass	
Elections: Purged, duplicate, moved, canceled voter registration cards	Temporary	2 years	Date of Action	
Elections: voter registration cards for electors whose registration has been terminated	Semi-Permanent	5 years	Date of Action	
Elections: Declaration of Candidacy	Semi-Permanent	5 years	Date of Election	
Elections: Financial Disclosure Reports	Semi-Permanent	5 years	After Election	
Elections: List of Absentee Voters	Semi-Permanent	5 years	After Election	
Elections: Correspondence relating to Voter Registration	Temporary	2 years	Date of Record	
Elections: Personal ID Affidavit	Temporary	1 year	Date of Record	
Elections: Ballot Tracking Logs	Temporary	1 year	Date of Record	
Elections: Automated tabulation ballot logs	Temporary	1 year	Date of Record	
Elections: Copy of election definition and program used in tabulating ballots	Temporary	1 year	Date of Record	
Elections: Notice of Election	Temporary	1 year	After Election	
Elections: Election Calendar	Semi-Permanent	5 years	Date of Publication	
Elections: Petitions for Signature Verification	Semi-Permanent	5 years	Date of Record	
Elections: Maps of precinct with legal descriptions	Semi-Permanent	5 years	After new revision of boundaries	
Financial Data: Annual Reports	Semi-Permanent	5 years	Date of Publication	
Financial Data: Auditors Certificates	Semi-Permanent	5 years	Date of Record	
Financial: Check/Warrant Registers	Permanent	Indefinite		
Financial: Checks/Warrants	Permanent	10 years	Date of Record	Redeemed, canceled, voided, and duplicate
Financial Data: Journals	Semi-Permanent	5 years	End of Year Record	
Financial Data: Ledgers	Permanent	10 years	End of Year Record	

Financial Data: Monthly Reports	Semi-Permanent	5 years	End of Year Record	
Financial Data: Quarterly Reports	Semi-Permanent	5 years	End of Year Record	
Financial Data: Receipts	Semi-Permanent	5 years	End of Year Record	warrants, request for restitution disbursement from courts.
Financial Data: Vouchers	Semi-Permanent	5 years	End of Year Record	
Grants	Semi-Permanent	5 years	Date of Closure	
Indigent Records				See separate listing under
Jury Records	Semi-Permanent	4 years	Date of Record	Idaho Code §2-214
Levies for each taxing district (L-2s)	Permanent	Indefinite	End of Fiscal Year - 10 years out	you may want to consider keeping these indefinitely
Levies (L-1s)	Permanent	Indefinite	End of Fiscal Year - 10 years out	May want to consider keeping indefinitely
Maps (Precinct, tax code areas. Etc.)	Semi-Permanent	5 years	Becomes Obsolete	
Payroll Records	Semi-Permanent	5 years	End of Year Record	garnishment records, reports time sheets, W- 2s, W-3s, W-4s, I-9s, inactive files.
Recorded Documents: Articles of	Permanent	Indefinite		
Recorded Documents: Assumed Business	Permanent	Indefinite		
Recorded Documents: Deeds	Permanent	Indefinite		
Recorded Documents: Deeds of Trust	Permanent	Indefinite		
Recorded Documents: Marriage Licenses	Permanent	Indefinite		
Recorded Documents: Military Discharge	Permanent	Indefinite		
Recorded Documents: Mortgages	Permanent	Indefinite		
Staff Meeting Minutes	Semi-Permanent	5 years	Date of Meeting	
Survey Plats	Permanent	Indefinite		
Synopsis Publication	Permanent	Indefinite		
Tax Cancellation Records	Temporary	2 years	Date of Action	
Tax Records for Payroll and Accounts Payable	Semi-Permanent	5 years	End of Year Record	Federal & State tax records, 1099s, W-9s, 941, 941E, 8109, sales and used tax forms.
Tax Remittance Reports	Semi-Permanent	5 years	End of Year Record	

DEPARTMENT: Emergency Management

Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
After Incident Reports	Semi-Permanent	5 Years	Date of Record	
Agendas	Temporary	2 Years	Date of Record	
Agreements	Semi-Permanent	5 Years	From End Date of Agreement	
Bid Awards	Permanent	10 Years	Date of Record	
Bids	Permanent	10 Years	Date of Record	
Budget Records	Permanent	10 Years	End of Fiscal Yr	
Building Plans	Permanent	10 Years	Date of Record	
Calendar	Semi-Permanent	5 Years	Date of Record	
Certificates	Temporary	2 Years	Date of Record	
Change of Address Request	Temporary	2 Years	Date of Record	
Claims	Semi-Permanent	5 Years	Date of Record	
Constituent Correspondence	Temporary	2 Years	Date of Record	
Construction Costs	Semi-Permanent	5 Years	Date of Record	
Contracts	Semi-Permanent	5 Years	From End Date of Contract	
Correspondence / Email	Temporary	2 Years	Date of Record	
Event Records	Temporary	2 Years	Date of Record	
Exception Letters	Temporary	2 Years	Date of Record	
Grants	Permanent	10 years	Closure	
Invoices	Semi-Permanent	5 Years	Date of Record	
License Applications	Semi-Permanent	5 Years	Date of Record	
Maps	Permanent	Indefinite		
Memorandums General	Temporary	2 Years	Date of Record	
Memorandums of Agreement	Semi-Permanent	5 Years	when no longer applicable.	
Memorandums of Understanding	Semi-Permanent	5 Years	when no longer applicable.	
Notices (Public and Legal)	Semi-Permanent	5 Years	Date of Record	
Parcel Tracking Documents	Semi-Permanent	5 Years	Date of Record	
Plans	Semi-Permanent	5 Years	Date of Record	

Receipts	Permanent	10 Years	Date of Record	
Tabletop Exercise Records	Semi-Permanent	5 Years	Date of Record	
Transcripts	Semi-Permanent	5 Years	Date of Record	
DEPARTMENT: Emergency Medical Services				
Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
Individual QA	Temporary	2 years	End of employment	
Agency/study QA	Temporary	2 years	Date of Record	
Individual training records	Semi-Permanent	5 years	End of employment	
Agency training records	Semi-Permanent	5 years	End of employment	
Initial course records	Semi-Permanent	5 years	End of employment	
Standardized course records	Semi-Permanent	5 years	End of employment	
Controlled drug logs	Semi-Permanent	5 years	Date of Record	
Infection Control training	Semi-Permanent	5 years	End of employment	
Infection/safety reports	Semi-Permanent	5 years	Date of Record	
Invoices	Temporary	2 years	Date of Record	
Advisory Council Minutes	Permanent	10 years	Date of Record	
Advisory Council Records	Permanent	10 years	Date of Record	
Contracts	Semi-Permanent	5 years	End Date	
Personnel Records	Permanent	10 years	End of Employment	
Purchase Orders	Semi-Permanent	5 years	Date of Record	
Patient Care Reports	Semi-Permanent	5 years	End of treatment	
Policy Manuals	Semi-Permanent	5 years	When Obsolete	
Grant Information	Semi-Permanent	5 years	End of Grant period	
Licensures	Semi-Permanent	5 years	Date of Record	
Public Request for Information	Semi-Permanent	5 years	Date of Record	

DEPARTMENT: GIS

Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
Addressing Correspondence (Appeals, Road Name Approval, Change of Address)	Semi-Permanent	5 years	Date of Record	
Budget Records	Semi-Permanent	5 years	Date of Record	
CD's Digital	Semi-Permanent	5 years	Date of Record	
Code Area Change	Semi-Permanent	5 years	Date of Record	
Correspondence / Email	Temporary	2 years	Date of Record	
Digital Data	Permanent	Indefinite		
Journals	Temporary	2 years	Date of Record	
Maps (Scratch paper maps for field work)	Temporary	2 years	Date of Record	
Maps (Signed maps for Emergency Service Zones)	Semi-Permanent	5 years	After obsolete	

DEPARTMENT: Juvenile/Adult Misdemeanor Probation

Record Title	Classification	Total Retention Period	Beginning of Retention Period	Comments
Agendas	Temporary	2 Years	Date of Record	
Alco-Sensor Log	Temporary	Duration of Grant	Closure	
Bid Awards	Permanent	10 years	Date of Record	
Bids	Permanent	10 years	Date of Record	
Budget Records: Expenditures	Permanent	10 years	Date of Record	
Building Plans	Permanent	Indefinite	Date of Record	
Case Management Systems (CMS) database	Permanent	10 years	Case Closure	Client database containing information and documentation on each probationer--juvenile and adult
Certificates	Semi-Permanent	5 Years	Date of Record	
Claims	Semi-Permanent	5 Years	Date of Record	
Construction Costs	Semi-Permanent	5 Years	Date of Record	
Contracts	Semi-Permanent	5 years	End date of contract	
Correspondence: Closed adult case files (paper)	Temporary	2 years	Date of Record	
Correspondence: Closed juvenile case files (paper)	Temporary	2 years	From end of probation	
Correspondence: Open Juvenile & Adult Cases (paper)	Temporary	2 years	From end of probation	
Grants	Permanent	10 Years	Closure	
Invoices	Semi-Permanent	5 Years	Date of Record	
POST Certificaiton, training records, claims	Temporary	5 Years	End of employment	Kept for period of employment.
Receipts: Grants	Temporary	2 years	End of Grant	
Reports: Grant	Permanent	10 years	End of Grant	
Staff Meeting Minutes	Permanent	10 years	Date of Record	
Tapes	Semi-Permanent	5 Years	Date of Record	

DEPARTMENT: Juvenile Detention

Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
Agendas/Monthly Staff Meetings	Permanent	10 years	Date of Record	Monthly Staffing Meetings
Alco-Sensor Log	Temporary	2 Years	Date of Record	
Bid Awards	Permanent	10 years	Close of Project	
Bids	Permanent	10 years	Date of Completion	
Budget Records: Expenditures	Permanent	10 years	End of Fiscal Yr	
Building Plans	Permanent	Indefinite		
Case Management Systems (CMS) database - Used for all adult & juvenile cases	Permanent	10 years	Case Closure	Client database containing information and documentation on each probationer - juvenile and adult
Certificates	Semi-Permanent	5 years	End of Employment	POST Certification, Training Records
Claims	Semi-Permanent	5 Years	Date of Record	
Construction Costs	Semi-Permanent	5 Years	Date of Record	
Contracts	Semi-Permanent	5 Years	End of Contract	
Correspondence / Email	Temporary	2 Years	Date of Record	
Grants	Permanent	10 years	End of Grant	
Invoices	Semi-Permanent	5 Years	Date of Record	
Logs: Juvenile Behavior	Temporary	2 years	After 18th birthday	detention
MAYSI-2	Permanent	10 years	Date of Disposition	Psychological Evaluations - intake
Receipts	Semi-Permanent	5 Years	Date of Record	
Reports (Incident Reports, Inspection Reports)	Permanent	10 years	Date of Record	Juvenile reports, fire and State inspections, Facility Certification
Reports: Active / Inactive Juvenile Case File	Permanent	10 years	Date of Record	Booking Sheet, UDT, Picture, Property Sheet, Medical Information, release Sheet
Reports: Active Juvenile Case File - Paper	Temporary	2 years	Release of Custody	Pre-book, Booking Sheet, Court Order, UDT, Finger Prints, Picture, Property Sheet, Issued Property Sheet, Facility Rule Sheet, Level Tests

Reports: Inactive Juvenile Case File - Paper	Temporary	2 years	After 18th birthday	Pre-book, Booking Sheet, Court Order, UDT, Finger Prints, Picture, Property Sheet, Issued Property Sheet, Facility Rule Sheet, Level Tests, Transfer of Custody, Phone Log, Shower Log, Book Log, Credit Log, Release Sheet, Visiting Log
Reports: Juvenile Medical Files - Paper	Temporary	2 years	After 18th birthday	Medical make, OTC Sheet, 14 day evaluation, medical request forms, medication approval forms, Doctor order forms
Staff Meeting Minutes	Semi-Permanent	5 years	Date of Record	Monthly Staffing Meetings
Tapes	Permanent	10 years	Date of Record	CMS and Server Backups

DEPARTMENT: Law Enforcement

Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
911 Tape Request forms	Temporary	2 years	Date of request	Used for Research and Information
Active Civil Protection Orders	Temporary	2 years	Case Closed	Temporary & permanent civil protection orders, service sheets, entry page, criminal histories, and all NCIC entries.
Active No Contact Orders	Temporary	2 years	Case Closed	House face sheet used to track entry, court records of actions, copies of court orders, copies of court minutes, law enforcement information sheet, NCIC records, and copies of the ILETS entry. Maintained to confirm active no contact orders and
Administrative Investigations	Semi-Permanent	Period of Investigation plus 5 years.	End of Investigation	tapes, photos, and other information collected in the course of an investigation concerning Sheriff's Office employees.
Administrative Reports	Permanent	10 years		internal reports by personnel concerning officer related incidents, including pursuit, use of force reports, or accidents involving county vehicles. For internal investigave purposes.
Adult Fingerprint cards	Permanent	10 years		offenders. Maintained for investigatory purposes, or for comparison.
Affidavit Files	Semi-Permanent	5 years	Case Completion	copy of Judgment of Conviction and inmate contact sheet. Maintained for court to justify why inmate did not complete
Annual Jail Health and Sanitation Inspection Results	Temporary	2 years	Date of Record	annual health inspection. Maintained for certification.
Annual Report	Permanent	10 years	Date of Record	uniform crime reports summarizing statistics on criminal activity and office operaitons. Information mayh include date, categories, totals, and related data.
Arrest Mugshots	Permanent	10 years	Date of Record	individuals used for identification and apprehension of suspects in criminal investigations.

Asset Inventory	Temporary	2 years	After asset removal	assets assigned. Maintained to assist in tracking asset movement.
Block Training Files	Semi-Permanent	5 years	From date of training	POST records, class rosters, training materials used in patrol recurring training sessions. Maintained to document personnel who attended training, the dates and times of training given, and the content of the training given.
Boat Inspection Forms	Temporary	2 years		Standard form for documenting inspections of boat safety equipment. Maintained as a requirement for statistical information.
Budget files	Permanent	10 years	Date of Record	monthly budget printout. Maintained to be able to track the annual budget, current expenditures, and to determine future budgetary requirements.
CAD Data	Temporary	2 years	Date of Record	Monthly downloads of CAD data to include calls for service incidents and officer unit histories. Maintained for
Citation Proof Report	Permanent	10 years	Date of Record	Daily report of all citations entered that day.
Civil Actions Files	Semi-Permanent	5 years	After Case Closing	complaints, subpoenas, restitutions, real or personal property levies.
Civil Bank Statement	Semi-Permanent	5 years	End of year	Bank statements, account reconciliation,
Civil Check Receipts	Semi-Permanent	5 years	End of year	Check stubs for all checks written by civil section documenting all monies going out.
Civil Deposit and Withdrawal Reports	Semi-Permanent	5 years	End of year	documentation for the monthly bank account reconciliation.
Civil Protection Order Validation Log	Temporary	2 years	Date of Record	Listing of all orders validated.
Computer Aided Dispatch Data	Temporary	2 years	Date of Record	
Concealed Weapons Denial Files	Semi-Permanent	5 years	Date of denial	Copies of all denials and revocations for concealed weapons application permits.
Concealed Weapons Permit Applications	Semi-Permanent	5 years	Date of approval	Index cards, NCIC printouts, proof of
Contracts	Semi-Permanent	5 years	Date of completion	Reference copies of all contracts for service made with the Sheriff's Office.
Court Warrant Registers	Temporary	2 years	Until Served then return to court	Active felony warrants.
Credit Card Receipts	Semi-Permanent	5 years	End of year	All credit card receipts generated by

Daily Check Receipts	Semi-Permanent	5 years	End of year	Copy of checks and printout. Check receipts for civil judgments.
Detectives Case Management Files	Permanent	10 years	merge with LE record or destroy	Maintained by detectives for investigative purposes only.
Document Shredding Receipts	Temporary	2 years	End of year	shredded throughout the department by the shredding company.
Drug Destruction List	Permanent	10 years	Date of Record	All drugs taken to the state lab for
Employee Confidential File	Permanent	10 years	After separation	Employee polygraph results, college transcripts, credit reports, written exams, references, birth certificates, application, and pre-employment packet. Maintained for hiring process history.
Employee Food Handling Certification	Semi-Permanent	5 years	Date of certification	Maintained as Jail Standards requirement.
Employee Grievance File	Semi-Permanent	5 years	Period of employment + 5 years	Results of investigation concerning employee grievances. May contain audio tapes, photographs, personnel records, and reports generated in the investigation.
Employee Medical File	Permanent	10 years	After separation	Copies of FMLA forms, workers comp forms, physical fitness forms, doctor's notes, notice of personnel information forms, psychological exam, and physical exam. Maintained to retain office required medical information. Contents restricted or confidential information governed by HIPAA.
Employee Personnel File	Permanent	10 years	After separation	documentation, awards, oath, and written policy acknowledgements. Maintained record of evaluations employee history, and reference of signed policy statements.
Employee Time Sheets	Semi-Permanent	5 years	End of year	
Employee Training Records	Semi-Permanent	5 years	After separation	evaluations that are related to training for employees.
Expungement Orders	Permanent	10 years	Date of Record	Original police reports, mugshots or other photographs, fingerprint cards, booking information, and a copy of the court order.
False Alarm Records	Semi-Permanent	5 years	Date of report	Records documenting use and responses to security alarms. Copy of false alarm report, copies of letters sent to responsible parties, and certified return receipts. Maintained for billing purposes.

Felony Warrant Cover Sheets	Temporary	2 years	Date served	information, waivers, and felony warrant cover sheets. Maintained for out-of-state extraditions. Destroy after service.
Fuel Tank Test Results	Permanent	10 years	Date of record	as required by the Environmental Protection Office.
Field Interrogation cards	Temporary	2 years	Date of report	Informational reports written by law enforcement officer related to individuals, events, or vehicles for which the officer does not have probable cause for enforcement. Information usually includes name and address of person contacted, physical description of person or vehicle, officer's name, location of contact, date and time, witnesses, reason for contact, and related data.
Financial Bank Statements	Semi-Permanent	5 years	End of year	
Firearms Instructor Certificates	Temporary	2 years	Date of completion	
FMLA Requests	Permanent	10 years	Upon completion	
Grant Awards	Semi-Permanent	5 years	Date of Closure	
Human Resources Employment Files	Permanent	10 years	Upon separation	forms, working papers. Maintained to provide an operational history of all personnel working in the Sheriff's Office.
ILETS Validations	Temporary	2 years	Maintain until audit	
Inactive Employment Applications	Temporary	2 years	End of year	examination, background information for historical purposes.
Inmate Arrest Records	Semi-Permanent	5 years	Period of Incarceration + 5 years	Records documenting non-medical information on inmates confined in an office correctional facility. Often contains date of entry, date of release, incident reports, release receipt indicating return of property, court commitment and release orders, behavioral information, and other relevant information concerning the arrest and confinement of an individual..
Inmate Check In Log	Temporary	1 year	Date of Record	Inmate work release sign in log used for verification and statistical purposes.
Inmate Classification File	Semi-Permanent	5 years	Upon release	kites and any officer notes. Maintained to document inmate behavioral history.
Inmate Extradition Expenditures	Semi-Permanent	5 years	Upon release	Travel expense sheets maintained for

Inmate Grievance File	Temporary	2 years	End of year	to evaluate performance measures and address any issues.
Inmate Housing Records	Semi-Permanent	5 years	End of year	an inmate's time served in the County Jail. Maintained for billing and financial requirements.
Inmate Medical Records	Permanent	10 years	From end of incarceration	Comprised of inmate's complete medical records and charts. Maintained to document inmate health received.
Inmate Commissary Order Forms	Temporary	2 years	End of year	To track what inmates have ordered from
Intoxilyzer Logs	Temporary	2 years	End of year	
Jail Weekly Health & Safety Inspections	Semi-Permanent	5 years	Date of Inspection	
Job Posting Files	Semi-Permanent	5 years	Date of Record	advertisements for all position at the Sheriff's Office. Used to track the various stages of the job postings.
Juvenile Fingerprint Cards	Permanent	Indefinite		
Law Enforcement Bulletins	Temporary	2 years	End of year	
Law Enforcement Reports	Semi-Permanent	5 years	Case creation	
Leave requests	Temporary	1 year	Date of Record	
Marine Event Permits	Temporary	2 years	Date of Record	Maintained as a requirement by the parks department.
Master Menu Cycle	Temporary	2 years	Date of Record	Printout listing of 3 weeks menus. Maintained as a Jail Standards requirement.
Medical Staff Certification Files	Temporary	2 years	End of year	Maintained for accreditation purposes.
Microfilm Directory Log Book	Permanent	10 years	Date of Record	Roll & Frame numbers of documents on
Monthly Food Cost Report	Temporary	2 years	Date of Record	To track costs.
Monthly Reports	Permanent	Indefinite		purposes.
NCCHC Accreditation Records	Semi-Permanent	8 years	Date of Record	Policies and procedures and documentation of compliance with National Commission of Correcitonal Health Care requirements.
NCIC Criminal History Employee Agreement Forms	Permanent	10 years	From End of Employment	criminal history information. Maintained for legal reasons.
NCIC Inquiry and Entry MDT tests	Temporary	2 years	End of year	Completed tests taken by NCIC certified
NCIC Secondary Dissemination Log	Temporary	2 years	End of year	Criminal histories released to other authorized outside offices.

Notary Log Books	Semi-Permanent	7 years	Last date in book	Documenting all notary activity.
Parks & Waterways Daily Logs	Temporary	2 years	Date of Record	Daily log of law enforcement activity. Maintained for statistical information and in accordance with US Corp of Engineers
Pawn Tickets	Temporary	3 years	Date of Record	Copies of all pawn tickets listing all items purchased at local area pawn shops.
Personnel Inventory	Permanent	10 years	End of Employment	Notifications of new hire, commissioned/non-commissioned equipment issue forms. Records document date and number of equipment items issued and returned.
Police Report Photographs	Permanent	Indefinite		
Procedure Manual	Permanent	10 years	Until superceded	
Property Invoices	Permanent	Until resolved	After case closed, forward to LE file	Forms completed by crime personnel detailing all property that is being delivered to the Property and Evidence room. Maintained for inventories and to document the status or disposition of the property, i.e., destroyed or returned to owner.
Public Information Requests	Temporary	2 years	Date of Record	
Purchase Orders	Permanent	Indefinite		Historial value and reference for future
Purchasing Records	Temporary	2 years	Date of Record	
Real Property Sales	Semi-Permanent	7 years	Date of Closing	certificate of sale, and case notes to document real property sales.
Receipt Books	Semi-Permanent	5 years	End of year	
Received Grants	Semi-Permanent	5 years	Grant Closure	
Received Property Log Book	Permanent	10 years	Date of Record	
Records Destruction Disposition Files	Permanent	Indefinite		
Registered Sex Offender Files	Semi-Permanent	5 years	After disposition (removal from registry, deceased)	registered sex offenders. This includes registration paperwork, criminal histories, memos to detectives, police reports and an information sheet.
Request for Ride-a-long Forms	Temporary	2 years	Date of Record	
Reserve/Volunteer File	Permanent	10 years	After separation	
Risk Management Files	Permanent	10 years	Upon case closing	
Substance Abuse Treatment Program	Semi-Permanent	5 years	Course completion	

Supervisor Staff Employee Files	Temporary	2 years	From Annual	
Tort Claims	Temporary	2 years	Case closure	
Tow Logs	Temporary	2 years	Date of Tow	
Transitional Aftercare Program (TAP)	Temporary	2 years	Course completion	
Vehicle Records	Temporary	2 years	Vehicle removed from service	
Veteran's Educational Benefits	Permanent	Indefinite		
Victim/Witness Case Files	Permanent	10 years	Case Closure	
Video Recordings - Patrol Units	Temporary	2 years	Date of Record	Unless involved in prosecution, then retain in case file/evidence.
Volunteer Personnel Files	Temporary	2 years	After separation	
Warrant Register	Temporary	2 years	Date of Record	Quarterly Printout of all checks written.
Workers Compensation File	Temporary	2 years	After separation	

DEPARTMENT: Maintenance and Grounds

Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
Bids	Permanent	10 years	Date of Record	
Budget Records	Permanent	10 years	Date of Record	
Building Plans	Permanent	Indefinite	Date of Record	
Certificates	Semi-permanent	5 years	Date of Record	
Contracts	Permanent	10 years	Date of Record	
Field Sketches	Temporary	2 Years	Date of Record	
General Notes (measurements /	Temporary	2 Years	Date of Record	
Invoices	Semi-permanent	5 years	Date of Record	
Journals	Semi-permanent	5 years	Date of Record	
Maintenance Requests	Temporary	2 Years	Date of Record	
Memorandums General	Temporary	2 Years	Date of Record	
Memorandums of Agreement	Permanent	10 years	From Closure	
Memorandums of Understanding	Permanent	10 years	From Closure	
Notes	Semi-permanent	5 yrs	Date of Record	
Performance Statements	Permanent	10 years	Date of Record	
Plans	Semi-permanent	5 years	Date of Record	
Reports	Semi-permanent	5 years	Date of Record	
Specifications	Permanent	Indefinite		

DEPARTMENT: Parks and Recreation/Waterways

Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
Agendas	Permanent	10 years	Date of Record	Monthly Advisory Board meetings- Commissioner's Secretary.
Agreements	Permanent	10 years	End of Agreement	Keep with grant or project
Bid Awards	Permanent	10 years	Date of Record	Keep with project or equipment
Bids	Permanent	10 years	Date of Record	Keep with project or equipment
Budget Records	Permanent	10 years	Date of Record	retains
Building Plans	Permanent	10 years	Date of Record	Keep with project
Complaints	Temporary	2 years	Date of separation	Employee keep in personnel file
Constituent Correspondence	Semi-permanent	5 years	Date of Record	File letters in correspondence file
Construction Costs	Permanent	10 years	Completion Date	Keep with project
Contracts	Semi-permanent	5 years	Completion Date	Keep with project
Correspondence / Email	Temporary	2 Years	Date of Record	Hard copy if needed
Daily Deposits	Semi-permanent	5 years	Date of Record	Deposits from camp sites made weekly to Clerk's office
Grant	Permanent	10 years	Closure	Keep with project
Maps	Permanent	Indefinite		Maps of buoys and navigation lights kept with projects
Notices (Public and Legal)	Permanent	10 years	Date of Record	Keep with Projects, notifications and bids
Specifications	Permanent	Indefinite		Keep with project, equipment or site
Staff Meeting Minutes	Semi-permanent	5 years	Date of Record	Report weekly to Commissioners

DEPARTMENT: Planning and Zoning

Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
Administrative variances	Semi-permanent	5 years	Date of Record	Retained with BLP application
Agendas	Permanent	10 years	Date of Record	Retained with minutes
Agreements	Semi-permanent	5 years	End of Agreement	Sureties, etc. kept with corresponding file
Appeals	Semi-permanent	5 years	Final Decision Date	Sureties, etc. kept with corresponding file
Applications	Permanent	Indefinite		Permanent retention of actual application
Budget Records	Semi-permanent	5 years	Date of Record	auditor/clerk
Building Location Permits	Semi-permanent	5 years	Date of Record	scanned
Building Plans	Permanent	See notes		Plans are permanent; residential kept 10 years; commercial "forever"
CC&R's	Permanent	10 years	Date of Record	Recorded with clerk
CD's Digital	Permanent	10 years	Date of Record	Depends on content; content generally uploaded to server
Certificates of compliance	Permanent	10 years	Date of Record	permanent/application
Change of Address Request	Temporary	2 years	Date of Record	Only associated with application record
Checks	Semi-permanent	5 years	Date of Record	Deposit record
Claims	Semi-permanent	5 years	Date of Record	"Invoice data sheet"
Code Area Change	Permanent	Indefinite		Zoning code/map changes are permanent
Complaints	Permanent	10 years	Resolution	Zoning violations scanned when closed; general complaints semi-permanent
Conditional Use Permits	Permanent	10 years	Date of Record	Applications permanent; some attachments semi-permanent
Constituent Correspondence	Permanent	10 years	Date of Record	
Contracts	Permanent	10 years	End of Contract	Depends on type; Board, HR or department may keep
Correspondence / Email	Permanent	10 years	File Closure	General correspondence kept permanently; e-mails w/ files if pertinent; on server
Daily Deposits	Semi-permanent	5 years	Date of Record	Bank records
Deeds	Semi-permanent	5 years	Date of Record	Those filed w/ applications retained w/ application as semi-permanent

Developers Agreements	Permanent	Indefinite		Recorded with clerk
Extensions	Semi-permanent	5 years	Date of Record	Kept with application record
Fee Schedules	Permanent	10 years	Date of Record	Retained with amendment file; resolution
Field Sketches	Temporary	2 years	Date of Record	Kept with application record
Final Plats	Permanent	Indefinite		Recorded with clerk
General Notes (measurements /etc.)	Temporary	2 years	Date of Record	Kept with application record
Invoices	Semi-permanent	5 years	Date of Record	Invoice data sheets
Letters of Interest	Temporary	2 years	Date of Record	Personnel kept w/ HR
Maps: Zoning	Permanent	Indefinite		
Maps: Flood plain maps	Permanent	Indefinite		
Meeting Agenda	Permanent	10 years	Date of Record	Kept with minutes
Minutes	Permanent	10 years	Date of Record	
Monthly Deposits	Semi-permanent	5 years	Date of Record	
Notes	Temporary	2 years	Date of Record	
Notices (Public and Legal)	Semi-permanent	5 years	File Closure	
Ordinances created by BOCC	Permanent	Indefinite		Ordinances recorded w/ clerk & permanent; none created by other than BOCC
Performance Statements	Semi - permanent	5 years	Date of Record	For bonds, kept w/ file record, semi-permanent; personnel w/ HR
Photos of Real Property	Temporary	2 years	Date of Record	Kept w/ applications
Plat Maps	Permanent	Indefinite		Copies of final plats; originals w/ clerk
Preliminary Plats	Permanent	Indefinite		Part of application
Preliminary Subdivision	Permanent	Indefinite		Part of application
Profit / Loss Statements	Semi-permanent	5 years	Date of Record	Only as it relates to budgets
Public Comment Sign-In	Semi-permanent	5 years	Date of Record	
Quitclaim Deeds	Semi-permanent	5 years	Date of Record	As related to applications
Receipts	Semi-permanent	5 years	Date of Record	
Reports	Semi-permanent	5 years	Date of Record	Staff reports
Requests for Extension	Semi-permanent	5 years	Date of Record	Application record
Sales Contracts	Semi-permanent	5 years	Date of Record	For copy machines; vehicles, etc
Sureties	Semi-permanent	5 years	Date of Record	Kept with application file until at least 5 years after bond released
Tapes/digital recordings	Semi-permanent	5 years	Date of Record	
Vacations	Permanent	10 years	Date of Record	Applications permanent; some attachments semi-permanent; order permanent

Variances	Permanent	10 years	Date of Record	Applications permanent; some attachments semi-permanent
Workshop Agendas	Permanent	10 years	Date of Record	Retained with minutes
Zoning Changes	Semi-permanent	Indefinite		Applications, zone change maps.

DEPARTMENT: Prosecutors Office

Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
Application Records	Temporary	2 years	Date of response	
Civil Case Files	Permanent	10 years	Case closing	
Correspondence	Semi-Permanent	5 years	Date of	
Criminal Case Files	Permanent	Indefinite		Case files maintained permanently are Rape, Murder, Escape, and Sexual Abuse.
All other Felony, Misdemeanor, Special Prosecutor cases, and habeas corpus cases	Permanent	Indefinite		They are maintained for Completion of Case plus 10 years.
Juvenile cases, Child Protection cases, Traffic cases, and cases that are declined prosecution	Semi-Permanent	5 years	Upon Completion of Case.	They are kept for the completion of the case plus 5 years.
Employee Personnel Records	Permanent	10 years	Date of Separation	
General Advice Files	Permanent	10 years	Date of Record	
Investigator Records	Temporary	2 years	Case closing	
On Call Ledgers	Permanent	10 years	Date of Record	
Restitution	Permanent	10 years	After paid in full	
Time Sheets	Permanent	10 years	Date of Record	
Victim Witness Coordinators Files	Permanent	10 years	Date of Record	

DEPARTMENT: Public Defender

Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
Agendas	Permanent	10 Years	Date of Record	
Agreements	Permanent	10 Years	End of Agreement	
Appeals: Misdemeanors	Temporary	2 Years	Case Closed	
Appeals: Felonies	Semi-Permanent	5 Years	Final Decision	
Application Records: Applications	Permanent	10 Years	Date of Record	
Application Records: Background /	Permanent	10 Years	Date of Record	
Application Records: Notes from interviews	Permanent	10 Years	Date of Record	
Application Records: Resumes	Permanent	10 Years	Date of Record	
Budget Records	Permanent	10 Years	Date of Record	
Calendar	Temporary	2 years	End of Year	
CDs Digital	Temporary	2 Years	Date of Record	
Certificates of Attendance	Permanent	10 years	Date of Record	
Certificates of Completion	Permanent	10 years	Date of Record	
Claims	Permanent	10 Years	Date of Record	
Complaints: Misdemeanor	Temporary	2 Years	Case Closed	
Complaints: Felonies	Semi-Permanent	5 Years	Case Closed	
Contracts	Permanent	10 Years	End of Contract	
Correspondence / Email: Misdemeanors	Temporary	2 Years	File Closed	
Correspondence / Email: Felonies	Semi-Permanent	5 Years	File Closed	
Correspondence / Email: Other	Permanent	10 Years	File Closed	
Correspondence / Criminal Records: Misdemeanors	Temporary	2 Years	File Closed	
Correspondence / Criminal Records:	Semi-Permanent	5 Years	File Closed	
Criminal Cases: Child Protection	Semi-Permanent	5 Years	File Closed	
Criminal Cases: Decline Files:	Temporary	2 Years	Date of Record	
Criminal Cases: Decline Files: Felonies	Semi-Permanent	5 Years	Date of Record	
Criminal Cases: Juvenile	Temporary	2 Years	File Closed	
Criminal Cases: Traffic: Misdemeanors	Temporary	2 Years	File Closed	
Criminal Cases: Traffic: DUI Felonies	Semi-Permanent	5 Years	File Closed	
Investigations: Misdemeanors	Temporary	2 Years	File Closed	
Investigations: Felonies	Semi-Permanent	5 Years	File Closed	

Invoices	Permanent	10 Years	Date of Record	
Leases	Permanent	10 Years	End of Lease	
Maintenance Records	Permanent	10 Years	Date of Record	
Meeting Agenda	Permanent	10 Years	Date of Record	
Memorandums General	Permanent	10 Years	Date of Record	
Minutes: Misdemeanors	Temporary	2 Years	Date of Record	
Minutes: Felonies	Semi-Permanent	5 Years	Date of Record	
Notary Books (may be under journals)	Permanent	10 years	Date of Record	
Payroll Records	Permanent	10 years	Date of Record	
Performance Statements	Permanent	10 years	Date of Record	
Personnel Files	Permanent	10 years	Date of Record	
Personnel Violation Write-ups	Permanent	10 years	Date of Record	
Receipts	Permanent	10 Years	Date of Record	
Registrations	Permanent	10 Years	Date of Record	
Releases: Misdemeanors	Temporary	2 Years	Date of Record	
Releases: Felonies	Semi-Permanent	5 Years	Date of Record	
Reports: Misdemeanors	Temporary	2 Years	Case Closed	
Reports: Felonies	Semi-Permanent	5 Years	Case Closed	
Request for Reimbursement	Permanent	10 Years	Date of Record	
Requests for Investigations	Permanent	10 Years	Date of Record	
Resume's	Permanent	10 Years	Date of Record	
Sales Contracts	Permanent	10 Years	Date of Record	
Staff Meeting Minutes	Permanent	10 Years	Date of Record	
Tapes: Misdemeanors	Temporary	2 Years	Case Closed	
Tapes: Felonies	Semi-Permanent	5 Years	Case Closed	
Time Card Records	Permanent	10 Years	Date of Record	
Training Session Rosters	Permanent	10 Years	Date of Record	
Transcripts: Misdemeanors	Temporary	2 Years	Case Closed	
Transcripts: Felonies	Semi-Permanent	5 Years	Case Closed	
Waivers: Misdemeanors	Temporary	2 Years	Case Closed	
Waivers: Felonies	Semi-Permanent	5 Years	Case Closed	

DEPARTMENT: Risk Management

Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
Certificates	Temporary	Until cancelled	1 year after Ins. Certificate Expires	Certificates of insurance
Claims	Semi-Permanent	5 years	Date of Record	
Contracts	Semi-Permanent	5 years	End of Contract	
Insurance	Semi-Permanent	8 years	End of Coverage	
Invoices	Temporary	2 years	Date of Record	
Medical Records	Temporary	3 years	After termination	FMLA, Worker's Comp, Sick Leave Bank
Personnel Files	Temporary	3 years	After termination	
Torts	Semi-Permanent	5 years	Case Closed	
Recruitment Folders/Applications	Temporary	2 years	Date of Record	
EEO-4 Reports	Permanent	22 years	Date of Record	
Public Records Requests	Temporary	2 years	Date of Record	

DEPARTMENT: Road and Bridge

Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
Agreements	Permanent	Indefinite		
Annexations	Permanent	Indefinite		
Audits	Permanent	10 Years	Date of Record	
Bid Awards	Permanent	10 Years	Date of Record	
Bids	Permanent	10 Years	Date of Record	
Building Location Permits	Permanent	10 Years	Date of Record	
Building Plans	Permanent	Indefinite		
Change of Address Request	Permanent	10 Years	Date of Record	
Constituent Correspondence	Permanent	10 Years	Date of Record	
Contracts	Permanent	10 Years	End of Contract	
Correspondence / Email	Permanent	10 years	Date of Record	
Development Agreements	Permanent	10 Years	Completion	
Leases	Permanent	10 Years	End of Lease	
Maintenance Records	Permanent	Indefinite		
Maintenance Requests	Permanent	Indefinite		
Permits	Permanent	10 Years	Date of Record	
Requests For Proposal	Permanent	10 years	Date of Count	
Road Count Records	Permanent	Indefinite		
Road Trip Records	Permanent	Indefinite		
Speed Survey Records	Permanent	Indefinite		

DEPARTMENT: Solid Waste

Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
Agreements	Permanent	10 years	End of Agreement	
Bid Awards	Permanent	10 years	Date of Record	Keep with project or equipment file
Bids	Permanent	10 years	Date of Record	Keep with project or equipment file
Budget Records	Permanent	10 years	Date of Record	Annual Budget worksheets/Clerk's office
Building Location Permits	Permanent	10 years		Keep with project
Building Plans	Permanent	Indefinite		Keep with project
Complaints	Permanent	10 years	Case Closed	Employee keep in personnel file, site complaint in site file
Constituent Correspondence	Temporary	2 Years	Date of Record	File letters in correspondence file
Construction Costs	Permanent	Indefinite		Keep with project or site
Contracts	Permanent	10 years		Keep with project or site
Correspondence / Email	Temporary	2 Years	Date of Record	
Daily Deposits	Semi-Permanent	5 years	Date of Record	
Deeds	Permanent	10 years	Date of Record	Keep with site information also available in recorders office
Fee Exemptions	Permanent	10 years	Date of Record	Keep with project
General Notes (measurements /	Permanent	Indefinite		Keep with project
Maps	Permanent	Indefinite		sites
Memorandums of Agreement	Permanent	10 years		Keep with project or site
Memorandums of Understanding	Permanent	10 years		Keep with project or site
Notices (Public and Legal)	Permanent	10 years		Keep with Projects
Permits	Permanent	10 years		Keep with project or site
Photos of Real Property	Permanent	10 years		Keep with project or site
Plans	Permanent	Indefinite		Keep with project or site
Reports	Permanent	10 years		Keep with project or site
Requests for Proposal	Permanent	10 years	Date of Record	Keep with project or site
Specifications	Permanent	10 years	Date of Record	Keep with project, equipment or site
Staff Meeting Minutes	Semi-Permanent	5 years	Date of Record	Report weekly to Commissioners
Subdivision / Survey Information	Permanent	Indefinite		Survey with project or site
Waivers	Semi-Permanent	5 years	Date of Record	Solid Waste Fee waivers

DEPARTMENT: Treasurer's Office

Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
Auditor's Certificate	Temporary	2 Years	Date of Record	
Bank Statements	Semi-Permanent	7 Years	Date of Record	
Cancellations	Semi-Permanent	7 Years	Date of Record	
Forest Yield	Semi-Permanent	7 Years	Date of Record	
School Reports	Semi-Permanent	7 Years	Date of Record	
TA Receipts	Semi-Permanent	7 Years	Date of Record	
Tax Collector Reports	Semi-Permanent	7 Years	Date of Record	
Tax Rolls	Permanent	Indefinite	Date of Record	
Treasurer Reports	Semi-Permanent	7 Years	Date of Record	
Utilities	Semi-Permanent	7 Years	Date of Record	
Warrants of Distrain	Temporary	2 Years	Date of Record	

DEPARTMENT: Weed Control

Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
Agendas	Semi-permanent	5 years	Date of Record	Quarterly advisory board mtg.
Agreements	Permanent	10 years		Keep with grant or project
Bid Awards	Permanent	10 years		Keep with project or equipment
Bids	Permanent	10 years		Keep with project or equipment
CD's Digital	Permanent	10 years		Mapping information kept with project
Complaints	Temporary	2 years	Resolution	Employee keep in personnel file
Constituent Correspondence	Temporary	2 Years	Date of Record	File letters in correspondence file
Construction Costs	Permanent	10 Years		Keep with project
Contracts	Semi-permanent	5 years		Keep with project
Correspondence / Email	Temporary	2 Years	Date of Record	
Daily Deposits	Permanent	10 Years	Date of Record	Rental equipment deposits made in summer
Grants	Permanent	10 years		Keep with project
Licenses	Temporary	2 years	Date of Record	Applicators licenses with employee file
Maps	Permanent	Indefinite		Copies of weed infestations maps on CD's
Meeting Agenda	Semi-permanent	5 years	Date of Record	Quarterly advisory board mtg. -on computer and hard copy
Minutes	Semi-permanent	5 years	Date of Record	Quarterly advisory board mtg. -on computer and hard copy
Monthly Deposits	Semi-permanent	5 years	Date of Record	Rental equipment deposits made in summer kept in Clerk's
Notices (Public and Legal)	Permanent	10 years		Keep with Projects, notifications and bids
Permits	Permanent	10 years		Keep with project
Receipts	Semi-permanent	5 years		Keep with equipment rental deposits
Reports	Permanent	10 years		Keep with project or site
Requests for Proposal	Permanent	10 years		Keep with project, equipment or site
Specifications	Permanent	10 years		Keep with project, equipment or site
Staff Meeting Minutes	Semi-permanent	5 years		Report weekly to Commissioners
Waivers	Semi-permanent	5 years		

DIVISION: Road and Bridges

Record Title	Classification	Total Retention Period	Beginning of Retention Period	Comments
Agreements		Indefinitely		
Annexations		Indefinitely		
Audits		10 Years		
Bid Awards		10 Years		
Bids		10 Years		
Building Location Permits		10 Years		
Building Plans		Indefinitely		
Change of Address Request		10 Years		
Constituent Correspondence		10 Years		
Contracts		10 Years		
Correspondence / Email		Permanent		

DIVISION: Road and Bridges

Record Title	Classification	Total Retention Period	Beginning of Retention Period	Comments
Leases		10 Years		
Maintenance Records		Indefinitely		
Maintenance Requests		electronic		
Permits		10 Years		

Requests For Proposal		10 Years		
Road Count Records		Permanent		
Road Trip Records		Permanent		
Speed Survey Records		Permanent		

Department	Weeds	
Record	Notes / Description	Period to Retain
Agendas	Quarterly advisory board mtg. -on computer and hard copy	5 years
Agreements	Keep with grant or project	Indefinitely
Bid Awards	Keep with project or equipment	Indefinitely
Bids	Keep with project or equipment	Indefinitely
CD's Digital	Mapping information kept with project	Indefinitely
Complaints	Employee keep in personnel file	Employee only while current
Constituent Correspondence	File letters in correspondence file	2 Years
Construction Costs	Keep with project	10 Years
Contracts	Keep with project	5 years
Correspondence / Email	E-mails I clean out regularly or make hard copy if needed	2 Years
Daily Deposits	No daily deposits-rental equipment deposits made in summer	10 Years
Grants	Keep with project	Indefinitely
Licenses	Applicators licenses with employee file	Keep on current employees then discard
Maps	Copies of weed infestations maps on CD's	Indefinitely
Meeting Agenda	Quarterly advisory board mtg. -on computer and hard copy	5 years
Minutes	Quarterly advisory board mtg. -on computer and hard copy	5 years
Monthly Deposits	Rental equipment deposits made in summer kept in Clerk's	5 years
Notices (Public and Legal)	Keep with Projects, notifications and bids	Indefinitely
Permits	Keep with project	Indefinitely
Receipts	Keep with equipment rental deposits	5 years
Reports	Keep with project or site	Indefinitely
Requests for Proposal	Keep with project, equipment or site	Indefinitely
Specifications	Keep with project, equipment or site	Indefinitely
Staff Meeting Minutes	Report weekly to Commissioners	5 years
Waivers	No spray signs-Keep copy of agreements with residents	5 years

Department	Assistance / Indigency	
Daily Deposits		Indefinitely
Invoices	Invoice Data Sheets	5 years
Lien Letters	Part of Applicants File	See notes
Liens	Part of Applicants File	See notes
Medical Records	Part of Applicants File	See notes
Notary Books (maybe under journals)		Indefinitely
Parcel Tracking Documents	Part of Applicants File	See notes
Photos of Real Property	Part of Applicants File	See notes
Profit / Loss Statements	Part of Applicants File	See notes
Promissory Notes	Part of Applicants File	See notes
Receipts	Part of Applicants File	See notes
Registrations	Part of Applicants File	See notes
Releases	Part of Applicants File	See notes
Transcripts	Part of Applicants File	See notes

Our records are kept as files per each application. Our file per application includes all records associated with that application.

The length of time a file is kept depends on whether the application was approved or denied.

If an application is denied, then we get a BOCC resolution to shred the files after 5 years from the end of the fiscal year in which the denial v

If an application is appealed, then it remains active until some form of resolution is made, approved or denied. This may take months to years to resolve. If the application is approved, then the file is kept for 5 years after it is closed out.

A file can become closed upon the death of the client, repayment has been made, BOCC waives the debt, no collection activity for 5 years, e
Emails, if general questions, then they remain on the computer. If specific, they go to the file involved.

Emergency Management

After Incident Reports		5 Years
Agendas		2 Years
Agreements		5 Years
Bid Awards		10 Years
Bids		10 Years
Budget Records	retain 2 years	10 Years
Building Plans		10 Years
Calendar	Electronic/ should be on server	5 Years
Certificates		2 Years
Change of Address Request		2 Years
Claims		5 Years
Constituent Correspondence		2 Years
Construction Costs		5 Years
Contracts		5 Years
Correspondence / Email		2 Years
Event Records	Such as National Day of Prayer/ On calendar only	2 Years
Exception Letters		2 Years
Grants		Indefinitely
Invoices		5 Years
License Applications	Pending	5 Years
Maps		Indefinitely
Memorandums General		2 Years
Memorandums of Agreement		5 Years
Memorandums of Understanding		5 Years
Notices (Public and Legal)		5 Years
Parcel Tracking Documents		5 Years
Plans		5 Years
Receipts		10 Years
Tabletop Exercise Records		5 Years
Transcripts		5 Years

Department Record	EMS By whom	Hard copy
Individual QA	Training	by individual
Agency/study QA	Training	by date
Individual training records	Training	by Individual
Agency training records	Training	by date
Initial course records	Training	by class
Standardized course records	Training	by class
Controlled drug logs	MSO	by date
Infection Control training	Safety	by date
Infection/safety reports	Safety	by type
Invoices	Admin	by company
Advisory Council Minutes	Admin	by date
Advisory Council Records	Admin	by rcrd/date
Contracts	Admin	by agency
Personnel Records	Admin	by name
Purchase Orders	Admin	by date
Patient Care Reports	Admin/State	by DOS
Policy Manuals	Admin	by issue date
Grant Information	Admin	by grant date
Licensures	Admin	by agncy/issue
Public Request for Information	Admin	by file

Department Record	GIS Notes / Description	Period to Retain
Addressing Correspondence (Appeals, Road Name Approval, Change of Address)	Electronic (Word Documents & Scanned paper to PDF); Semi-Permanent; Also stored at Road & Bridge Dept.	5 yrs
Budget Records	Official Copies stored with Clerk; But I store my own copy; Temporary	5 yrs
CD's Digital	Semi-permanent	5yrs

Code Area Change	Electronic (Word Documents & Scanned paper to PDF); Semi-Permanent; Official stored with Assessor Dept.	5yrs
Correspondence / Email	Temporary	2yrs
Digital Data	Aerial photos, transportation, etc.	Indefinitely
Journals	Electronic & Paper; Temporary	2yrs
Maps (Scratch paper maps for)	Electronic and Paper; Temporary	2yrs
Maps (Signed maps for Emerg)	Electronic and Paper; Semi-permanent	5yrs



Department Record	Juvenile / Adult Misdemeanor Probation Notes / Description	Period to Retain
Agendas		Indefinitely
Alco-Sensor Log		3 Years
Bid Awards		Duration of Grant
Bids		Indefinitely
Budget Records: Expenditures		Indefinitely
Building Plans		Indefinitely
Case Management Systems (CMS) database - Used for all adult & juvenile cases	Client database containing information and documentation on each probationer - juvenile and adult	Indefinitely
Certificates	Employee Certifications	Indefinitely
Claims		5 Years
Construction Costs		5 Years
Contracts		5 Years
Correspondence: Closed adult case files (paper)	Court orders, assessments, social history, probationer's picture	3 years past probation period
Correspondence: Closed juvenile picture	Court orders, assessments, social history, probationer's picture	Until 21st birthday

Correspondence: Juvenile & Adult (paper)	Open Cases	Social history, contact notes, assessments, police reports, Court orders, school reports, UA results, programs, probation conditions, release of information, other agency correspondence as it applies to probationer, work documentation, attendance records, probationers picture	Period of Probation
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Grants			Duration of Grant
Invoices			3 Years
Receipts			5 Years
Reports: Grant			Duration of Grant
Staff Meeting Minutes		Weekly Staffing Meetings	Indefinitely
Tapes		CMS and Server Backups	Indefinitely

Department Record	Juvenile Detention Notes / Description	Period to Retain
Agendas	Monthly Staffing Meetings	Indefinitely
Alco-Sensor Log		3 Years
Bid Awards		Duration of Grant
Bids		Indefinitely
Budget Records: Expenditures	Since 2004	Indefinitely
Building Plans		Indefinitely
Case Management Systems (CMS) database - Used for all adult & juvenile cases	Client database containing information and documentation on each probationer - juvenile and adult	Indefinitely
Certificates	POST Certification, Training Records	Length of employment
Claims		5 Years
Construction Costs		5 Years
Contracts		5 Years
Correspondence / Email		2 Years

Grants		Duration of Grant
Invoices		3 Years
Logs: Juvenile Behavior	History of Juvenile behavior during detention	Until 18th birthday
MAYSI-2	Psychological Evaluations - intake (Stored on separate hard drive in detention)	Indefinitely
Receipts		5 Years
Reports (Incident Reports, Inp/venile reports, fire and State inspections, Facility Certificat		Indefinitely
Reports: Active / Inactive Juver	Booking Sheet, UDT, Picture, Property Sheet, Medical Information, release Sheet - Stored in CMS in Probation Office	Indefinitely
Reports: Active Juvenile Case I	Pre-book, Booking Sheet, Court Order, UDT, Finger Prints, Picture, Property Sheet, Issued Property Sheet, Facility Rule Sheet, Level Tests	While in Custody
Reports: Inactive Juvenile Case	Pre-book, Booking Sheet, Court Order, UDT, Finger Prints, Picture, Property Sheet, Issued Property Sheet, Facility Rule Sheet, Level Tests, Transfer of Custody, Phone Log, Shower Log, Book Log, Credit Log, Release Sheet, Visiting Log	2 years past 18th Birthday
Reports: Juvenile Medical Files	Medical Intake, OTC Sheet, 14 day ecaluation, medical request forms, medication approval forms, Doctor order forms	2 years past 18th Birthday
Staff Meeting Minutes	Monthly Staffing Meetings	Indefinitely
Tapes	CMS and Server Backups	Indefinitely

Department	Maintenance & Grounds	Period to Retain
Record	Notes / Description	
Agendas	historically not a dept. tool	
Agreements	no history	
Appeals	no history	

Audits	no history	
Bid Awards	handled by board of commissioners	
Bids	hard copy	2 yrs
Budget Records	both	10 yrs
Building Plans	hard copy	permanent
CD's Digital	don't have any	
Certificates	hard copy	yearly update
Checks	don't receive or issue any	
Claims	icrmp claims handled by risk management	
Constituent Correspondence	constituents don't contact us	
Construction Costs	monitored by board	
Contracts	both	10 yrs
Correspondence / Email	phone, email	none
Daily Deposits	n/a	
Deeds	n/a	
Exception Letters	n/a	
Expired Registrations	trucks	none
Fee Appraisals	n/a	
Field Sketches	my notes	till obsolete
General Notes (measurements / see above		
Insurance	records kept by risk management	
Invoices	turned in with data entry sheet	5 yrs
Journals	maintenance log - electronic	permanent
Ledgers	n/a	
Licenses	none	
Lien Letters	n/a	
Maintenance Requests	email, phone, verbal	till completed
Maps	none	
Meeting Agenda	n/a	
Memorandums General	hard copy	permanent
Memorandums of Agreement	hard copy	permanent
Memorandums of Understanding	hard copy	permanent
Minutes	n/a	

Monthly Deposits	n/a		
Notary Books (maybe under job)		n/a	
Notes	random		till obsolete
Notices (Public and Legal)		n/a	
Performance Statements	hard copy		permanent
Photos of Real Property	none		
Plans	both		till obsolete
Real Estate Marketing Flyers	n/a		
Receipts		turned in to clerk	
Registrations	hard copy		n/a
Reports	both		permanent
Sales Contracts	handled by board of commissioners		
Specifications	hard copy		permanent
Staff Meeting Minutes	random		n/a
Tapes		none	
Torts		none	
Transcripts		none	

Department	Maintenance & Grounds	
Record	Notes / Description	Period to Retain
Bids	hard copy	10 yrs
Budget Records	both	10 yrs
Building Plans	hard copy	Indefinitely
Certificates	hard copy	5 yrs
Contracts	both	10 yrs
Field Sketches	my notes	2 Years
General Notes (measurements /	see above	2 Years
Invoices	turned in with data entry sheet	5 yrs
Journals	maintenance log - electronic	5 yrs

Maintenance Requests	email, phone, verbal	2 Years
Memorandums General	hard copy	2 Years
Memorandums of Agreement	hard copy	Indefinitely
Memorandums of Understanding	hard copy	Indefinitely
Notes	random	5 yrs
Performance Statements	hard copy	Indefinitely
Plans	both	5 yrs
Reports	both	5 yrs
Specifications	hard copy	Indefinitely
	Received 10/21/2009	

Department	Waterways and Parks & Recreation	
Record	Notes / Description	Period to Retain
Agendas	Monthly Advisory Bd meetings-Commissioner's Secretary	Original kept with Secretary's book
Agreements	Keep with grant or project	Indefinitely
Bid Awards	Keep with project or equipment	Indefinitely
Bids	Keep with project or equipment	Indefinitely
Budget Records	Annual budget worksheets/Clerk's office retains	10 years
Building Plans	Keep with project	Indefinitely
Complaints	Employee keep in personnel file	Employee only while current
Constituent Correspondence	File letters in correspondence file	5 years
Construction Costs	Keep with project	Indefinitely
Contracts	Keep with project	5 years
Correspondence / Email	E-mails I clean out regularly or make hard copy if needed	2 Years
Daily Deposits	Deposits from camp sites made weekly to Clerk's office	5 years
Grant	Keep with project	Indefinitely
Maps	Maps of buoys and navigation lights kept with projects	Indefinitely
Notices (Public and Legal)	Keep with Projects, notifications and bids	Indefinitely
Specifications	Keep with project, equipment or site	Indefinitely
Staff Meeting Minutes	Report weekly to Commissioners	5 years

Department	Planning	
Record	Notes / Description	Period to Retain
Agendas	Retained with minutes; Permanent record	Indefinitely
Agreements	Sureties, etc. kept with corresponding file; semi-permanent	5 years
Appeals	Sureties, etc. kept with corresponding file; semi-permanent	5 years
Applications	Permanent retention of actual application; some attachments	Forever/5 years
Budget Records	Department record is a duplicate of auditor/clerk; semi-permanent	5 years
Building Location Permits	Applications semi-permanent; all are scanned	5 years
Building Plans	Plans are permanent; residential kept 10 years; commercial	10 years/forever
CC&R's	Recorded with clerk; kept forever	Forever
CD's Digital	Depends on content; content generally uploaded to server	Varied
Certificates of compliance	Certificate recorded, record permanent/application semi-permanent	Forever/5 years
Change of Address Request	Only associated with application record; temporary	2 years
Checks	Deposit record; semi-permanent	5 years
Claims	"Invoice data sheet;" semi-permanent	5 years
Code Area Change	Zoning code/map changes are permanent; recorded forever	Forever
Complaints	Zoning violations scanned when closed; general complaint	Forever/5 years
Conditional Use Permits	Applications permanent; some attachments semi-permanent	Forever/5 years
Constituent Correspondence	Generally permanent; plan to scan time allowing	Indefinitely
Contracts	Depends on type; Board, HR or department may keep; per	Indefinitely
Correspondence / Email	General correspondence kept permanently; e-mails w/ files	Forever to not at all
Daily Deposits	Bank records, semi-permanent	5 years
Deeds	Those filed w/ applications retained w/ application as semi-permanent	5 years
Developers Agreements	Recorded with clerk; kept forever	Indefinitely
Administrative variances	Retained with BLP application; semi-permanent	5 years
Extensions	Kept with application record; semi-permanent	5 years
Fee Schedules	Retained with amendment file; resolution permanent Board	Indefinitely
Field Sketches	Kept with application record; temporary	2 years
Final Plats	Recorded with clerk; kept forever	Forever
General Notes (measurements /e	Kept with application record; temporary	2 years
Invoices	Invoice data sheets; semi-permanent	5 years
Letters of Interest	Personnel kept w/ HR; P&Z temporary	2 years

Maps: Zoning	Permanent record	Indefinitely
Maps: Floodplain maps	Permanent record	Indefinitely
Meeting Agenda	Kept with minutes	Indefinitely
Minutes	Permanent record	Indefinitely
Monthly Deposits	Semi-permanent	5 years
Notes	Temporary	2 years
Notices (Public and Legal)	Semi-permanent	5 years
Ordinances, other than created b	Ordinances recorded w/ clerk & permanent; none created l	Indefinitely
Performance Statements	For bonds, kept w/ file record, semi-permanent; personnel	Semi-permanent
Photos of Real Property	Temporary; kept w/ applications	2 years
Plat Maps	Copies of final plats; originals w/ clerk; permanent	Indefinitely
Preliminary Plats	Part of application, permanent.	Indefinitely
Preliminary Subdivision	Part of application, permanent.	Indefinitely
Profit / Loss Statements	Only as it relates to budgets; semi-permanent	5 years
Public Comment Sign-In	Semi-permanent	5 years
Quitclaim Deeds	As related to applications, semi-permanent	5 years
Receipts	Semi-permanent	5 years
Reports	Staff reports, semi-permanent	5 years to forever
Requests for Extension	Application record, semi-permanent	5 years
Résumés	To HR, unless hired; then retained for 5 years after employ	5 years
Sales Contracts	For copy machines; vehicles, etc. Semi-permanent	5 years
Sureties	Kept with application file until at least 5 years after bond r	5 years
Tapes/digital recordings	Semi-permanent	5 years
Vacations	Applications permanent; some attachments semi-permanen	5 years to forever
Variances	Applications permanent; some attachments semi-permanen	5 years
Workshop Agendas	Retained with minutes; Permanent record	Forever
Zoning Changes	Applications permanent; zone change maps permanent.	5 years to forever

Department Record	Public Defender Notes / Description	Period to Retain
Agenda's		10 Years
Agreements		10 Years

Appeals: Misdemeanors		2 Years
Appeals: Felonies		5 Years
Application Records: Applications		10 Years
Application Records: Background / Reference		
Checks		10 Years
Application Records: Notes from interviews		10 Years
Application Records: Resume's		10 Years
Budget Records		10 Years
Calendar	Additionally each client file has record of each hearing attend	1 Year
CD's Digital	Destroyed as files are destroyed	2 or 5 Years
Certificates of Attendance		Indefinitely
Certificates of Completion		Indefinitely
Claims		10 Years
Complaints: Misdemeanor		2 Years
Complaints: Felonies		5 Years
Contracts		10 Years
Correspondence / Email: Misdemeanors		2 Years
Correspondence / Email: Felonies		5 Years
Correspondence / Email: Other		10 Years
Correspondence / Criminal Rec	Case by Case basis	2 Years
Correspondence / Criminal Rec	Case by Case basis	5 Years
Criminal Cases: Child Protectio	Not criminal - civil.	5 Years
Criminal Cases: Decline Files: Misdemeanors		2 Years
Criminal Cases: Decline Files: Felonies		5 Years
Criminal Cases: Juvenile	Case by Case basis	2 Years
Criminal Cases: Traffic: Misdemeanors		2 Years
Criminal Cases: Traffic: DUI F	Case by Case basis	5 Years
Investigations: Misdemeanors		2 Years
Investigations: Felonies		5 Years
Invoices	With Claims	10 Years
Leases		10 Years
Maintenance Records	With Claims	10 Years

Meeting Agenda		10 Years
Memorandums General		10 Years
Minutes: Misdemeanors		2 Years
Minutes: Felonies		5 Years
Notary Books (maybe under journals)		Indefinitely
Payroll Records		Indefinitely
Performance Statements		Indefinitely
Personnel Files		Indefinitely
Personnel Violation Write-ups		Indefinitely
Receipts		10 Years
Registrations		10 Years
Releases: Misdemeanors		2 Years
Releases: Felonies		5 Years
Reports: Misdemeanors		2 Years
Reports: Felonies		5 Years
Request for Reimbursement		10 Years
Requests for Investigations		10 Years
Resume's		10 Years
Sales Contracts		10 Years
Staff Meeting Minutes		10 Years
Tapes: Misdemeanors		2 Years
Tapes: Felonies		5 Years
Time Card Records		10 Years
Training Session Rosters	With Claims	10 Years
Transcripts: Misdemeanors		2 Years
Transcripts: Felonies		5 Years
Waivers: Misdemeanors		2 Years
Waivers: Felonies		5 Years

Department Record	Risk Management / Human Resources Notes / Description	Period to Retain
Certificates	certificates of insurance	until cancelled
Claims	currently have claims/torts back to 2004	5 years
Contracts	benefit vendor contracts back to 2004	5 years
Insurance	building, vehicle, equipment inventories back to 2001	8 years
Invoices		1 year
Medical Records	FMLA, Worker's Comp, Sick Leave Bank	3 years after termination
Personnel Files		3 years after termination
Torts	currently have claims/torts back to 2004	5 years
Recruitment Folders/Applications		1 year
EEO-4 Reports	currently have reports back to 1987	22 years
Public Records Requests	currently have requests back to 2008	1 year

Department Record	Road & Bridge Notes / Description	Period to Retain
Agreements		Indefinitely
Annexations		Indefinitely
Audits		10 Years
Bid Awards		10 Years
Bids		10 Years
Building Location Permits		10 Years
Building Plans		Indefinitely
Change of Address Request		10 Years
Constituent Correspondence		10 Years
Contracts		10 Years
Correspondence / Email		road file/permanent
Development Agreements		10 Years
Leases		10 Years

Maintenance Records	Indefinitely
Maintenance Requests	electronic
Permits	10 Years
Requests For Proposal	10 Years
Road Count Records	road file/permanent
Road Trip Records	road file/permanent
Speed Survey Records	road file/permanent

Department Record	Solid Waste Notes / Description	Period to Retain
Agreements	Waste Management, ABCO, Pacific Steel etc.	Indefinitely
Bid Awards	Keep with project or equipment file	Indefinitely
Bids	Keep with project or equipment file	Indefinitely
Budget Records	Annual Budget worksheets/Clerk's office also retains copie	10 years
Building Location Permits	Keep with project	Indefinitely
Building Plans	Keep with project	Indefinitely
Complaints	Employee keep in personnel file, site complaint in site file	Employee only while current, site forever
Constituent Correspondence	File letters in correspondence file	2 Years
Construction Costs	Keep with project or site	Indefinitely
Contracts	Keep with project or site	Indefinitely
Correspondence / Email	E-mails I clean out regularly or make hard copy if needed	2 Years
Daily Deposits	Posted on Quicken	Indefinitely
Deeds	Keep with site information also available in recorders offic	Indefinitely
Fee Exemptions	Keep with project	Indefinitely
General Notes (measurements /	Keep with project	Indefinitely
Maps	Only keep maps related to sites or potential sites	Indefinitely
Memorandums of Agreement	Keep with project or site	Indefinitely

Memorandums of Understanding	Keep with project or site	Indefinitely
Notices (Public and Legal)	Keep with Projects	Indefinitely
Permits	Keep with project or site	Indefinitely
Photos of Real Property	Keep with project or site	Indefinitely
Plans	Keep with project or site	Indefinitely
Reports	Keep with project or site	Indefinitely
Requests for Proposal	Keep with project or site	Indefinitely
Specifications	Keep with project, equipment or site	Indefinitely
Staff Meeting Minutes	Report weekly to Commissioners	5 years
Subdivision / Survey Information	Survey with project or site	Indefinitely
Waivers	Solid Waste Fee waivers	5 years
	Received 11/03/2009	

Advisory Board	Weeds Advisory Board	
Record	Notes / Description	Period to Retain
Agenda's	Kept in Public Works Office	7 years
Correspondence / Email	only correspondence would be to notify of appointment or p	7 years
Letters of Interest	Kept in Public Works Office & Commissioner's office	PW-7 years
Minutes	Kept in Public Works Office	PW-7 years
Workshop Minutes	Kept in Public Works Office if any	PW-7 years

Advisory Board	Invasive Species Task Force	
Record	Notes / Description	Period to Retain
Agenda's	Agendas are sent out at last seven days before each meeti	2 Years
Calendar	No formal calendar; we meet now every 3rd Thursday.	5 Years

Correspondence / Email	Chair sends emails to Task Force with agendas, minutes, and upcoming events or info. There is also a List Serve.	2 Years
Letters of Interest	Letters of Interest to participate on the Task Force go directly to the Commissioner; the letters are not shared with the Task Force.	2 Years
Minutes	Minutes are finalized and approved at each meeting (for the previous one) so long as there is a quorum. Taken by TF appointed secretary.	Indefinitely
Notices (Public and Legal)	All legal Notices (treatment) are published by the County.	5 Years
Reports	The only report we have produced is the Strategic Plan. It is now an official County document to guide management decisions.	5 Years
Workshop Minutes	Informal notes are taken at workshops.	Indefinitely



Advisory Board Record	Animal Advisory Notes / Description	Period to Retain
Agenda's		2 Years
Agreements		5 Years
Calendar		5 Years
Correspondence / Email		2 Years
Letters of Interest		2 Years
Minutes		Indefinitely
Notes		2 Years
Notices (Public and Legal)		5 Years
Reports		5 Years
Workshop Minutes		Indefinitely

Advisory Board Record	Bonner Park West Notes / Description	Period to Retain
Agenda's Agreements Budget Records Calendar CD's Digital Correspondence / Email Hearing (other than commissioner) Letters of Interest Minutes Monthly Deposits Notes Notices (Public and Legal) Receipts Reports Tapes Workshop Minutes		
Advisory Board Record	Fairboard Advisory Notes / Description	Period to Retain
Agenda's Agreements Budget Records Calendar Correspondence / Email	In minute books	2 Years 5 years 10 years 5 Years 2 Years

Letters of Interest		2 Years
Minutes	All minutes 1927 to date	Indefinitely
Monthly Deposits		5 Years
Notes		2 Years
Notices (Public and Legal)		5 Years
Receipts		5 years
Reports		5 years
Tapes		Indefinitely
Workshop Minutes		Indefinitely

**Advisory Board
Record**

**Green Owl
Notes / Description**

Period to Retain

Agenda's	t all meetings have had agendas as most were just discussi	2 Years
Correspondence / Email	retained by Leslie Marshall	2 Years
Letters of Interest	retained by Leslie Marshall	2 Years
Minutes	retained by Shelly Stafford	Indefinitely
Notes	I have some from meetings	2 Years

**Advisory Board
Record**

Planning & Zoning Advisory

Period to Retain

Agendas	Retained with minute record; permanent	Indefinitely
Calendar	Yearly calendar set in October of every year; temporary	2 years
CD's Digital	A part of planning department record keeping	Varied
Correspondence / Email	t of planning department records; e-mails on county server	2 years
Hearing (other than commission)	P&Z hearings recorded; semi-permanent	5 years
Letters of Interest	Temporary	2 years
Minutes	Part of planning department permanent record	Indefinitely

Monthly Deposits	Part of planning department budget; semi-permanent	5 years
Notes	Temporary	2 years
Notices (Public and Legal)	Semi-permanent	5 years
Receipts	Part of planning department budget; semi-permanent	5 years
Reports	Staff reports, semi-permanent	5 years
Tapes, digital recordings	Semi-permanent	5 years
Workshop Minutes	Retained with minute record; permanent	Indefinitely
	NOTE: All P&Z records retained by Planning Department	

Advisory Board

Priest Lake Translator District

Record	Notes / Description	Period to Retain
Agenda's		2 Years
Agreements		5 Years
Budget Records		10 Years
Calendar		5 Years
Correspondence / Email		2 Years
Letters of Interest		2 Years
Minutes		Indefinitely
Monthly Deposits		10 Years
Notices (Public and Legal)		5 Years
Receipts		10 Years
Reports		5 Years

Advisory Board

Priest Lake West Groomers

Record	Notes / Description	Period to Retain
Agenda's		2 Years
Budget Records		10 Years

Calendar	5 Years
Correspondence / Email	2 Years
Letters of Interest	2 Years
Minutes	Indefinitely
Monthly Deposits	10 Years
Notices (Public and Legal)	5 Years

Advisory Board Record	Snowmobile East Notes / Description	Period to Retain
Agenda's		2 Years
Agreements		5 Years
Calendar		5 Years
Correspondence / Email		2 Years
Letters of Interest		2 Years
Minutes		Indefinitely
Notes		2 Years
Notices (Public and Legal)		5 Years
Reports		5 Years
Tapes		Indefinitely
Workshop Minutes		Indefinitely

Advisory Board Record	Waterways / Parks and Recreation Advisory Notes / Description	Period to Retain
Agenda's	Kept at County Admin Building	2 Years
Agreements	Kept at County Admin Building	5 Years
Budget Records	Kept at County Admin Building	10 Years
Calendar	Kept at County Admin Building	5 Years

Correspondence / Email	Kept at County Admin Building	2 Years
Minutes	Kept at County Admin Building	Indefinitely
Notes	Kept at County Admin Building	2 Years
Notices (Public and Legal)	Kept at County Admin Building	5 Years
Reports	Kept at County Admin Building	5 Years
Tapes	Kept at County Admin Building	Indefinitely
Workshop Minutes	Kept at County Admin Building	Indefinitely



