

BOARD OF SUPERVISORS  
COUNTY OF YUBA  
STATE OF CALIFORNIA

IN RE:

RESOLUTION NO. 2000-105

RESOLUTION REPEALING  
RESOLUTION 1977-32 AND  
ESTABLISHING A NEW  
ORDERLY SYSTEM FOR THE  
DESTRUCTION OF COUNTY  
RECORDS

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WHEREAS, the establishment of a revised orderly system for the destruction of records within the County of Yuba (County) is desirable; and

WHEREAS, section 26205.1 of the California Government Code permits this Board, by resolution, to authorize County officers in possession of non-judicial records, papers, documents and files to destroy such records, papers, documents and files on the conditions set forth in said statute, and on such other conditions as this Board may impose; and

WHEREAS, certain provisions of law are applicable to the destruction of specific types of records and it is desirable that effect be given to these specific statutes in the system established in this County for destruction of records.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED as follows:

1. An orderly system for the destruction of nonjudicial records, papers, documents and files by the County officers having custody of such records shall be established in this County.
2. The designated County officers having custody of nonjudicial records, papers, documents and files may authorize the destruction or other disposition of those nonjudicial records, papers, documents and files hereinafter described and on the conditions hereinafter set forth.

ARTICLE I

CONDITIONS FOR DESTRUCTION APPLICABLE TO ALL RECORDS

Section 1.0.1. A generalized list of the records to be destroyed or otherwise disposed of must be prepared, and the Auditor must endorse on said list that the record is no longer needed for purposes of audit.

Section 1.0.2. The County officer authorizing destruction or disposition must determine that the record has no further administrative value.

Section 1.0.3. All records dated 1910 and earlier and all other records of apparent historical significance shall be offered to local historical societies in Yuba 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.

Section 1.0.4. 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.

Section 1.0.5. 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.

Section 1.0.6. Authorization or requirement for reproduction means:

- a) 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 thereof in all details and which does not permit additions, deletions, or changes to the original document images.
- b) 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.
- c) 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.

Section 1.0.7. The term "record" means and includes all nonjudicial documents, papers, records, documents, books, and files in the custody of County officers.

Section 1.0.8. The provisions of this resolution are permissive, not mandatory. 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.

ARTICLE II

DOCUMENTS AND SPECIAL CONDITIONS APPLICABLE TO ALL COUNTY OFFICERS IF  
THE RECORD IS NOT COVERED UNDER ARTICLE III

(Board of Supervisors Approval Not Required Unless Otherwise Specified)  
(Govt. Code, §26205.1)

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Section 2.1.1. DUPLICATE copies of documents WITH THE EXCEPTION of copies of the deposit permits or deposit receipts retained by the 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. (Govt. Code, §26201.)

Section 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 by departments in support of payrolls; 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, and like records.

The records are over two years old. (Govt. Code, §26202.)

Or

Can be destroyed at any time, if reproduced, and reproduction is placed in conveniently accessible files, and provision is made for preserving, examining, and using reproduction for two years. (Govt. Code, §26205, 26205.1.)

Section 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.

The records are over two years old. Requires 4/5th vote of Board of Supervisors, finding records are no longer needed for county purposes. Need not be reproduced. (Govt. Code, §26202.)

Section 2.1.4. Records which are expressly required by law to be filed and preserved.

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. (Govt. Code, §26205.1.)

Section 2.1.5. Unaccepted bids or proposals for

The records are five years old. (Govt. Code,

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construction or installation of public works.

§26202.1.)

Section 2.1.6. Recorded radio & telephone communications.

Retain for 100 days. (Govt. Code, §§26202.6, 34090.6.)

Requires Board of Supervisors and County Counsel approval.

Section 2.1.7 Recordings of routine video monitoring of the regular and ongoing operations of the departments, including mobile in-car video systems, jail observation and monitoring systems, and building security taping systems.

Must retain for one year;  
or

If written minutes or an audiotape recording of the event that is recorded in the video medium is prepared, the recording may be destroyed after 90 days.

Requires Board of Supervisors and County Counsel approval. (Govt. Code, §§34090.6, 34090.7)

Section 2.1.8. Inventories filed by county officers or persons in charge of any office, department, service or institution of the County, judges or clerk, secretary or other administrative officer of each court of record; the executive head of special districts whose affairs and funds are under supervision of the Board of Supervisors.

The inventory is more than five years old. Board of Supervisors approval required to destroy the original filed with the Auditor. (Govt. Code, §24051.)

Section 2.1.9. Original deeds granting property to the County of Yuba or any special district for which the Board of Supervisors is the governing body.

Do not destroy under any circumstances.

Section 2.1.10. Original insurance policies.

Requires approval of Risk Manager, County Counsel and Board of Supervisors.

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ARTICLE III

DOCUMENTS AND SPECIAL CONDITIONS APPLICABLE TO SPECIFIC COUNTY OFFICERS

(Board of Supervisors Approval Not Required Unless Otherwise Specified)  
(Govt. Code, §26205.1.)

ASSESSOR

Section 3.2.1. Any document containing information obtained from taxpayers.

(a) Six years have elapsed since lien date for the taxes for which the information was obtained; or

(b) Three years have elapsed since such lien date, and the records are reproduced.  
(Rev. & Tax. Code, §§ 465 and 834.)

Section 3.2.2. Lot books.

The records are reproduced, placed in conveniently accessible files. (Rev. & Tax., §1256; Govt. Code, §26205.1.)

AUDITOR

Section 3.3.1. County, school or special district claims, warrants or any other paper issued as a warrant voucher.

The record is over five years old; or at any time if reproduced, and reproduction is in conveniently accessible files for five years. (Govt. Code, §26907.)

Section 3.3.2. The Index or Warrant Register.

The record is over 5 years old in which case the record need not be reproduced. (Govt. Code, §26907.)

Section 3.3.3. 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. (Govt. Code, §§53921 and 26907.1.)

Section 3.3.4. Auditor's copies of county deposit permits.

The record is more than five years old. Requires Board of Supervisors approval. (Govt. Code, §26907.2.)

Section 3.3.5. Inventories filed by county officers or persons in charge of any office, department, service or institution of the County, judges or clerk, secretary or other administrative officer of each court of record; the executive head of special districts whose affairs and funds are under supervision of the Board of Supervisors.

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Have been on file for more than five years. Requires Board of Supervisors approval. (Govt. Code, §24051.)Section 3.3.6. Statements and affidavits of salaried county officers regarding fees collected as required by Chapter 8 of the Government Code, commencing with §24350.

Section 3.3.7. Any original unsecured tax roll containing the information set forth in the delinquent roll or abstract list.

Section 3.3.8. Fiscal, statistical and other records necessary for maintaining accountability and meeting reporting requirements relating to the administration of public social services.

Section 3.3.9. Statements of cash in Treasury.

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- (a) The records are more than five years old; or
- (b) At any time after the records have been reproduced if the copy is kept and maintained for five years. (Govt. Code, §24356 and 26907.)

At any time if:  
The delinquent roll or abstract list has been certified by the County Auditor as correct; and

Destruction has been approved by the Board of Supervisors; and

The record has been reproduced and the reproduction will be maintained for five years.

Alternatively, records may be destroyed after five years. (Rev. & Tax. Code, §2928.)

May be reproduced at any time; otherwise, three years from the date of submission of the final expenditure report, or until audit findings have been resolved, UNLESS there is another statute requiring a longer retention period. (Welf. & Inst., §10851.)

Retain duplicate for one month. Original required by law to be filed with the County Clerk. (Govt. Code, §26920, 26922.)

CLERK OF THE BOARD OF SUPERVISORS

Section 3.4.1. Any unaccepted bid or proposal for construction of any building, structure, bridge, highway or other public works.

Section 3.4.2. Contracts and original specifications on County buildings.

Section 3.4.3. Resolution Books, Minute Books, Ordinance Books, records and accounts of supervisors.

The record is over five years old. (Govt. Code, §26202.1.) Accepted bids should be filed with the contract.

The building to which the records apply has been completed for over ten years. The records shall be reproduced unless the Board of Supervisors approves their destruction by a 4/5th vote. (Govt. Code, §25101, 26202; CCP, §337.15.)

May be reproduced at any time. Board of Supervisors approval required for destruction of originals. Reproduction must be made accessible for use, and a duplicate shall be made and kept in

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Section 3.4.4. Contracts and agreements not relating to public improvements.

a safe and separate place. (Govt. Code, §§25102, 25102.1, 25104, 25105.)

Four years after expiration of term and no legal action pending. (Govt. Code §26202, CCP 337.)

Section 3.4.5. Assessment Appeals Board files.

Three years if reproduced; or  
Not less than five years after final Board action; and  
No legal action is pending involving the application. (Govt. Code, §25105.5.)

Section 3.4.6. Audio Tape Recordings of Board meetings.

Two years.

Section 3.4.7. Claims Against County.

Not less than five years after final action on the claim, and no legal action is pending involving the claim. (Govt. Code, §25105.5.)

Section 3.4.8. Correspondence received (not requiring action).

Any record more than two years old. (Govt. Code, §26202.)

Section 3.4.9. Unsold bonds.

Two years after election. No reproduction required. Board of Supervisors resolution required. Notice of intent; public destruction; cannot be reissued without new election. (Govt. Code, §§29940 et seq.)

Section 3.4.10. Files and records pertaining to special districts WITH THE EXCEPTION OF original deeds, if any, and unexpired leases, contracts and agreements.

The records are least ten years old; and  
Records have been reproduced. (Govt. Code, §§25101, 26205.1.)

Section 3.4.11. Election folders; compensation plan folders; records and papers in connection with appeals from denials of building permits, special use permits and variances; school apportionment authorization election folders.

The records are at least ten years old; and  
Records have been reproduced. (Govt. Code, §§25101, 26205.1.)

COMMUNITY DEVELOPMENT DEPARTMENT

Section 3.5.1. Building Permits

May be reproduced at anytime; however, reproduction must be retained during the life of the building. (Health & Safety Code, §19850.)

Section 3.5.2. Zoning Maps

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. (Govt. Code, §26205.1.)

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CORONER

Section 3.6.1. The official file for each deceased person required by section 27463 of the Government Code.

The Coroner's investigation is completed; and

The case is closed; and

The record is reproduced; and

The reproduction is placed in conveniently accessible files. (Govt. Code, §27463.5.)

Section 3.6.2. Blood and urine samples from persons killed as result of motor vehicle accident.

Detailed medical findings resulting from chemical examinations can either be reduced to writing or permanently preserved on recording disks or similar recording media. (Govt. Code, §27491.25.)

COUNTY CLERK

Section 3.7.1. Fictitious business name statement.

The statements have expired; and

Four years have elapsed since the expiration. (Bus. & Prof. Code, § 17927(a).)

Section 3.7.2. Statements of abandonment of fictitious business name or withdrawal from partnership operation under fictitious business name.

At the same time the fictitious business name statement to which it relates is destroyed. (Bus. & Prof. Code, §17927(b).)

Section 3.7.3. Any bond filed by a Notary Public.

One year has elapsed since the expiration of the term of the commission for which the bond was issued. (Govt. Code, §8213.)

Section 3.7.4. 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 10 years have elapsed since records were deposited; and

No request for or reference to such records has been made; and

An order of the court is first obtained. (Govt. Code, §8209.)

Section 3.7.5. Consents of parents and court orders authorizing marriage of minors.

At least two years have elapsed since receipt of the records. Requires 4/5th vote of Board of Supervisors. (Family Code, §§302, 303; Govt.

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Code, §26202.)

Section 3.7.6. Certificates of Confidential Marriages.

After one year if reproduced. (Family Code, §511.)

Section 3.7.7. Grand Jury Reports and Responses.

Permanent record. Do not destroy. (Penal Code, §933(a).)

Section 3.7.8. Statements of Cash in Treasury

Permanent record. Can be destroyed if two years old and approved by 4/5th vote of Board of Supervisors. (Govt. Code, §§26920, 26922, 26202.)

COURT REPORTER

Section 3.8.1. Court reporter's notes.

Retain for ten years for criminal cases, five years for civil cases. Must have court order. No reproduction required. Capital felony case notes must be retained until Supreme Court authorizes destruction. (Govt. Code, §69955.)

GRAND JURY

Section 3.9.1. Grand Jury Reports

Retain for at least five years. (Penal Code, § 933(c).)

HEALTH OFFICER

Section 3.10.1 X-ray photographs and case records taken with regard to tuberculosis.

(a) The records are more than five years old; and  
(b) The X-ray photographs do not show existence of tuberculosis in the infectious stage; or

The individual to whom the records pertain:

(1) has been deceased more than two years; or

(2) 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;

and

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(c) The records are either destroyed or offered to a public or private medical library. (Health & Safety Code, §123150.)Section 3.10.2. Records pertaining to dangerous drugs required by Business and Professions Code section 4081.

More than three years have elapsed since the making of the records. (Bus. & Prof. Code, §4081, 4105.)

Section 3.10.3. Records relating to health care and medical assistance provided to a recipient of public assistance.

Three years after the last date that the County provided service to the recipient, unless State Department of Health requires retention for a longer period. (Welf. & Inst. Code, §10051, 10851.)

Section 3.10.4. Patient records.

Hard copy must be retained unless all patient records are maintained by means of an electronic record keeping system, which has an off site backup storage system, an image mechanism that is able to copy signature documents, and a mechanism to ensure that once a record is input, it is unalterable. (Health & Safety Code, §123149.)

Section 3.10.5 Premarital laboratory reports.

Two years. (Family Code, §509.)

LOCAL AGENCY FORMATION COMMISSION

Section 3.11.1. Any duplicate record, paper or other document.

The original or a photographic or electronic copy is retained in the files of the Commission. Requires Commission approval. (Govt. Code, §56382.)

Section 3.11.2. Original record, paper or other document.

More than two years old, photographic or electronic copy is as accessible for public reference as the original records were. A duplicate copy is kept in a safe and separate place for security purposes. Requires Commission approval. (Govt. Code, § 56382.)

PROBATION OFFICER

Section 3.12.1. Records and papers concerning individual minors.

More than five years have elapsed since the termination of jurisdiction of the juvenile court over the minor; and  
The records are destroyed.  
(Welf. & Inst. Code, §826(a).)

Section 3.12.2. Records and papers concerning any person over 16.

(a) More than 5 years have elapsed since the termination of probation; or  
If probation is not granted, 5 years after final disposition of the case; and

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(b) The records are destroyed. (Code Civ. Proc. §131.3 and Pen. Code, §1203.10.)

PUBLIC DEFENDER

Section 3.13.1. Nonfelony public defender files.	Eight years after final disposition of a case; and  Must be approved by the Board of Supervisors. (Govt. Code, §26205.8.)
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PUBLIC WORKS

Section 3.14.1. Traffic Collision Reports received from the California Highway Patrol.	At least two years have elapsed since receipt of the records. (Govt. Code, §26202.)
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PURCHASING AGENT

Section 3.15.1. Written requisitions received by the Purchasing Agent.	The records are more than three years old. (Govt. Code, §25501.5.)
Section 3.15.2. Unaccepted bids and proposals for services, supplies & equipment received by Purchasing Agent.	At least two years have elapsed since receipt of the record. (Govt. Code, §26202.)
Section 3.15.3. Accepted bids and proposals for services, supplies & equipment received by Purchasing Agent.	At least four years after completion of the project or contract. (CCP, §337.)
Section 3.15.4. Unaccepted bids or proposals for construction or installation of public works.	The records are five years old. (Govt. Code, §26202.1.)
Section 3.15.5. Contracts and original specifications on County buildings.	The building to which the records apply has been completed for over ten years. The records shall be reproduced unless the Board of Supervisors approves their destruction by a 4/5th vote. (Govt. Code, §§25101, 26202; CCP, §337.15.)

RECORDER

Section 3.16.1. Lapsed financing statements, lapsed continuation statements, and any statement of assignment relating to either.	(a) At any time if the records are reproduced; or (b) One year has elapsed since such lapse (Com. Code, §9522.)
Section 3.16.2. Termination statement, together with any related financing or continuation	(a) Upon receipt of termination statement if reproduced; or

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statement.

(b) More than one year has elapsed since the filing of the termination statement. (Com. Code, §9522.)Section 3.16.3. 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. (Govt. Code, §27206.)

Section 3.16.4. Papers and record books created under Land Title Law.

The records are reproduced, and destruction is authorized by Board of Supervisors, PROVIDED THAT any page which cannot be reproduced on film with full legibility must be permanently preserved.. (Govt. Code, §27207.)

Section 3.16.5. Any or all filed papers or record books created by handwriting, typing on printed forms, typewriting or photographic methods.

The records are reproduced, and destruction is authorized by Board of Supervisors, PROVIDED THAT any page which cannot be reproduced on film with full legibility must be permanently preserved. (Govt. Code, §26205.5.)

Section 3.16.6. Any original document left for recording.

Documents cannot be delivered by mail; and

Have not been called for for more than ten years after date of recording, or a reproduction has been made and not called for for more than two years. (Govt. Code, §26205.6.)

Section 3.16.7. Any notice of completion of any building or improvement, and the contract, plans, specifications and bond under which the work was done.

(a) After two years, may return to the person who filed them; or  
(b) Five years have elapsed from the date of filing in the Recorder's office; and  
(c) The Recorder has not been notified in writing to retain them by someone claiming some interest under the contract or in the property affected. (Govt. Code, §27205.)

Section 3.16.8. Temporary Index sheets prepared by key punch or printing machine.

Must be retained for one year or may be destroyed after permanent indexes are completed from same key punch cards. (Govt. Code, §27265.)

Section 3.16.9. State highway construction plans and right of way maps.

May be destroyed at any time if reproduced. (Streets & Highways Code, §128, 129.)

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REGISTRAR OF VOTERS

Section 3.17.1. Cancelled original affidavits of registration.

(a) The first general election has taken place since such cancellation; and

The affidavits are reproduced; or

(b) More than five years have elapsed since cancellation. (Election Code, §17000.)

Section 3.17.2. Index of voters from previous statewide general election.

Retain until next November general election in even numbered year has been conducted. (Election Code, §2191.)

Section 3.17.3. Unopened and unaltered packages containing voted ballots and packages containing spoiled, canceled or unused ballots or elections supplies as described in §14430 & 14431 of the Elections Code.

Federal Election: 22 months  
State or Local Election: 6 months  
have elapsed since the declaration of the result of the election by the body canvassing the returns; and

No contest to said election has been commenced within said time period; and

No criminal action involving fraudulent use, marking or falsification of ballots or forgery of absent voters' signatures have been commenced within said time period. (Elections Code, §§17301-17303.)

Section 3.17.4. Nomination papers.

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. (Elections Code, §17100.)

Section 3.17.5. Initiative and referendum petitions.

At least eight months have elapsed since the certification of the results of the election for which the petition qualifies or attempts to qualify for the ballot; and

The petition is not evidence in any action or proceeding then pending; and

There is no written request to preserve the petitions for an on-going or pending investigation. (Elections Code, §17200.)

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Section 3.17.6. Statements of organization, registration statements and 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.

Section 3.17.7. Campaign statements of city council members, county supervisors, candidates for any of these offices, and committees supporting any officeholder or candidate.

Section 3.17.8. Campaign Statements - all other persons for all other offices.

Section 3.17.9. Statements of Economic Interest of persons holding statewide elective office.

Section 3.17.10. Statements of Economic Interest - Supervisors, DA, County Counsel, Treasurer, CAO, Planning Commissioners - all other county filers.

Section 3.17.11. Copies of reports or statements relating to the Political Reform Act.

CONDITIONS

Retain permanently or reproduce after two years after filing. (Govt. Code, §81009(a)&(g).)

If elected, retain permanently or reproduce two years after filing.

If not elected, retain for a period of not less than five years, or reproduce two years after filing in which event the reproduction can be destroyed after five years. (Govt. Code, §81009(b)&(g).)

Retain for seven years, or reproduce two years after filing in which event the reproduction can be destroyed after seven years. (Govt. Code, §81009(c)&(g).)

Retain permanently, or may be reproduced two years after filing. (Govt. Code, §81009(d)&(g).)

Retain for seven years, or reproduce two years after filing in which event the reproduction can be destroyed after seven years. (Govt. Code, §81009(e)&(g).)

Retain for not less than four years, or reproduce two years after filing in which event the reproduction can be destroyed after four years. No requirement to retain duplicate copies. (Govt. Code, §81009(f)&(g).)

TREASURER/TAX COLLECTOR

Section 3.18.1. Redemption certificates.

(a) Destruction has been authorized by the Board of Supervisors;  
(b) The records are reproduced; or the records or reproductions are over 12 years old. (Rev. & Tax. Code, §4107.)

Section 3.18.2. Delinquent tax rolls and the original secured rolls on which they are based, except original secured rolls for year 1912 (fiscal year 1912-1913).

(a) Destruction has been authorized by the Board of Supervisors; and  
(b) The records are reproduced; or the records or reproductions are more than 12 years old; and  
(c) The abstract list has been certified as complete and correct by the County Auditor. (Rev. & Tax.

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Section 3.18.3. Abstract lists of the tax rolls.

Code, §4377.)

Retain for at least two years after the time the lien has been removed. (Rev. & Tax. Code, §4377.)

Section 3.18.4. Any original unsecured tax roll containing the information set forth in the delinquent roll or abstract list.

(a) Destruction has been authorized by the Board of Supervisors; and

(b) The records are reproduced; or the records or reproductions are more than five years old; and

(c) The delinquent roll or abstract list has been certified by the County Auditor as correct. (Rev. & Tax. Code, §2928.)

Section 3.18.5. Tax Rolls.

(a) Two years after the last current item has been recorded thereon; and

(b) Destruction has been authorized by the Board of Supervisors; and

(c) The records are reproduced and a copy of the reproduction is permanently retained. (Govt. Code, §26908.)

Section 3.18.6. Certificates of deposit from the County Auditor.

The certificates have been filed for more than five years; or

The certificates have been filed for more than one year; and

The reproduction is placed in easily accessible files and provision is made for their examination and use. (Govt. Code, §27001.)

Section 3.18.7. Bonds and interest coupons-- County only.

The bonds or any and all coupons pertaining thereto have been paid or canceled. Requires Board of Supervisors approval. (Govt. Code, §53921.) See section 3.3.3. with regard to school or district bonds.

Section 3.18.8. Books of account for receipts and warrants.

Reproduction of receipts and warrants permitted in lieu of maintaining books of account. All reproductions shall be indexed and placed in conveniently accessible files. Each roll of microfilm shall be designated as a book and numbered. Provision shall be made for preserving, examining and using it. Requires

duplicate to be kept in safe and separate place.  
(Govt. Code, §27002.1.)

#### SHERIFF

Section 3.19.1. 911 Tapes.

100 days. Requires approval of Board of Supervisors and consent of County Counsel. No legal action pending. (Govt. Code, §26202.3.)

Section 3.19.2. Videotapes of regular and ongoing operations, including mobile in-car video systems, jail observation and monitoring systems, and building security taping systems.

One year. Requires approval of Board of Supervisors and consent of County Counsel. No legal action pending. (Govt. Code, §§26202.3, 34090.6.)

Alternatively, must keep for 90 days if written minutes or audiotape recording is made of the events that were videotaped. Still requires approval of Board of Supervisors and consent of County Counsel. (Govt. Code, §§26202.3, 34090.6, 34090.7.)

Section 3.19.3. Citizen Complaints re officers.

Five years. (Penal Code, §832.5.)

#### SOCIAL SERVICES

Section 3.20.1. The case history or any part thereof, of any recipient of public assistance.

The recipient has not received any public assistance from the County for a period of three years; and

The provisions of Article I, Section 1.0.4 of this Resolution are complied with.  
(Welf. & Inst. Code, §10851.)

Section 3.20.2. The narrative portions of case records.

The narrative portion is over three years old; and  
The case file has been audited by the State Department of Benefit Payments.  
(Welf. & Inst. Code, § 10851.)

Section 3.20.3. Fiscal, statistical and other records necessary for maintaining accountability and meeting reporting requirements relating to the administration of public social services.

May be reproduced at any time; otherwise, three years from the date of submission of the final expenditure report, or until audit findings have been resolved, UNLESS there is another statute requiring a longer retention period. (Welf. & Inst., §10851.)

ARTICLE IV

The records of special districts for whom the board of supervisors is the governing body shall be destroyed in compliance with Government Code sections 60200, et seq.

ARTICLE V

This resolution may be amended from time to time by additions, deletions, or amendments thereto by further resolution of this Board which shall be made with specific reference hereto and all of the provisions hereof not otherwise modified shall remain in full force and effect.

PASSED AND ADOPTED at a regular meeting of the Yuba County Board of Supervisors this 26<sup>th</sup> day of September, 2000, by the following vote:

AYES: Supervisors Amaro, Hastey, Schrader, Stocker

NOES: None

ABSENT: Supervisor Simmons

/s/BRENT HASTEY, Chairman

ATTEST: TERRY A. HANSEN  
CLERK OF THE BOARD OF SUPERVISORS

By: /s/Donna Stottlemeyer

APPROVED AS TO FORM  
DANIEL G. MONTGOMERY  
COUNTY COUNSEL

/s/Kathleen L. Burgess, Chief Deputy