

Retention Schedule: AGRICULTURE COMMISSIONER

Office of Record (OFR)	Retention No.	Title and Description	Retention Period / Disposition								Comments / Reference
			Active (in office)	Inactive (Off-Site)	Total Retention	Vital?	Ar-chives	Media Options	Image: S=Scan M=Micro forms I=Import	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for County-Wide Standards											
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.											
Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).											
Lead Dept.	AG-001	ADMINISTRATION - Accounts Payable, Accounts Receivable	5 years		5 years		Mag, Ppr				Paper must be retained for 5 years; Meets auditing standards (audit + 4 years); GC §§26202, 24356
Agriculture Comm.	AG-002	ADMINISTRATION - AG DAILY WORKSHEETS	5 years		5 years			Mag, Ppr			Department Preference; GC §26202
Clerk of the Board	AG-003	ADMINISTRATION - Agenda Items	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr			GC §26201
Lead Dept.	AG-004	ADMINISTRATION - AGREEMENTS & CONTRACTS: ADMINISTRATIVE RECORDS (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion + 5 years		Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr		S / M / I	Yes: Upon Completion	Department preference; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §26202
Agriculture Comm.	AG-005	ADMINISTRATION - WORKPLANS	5 years		5 years			Mag, Ppr			Department Preference; GC §26202
Agriculture Comm.	AG-006	COMPLAINTS - ALL PROGRAMS	5 years		5 years			Mag, Ppr			Department Preference; GC §26202
Agriculture Comm.	AG-007	CROP STATISTICS - CROP REPORT	5 years	P	P			Mag, Ppr			Department Preference; GC §26202
Agriculture Comm.	AG-008	CROP STATISTICS - SURVEY	1 year		1 year			Mag, Ppr			Department Preference (Preliminary Draft); GC §26202
Agriculture Comm.	AG-009	HEARINGS - ALL PROGRAMS	5 years		5 years			Mag, Ppr			Department Preference; GC §26202

Retention Schedule: AGRICULTURE COMMISSIONER

Office of Record (OFR)	Retention No.	Title and Description	Retention Period / Disposition								Comments / Reference
			Active (in office)	Inactive (Off-Site)	Total Retention	Vital?	Ar-chives	Media Options	Image: S=Scan M=Micro forms I=Import	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for County-Wide Standards											
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.											
Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).											
Agriculture Comm.	AG-010	INSPECTIONS - ALL PROGRAMS	5 years		5 years			Mag, Ppr			Department Preference; GC §26202
Agriculture Comm.	AG-011	INVESTIGATIONS: ALL PROGRAMS (unlicensed applicators, pesticide illnesses, etc.)	5 years			5 years			Mag, Ppr		
Agriculture Comm.	AG-012	MOSQUITO ABATEMENT TRAPPING	Indefinite		Indefinite				Mag, Ppr		
Agriculture Comm.	AG-013	NOPAS - ALL PROGRAMS	5 years			5 years			Mag, Ppr		
Agriculture Comm.	AG-014	NURSERY INSPECTIONS - SOD, GWSS, LBAM	5 years		5 years				Mag, Ppr		
Agriculture Comm.	AG-015	OFFICE SAFETY MEETINGS	5 years			5 years			Mag, Ppr		
Agriculture Comm.	AG-016	OFFICE STAFF MEETINGS	2 years		2 years				Mag, Ppr		
Agriculture Comm.	AG-017	PEST DETECTION / TRAPPING	5 years			5 years			Mag, Ppr		
Agriculture Comm.	AG-018	PEST EXCLUSION - BRANCHED BROOMRAPE, CQC, PHYTOSANITARY CERTIFICATES, SOD	5 years		5 years				Mag, Ppr		
Agriculture Comm.	AG-019	PEST EXCLUSION - PQ WALKS	5 years			5 years			Mag, Ppr		
Agriculture Comm.	AG-020	PESTICIDES - CE CLASSES	5 years		5 years				Mag, Ppr		

Retention Schedule: AGRICULTURE COMMISSIONER

Office of Record (OFR)	Retention No.	Title and Description	Retention Period / Disposition								Comments / Reference
			Active (in office)	Inactive (Off-Site)	Total Retention	Vital?	Ar-chives	Media Options	Image: S=Scan M=Micro forms I=Import	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for County-Wide Standards											
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.											
Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).											
Agriculture Comm.	AG-021	PESTICIDES - INSPECTIONS	Close of Business + 3 years		Close of Business + 3 years			Mag, Ppr			Department Preference; GC §26202
Agriculture Comm.	AG-022	PESTICIDES - PERMITS, PUR, NOI, REGISTRATIONS, BAIT SALES	3 years		3 years			Mag, Ppr			Department Preference; 3 CCR 6623, GC §26202
Agriculture Comm.	AG-023	SEED INSPECTION - 3RD PARTY SAMPLING	5 years		5 years			Mag, Ppr			Department Preference; GC §26202
Agriculture Comm.	AG-024	SEED INSPECTION - LABELING INSPECTION	3 years		3 years			Mag, Ppr			Department Preference; GC §26202
Agriculture Comm.	AG-025	STANDARDIZATION - FRUIT & VEGETABLE INSPECTION, ORGANIC REGISTRATIONS, CPC, CFM	5 years		5 years			Mag, Ppr			Department Preference; GC §26202
Agriculture Comm.	AG-026	STANDARDIZATION - PESTICIDE RECORD SEARCH (For Organic Certifications)	3 years		3 years			Mag, Ppr			Department Preference; GC §26202
Agriculture Comm.	AG-027	VEHICLE ACCIDENT REPORTS (Agriculture Commission Only)	5 years		5 years			Mag, Ppr			Department Preference; GC §26202
Agriculture Comm.	AG-028	VEHICLE MAINTENANCE FILES (Agriculture Commission Only)	Life of Vehicle or Equipment + 2 years		Life of Vehicle or Equipment + 2 years			Mag, Mfr, OD, Ppr	S / M	Yes: After 1 year	If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 13 CCR 1234(f); GC §26202

Retention Schedule: AGRICULTURE COMMISSIONER

Office of Record (OFR)	Retention No.	Title and Description	Retention Period / Disposition								Comments / Reference
			Active (in office)	Inactive (Off-Site)	Total Retention	Vital?	Ar-chives	Media Options	Image: S=Scan M=Micro forms I=Import	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for County-Wide Standards											
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.											
Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).											
Agriculture Comm.	AG-029	VEHICLE MILEAGE BOOKS	5 years		5 years			Mag, Ppr			Department Preference (meets auditing standards); GC §26202
Agriculture Comm.	AG-030	WEED MANAGEMENT CONTRACTS	5 years		5 years			Mag, Ppr			Department Preference; GC §26202
Agriculture Comm.	AG-031	WEED MANAGEMENT RECORDS / MAPS (Invasive Species)	P		P			Mag, Mfr, OD, Ppr	S / M	Yes: After 1 year	Department Preference; GC §26202
Agriculture Comm.	AG-032	WEIGHTS & MEASURES - STORE SCALES, LIVESTOCK & VEHICLE SCALES, FUEL METERS, QC, SCANNERS, WEIGHMASTER, PETROLEUM INSPECTIONS, WATER DISPENSERS	5 years		5 years			Mag, Ppr			Department Preference; GC §26202
Agriculture Comm.	AG-033	WEIGHTS & MEASURES - SUB METERED DEVICES	10 years		10 years			Mag, Ppr			Department Preference; GC §26202