

## RECORDS RETENTION SCHEDULE LEGEND

©1995 – 2024 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved  
Do not duplicate or distribute without prior written permission

**OFR (Office of Record):** The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually it is the department that originates the record.

**Records Description:** The record series (a group of like records).

**Non-Record:** Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

**Retention/Disposition:**  
**Active:** How long the file remains in the immediate office area (*guideline*)  
**Inactive:** How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)  
**Total Retention:** The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

**P = Permanent**

**Indefinite** = No fixed or specified retention period; used for databases, because the data fields are interrelated.

**Vital?** = Those records that are needed for basic operations in the event of a disaster.

**Media Options** (*guideline*) – the form of the record:  
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)  
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)  
Ppr = Paper  
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

**Scan / Import** (*guideline*):  
“S” indicates the record should be scanned into the document imaging system;  
“I” indicates the record should be electronically imported into the document imaging system;  
“M” indicates the record was microfilmed

**Destroy Paper after Imaged & QC’d (quality checked) / Trustworthy Electronic Record:** “Yes” means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format;) **IF (legal requirements)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed** which is **stored in a safe & separate location**. Employees are required to Quality Check (“QC’d”) both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes**, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

### **Legend for legal citations** (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

PRC Public Resources Code

USC: United States Code (US)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)