

CeRTNA

Records Disposition Authority Report

Full Code	Retention Years	Detail
CA Code of Regulation - 14300.33	5	<p>(a) Basic requirement. You must save the Cal/OSHA Form 300, the privacy case list (if one exists), the Cal/OSHA Form 300A, and the Cal/OSHA Form 301 Incident Reports for five (5) years following the end of the calendar year that these records cover.</p> <p>(b) Implementation.</p> <p>(1) Do I have to update the Cal/OSHA 300 Form during the five-year storage period?</p> <p>Yes. During the storage period, you must update your stored Cal/OSHA 300 forms to include newly discovered recordable injuries or illnesses and to show any changes that have occurred in the classification of previously recorded injuries and illnesses. If the description or outcome of a case changes, you must remove or line out the original entry and enter the new information.</p> <p>(2) Do I have to update the Cal/OSHA 300A Annual Summary of Work-related Injuries and Illnesses?</p> <p>No. You are not required to update the annual summary, but you may do so if you wish.</p> <p>(3) Do I have to update the Cal/OSHA 301 Incident Reports?</p> <p>No. You are not required to update the Cal/OSHA 301 Incident Reports, but you may do so if you wish.</p> <p>NOTE: Authority cited: Section 6410, Labor Code. Reference: Section 6410, Labor Code.</p>
Government Code - 26201	0	<p>Copies of documents which are in the possession of a County department and the original or the permanent photo reproduction (microfilm/microfiche) of which is maintained in the files of another County officer or department may be destroyed at any time with the authorization of the Board of Supervisors.</p>
Government Code - 26202	5	<p>Any record, paper or document which is more than two years old, which was prepared or received pursuant to state statute and which is not expressly required by law to be filed and preserved may be destroyed if the Board of Supervisors determines by 4/5s vote that the retention of any such record, paper or document is not longer necessary or required for county purposes.</p>

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Government Code - 26205	5	<p>Original documents which are not specifically required by law to be preserved may be destroyed upon authorization of the Board of Supervisors at any time if all of the following conditions are satisfied:</p> <ol style="list-style-type: none"> 1. The records are photographed, microphotographed, electronically recorded, recorded on optical disk or reproduced on any permanent medium; 2. The recording method does not permit additions, deletions or changes in the text of the document; and 3. The recorded documents are made conveniently accessible to persons wishing to inspect the same.
Government Code - 26205.1	5	<p>Original, nonjudicial public records, documents, instruments, books, and papers in the custody of a County officer and required to be preserved may be destroyed upon authorization of the Board of Supervisors at any time if all of the following conditions are satisfied:</p> <ol style="list-style-type: none"> 1. The Board of Supervisors adopts a resolution authorizing records destruction pursuant to this section; and 2. The officer having custody of the records maintains for the use of public a permanent photographic or microphotographic film, electronic record, tape or disk reproduction of the original document which does not permit additions, deletions or changes in the text of the document.
Government Code - 26205.6(b)	5	<p>Notwithstanding any other law relating to the destruction of city or county records, the county recorder may cause to be destroyed any original document left with and recorded by the county recorder by permanent photographic means which is undeliverable by mail and uncalled for two years or more after the date of recording.</p>
Government Code - 26907.2	5	<p>Notwithstanding the provisions of Sections 26201, 26202, and 26205 of this code, the board may authorize the destruction or disposition of the copies of any county deposit permits or deposit receipts issued by the county auditor which are more than five years old.</p>
Government Code - 27205	2	<p>After two years from the date of filing in the recorder's office of notice of completion of any building or improvement, the contract, plans, specifications and bond under which the work or improvement was performed may be returned by the recorder to the person filing them, unless the recorder has been notified in writing to retain them by someone claiming some interest under the contract or in the property affected. After five years from the date of filing in the recorder's office of any contract, plans, and specifications of any building or improvement, the recorder may destroy the contract, plans, specifications, and bond relating thereto if they have not been delivered as provided in this section, unless he has been notified in writing to retain them by someone claiming some interest under the contract or in the property affected.</p>

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Government Code - 81009(e)	7	Original reports and statements not specified above in this section shall be retained by filing officers for a period of not less than seven years.
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