

2.90.090 Courts. All records maintained by the clerk of courts, register in probate, juvenile court or juvenile intake office relating to juvenile court, and the family court commissioner shall be retained in compliance with Supreme Court Rules Chapter 72. Records not specified therein of a general county-wide nature shall be retained pursuant to 2.90.010.

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Group care records	8 years after 18th birthday	HFS 57.08 or 59.07	W
	(Ord. 154-16, Sec. 1, 2010; Ord. 146-03, Sec. 1, 2002; Ord.142-102, 1999; Ord. 135-02 Sec.1, 1991).			

2.90.100 Information Systems. Provides information technology services for departments and stores records information electronically for departments. Record information stored electronically must be maintained pursuant to the guidelines established for the specific departmental records and county-wide records enumerated in this chapter. (Ord.142-39 Sec.2, 1998; Ord. 135-02 Sec.1, 1991; Ord. 132-62 Sec.1, 1988).

2.90.110 District Attorney. The records retention/disposition authorization schedules for the district attorney approved by the Public Records Board will be followed. (Ord. 159-47, Sec. 1, 2016; Ord. 147-103, Sec. 15, 2004; Ord.141-03, Sec.2, 1997; Ord. 135-02 Sec.1, 1991; Ord. 133-74, Ord. 132-100 Secs.14&15, 1989; Ord. 132-62 Sec.1, 1988).

2.90.120 Extension.(Ord. 132-62 Sec.1, 1988).

2.90.130 Finance Department.

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Certified special assessment roll	After assessment collected or 7 years, whichever is longer		W
B.	Statement of new special assessments	5 years		W
C.	Special assessment payment register	Until all assessments collected or 7 years, whichever is longer		W
D.	All accounts of county and books of account	7 years		W
E.	General ledger	15 years		W
F.	Bank statements	4 years		W
G.	Balancing reports	4 years		W
H.	Payroll registers, other payroll report, & social security & retirement earnings reports	10 years		W