

County of Santa Barbara | Public Health Department  
Environmental Health Services

# Records Retention Schedule

Agenda Date: May 10, 2022

ADMINISTRATION	Description	Retention Time Frame	File Storage Location	Authority Code
ADMIN-REVENUE AGREEMENT/GRANTS	Original revenue agreements/grant Including: performance, monitoring tools, fiscal invoices, accounting records, monthly, semi-annual /annual reports & contract addendums.	After Completion: 3 Years After Audit: 3 Years Ocean Water Grant: 7 Years After Completion	EHS Network Folder and Paper Files	Per Agreement
ADMIN-EMPLOYEE REHS TRAINING	Records maintained to confirm participation and successful completion of State-approved Registered Environmental Health Specialist (REHS) trainee program. Includes, but is not limited to: • Documentation of employee continuing education • Course documents for accredited REHS Continuing Education Units provided	5 Years After completion of trainee program	EHS Network Folder	29 CFR 1602.31; 29 CFR 1602.14; and GC12946
ADMIN-EMPLOYEE TRAINING-SPECIALIZED	Records of State or locally-required certifications for continued employment at job classification (REHS, ICC, APSA, and Hazwoper).	5 Years After Employee Separation	EHS Network Folder	29 CFR 1602.31; and 29 CFR 1602.14; 27CCR 15185(b) and GC12946
ADMIN-CHANGE CONTROL DOCUMENTATION	Completed forms associated with a system's change control process. Includes policies for all program maintenance and enhancements to systems as well as testing standards.	5 Years	EHS Network Folder	GC26202
ADMIN-ACCOUNTS RECEIVABLE AND REVENUE TRANSACTION	Consists of supporting documentation for revenues and other amounts owed to the County. Includes, but is not limited to: • Documentation for amounts billed by the County for services rendered • Year-end accrual of accounts receivable • Invoices & reports • Permits, project setup documentation, RE documents & IT documents *Does not include documentation associated with amounts due from other funds of the County (see G.05.200, Internal Voucher)	After Audit: 5 Years No Audit: 7 Years	EHS Database	GC26907.2
ADMIN-BANKRUPTCY NOTICES	Notices of Bankruptcy for EHS Inventoried Facilities.	5 years or until after court case concludes, whichever is longer	EHS Network Files	GC26202
ADMIN-RECEIPT BOOKS and TREASURER DEPOSIT TICKETS	Acknowledgements issued by the County for funds received as payment for services provided, fees charged (revenue) or monies to be held in trust.	5 Years	EHS Paper Files	GC26907.2
ADMIN-PUBLIC RECORD REQUESTS	Requests for documents and information under the authority of the California Public Records Act. Includes all supplementary material provided with the request.	Not subject to Judicial Review: 5 Years Subject to Judicial Review: 5 Years after Completion	EHS Database and Paper Files	GC26202
ADMIN-COLLECTIONS RECORDS	Files associated with submittals of Invoices to the County's contracted Collection agency.	5 Years	EHS Network Folder and Database	GC26907.2
ADMIN-RECORDS RETENTION SCHEDULE	Records retention schedules that furnish public agencies with clear legal authority to make disposition of their records. Includes, but is not limited to: • General Records Retention Schedules • Department Records Retention Schedules • Records management program documents	2 years after superseded by new version approved by Board	PHD Intranet and EHS Network Folder	GC26202

ADMIN-POLICIES & PROCEDURES	Policies, procedures and regulations to govern the day-to-day implementation and management of departmental business functions and programs. Includes, but is not limited to: • Official management statements of policy for the department • Operating procedures	2 years after superseded by new version	PHD Intranet and EHS Network Folder	GC26202
<b>SAFE DRUG DISPOSAL</b>	<b>Description</b>	<b>Retention Time Frame</b>	<b>File Storage Location</b>	<b>Authority Code</b>
SAFE DRUG DISPOSAL-EXTENDED PRODUCER RESPONSIBILITY (EPR) STEWARDSHIP PLANS	EPR Stewardship Plans, Amendments, 3-YR Reviews, Annual Reports, and EHS Plan Review/Approvals; required by SBCC Sec 18C-21, 18C-23 and 18C-24.	10 years	EHS Network Folder	GC26202
SAFE DRUG DISPOSAL-PRODUCER LISTS / CORRESPONDENCE	EPR Producer Lists, Prior Approval for Change; Notifications of Change of Operator/Status; and Non-Compliance Letters; required by SBCC Sec 18C-22 and 18C-24.	10 years	EHS Network Folder	GC26202
SAFE DRUG DISPOSAL-ENFORCEMENT	EPR Stewardship Plan enforcement documentation and records required by SBCC Sec 18C-25.	10 years	EHS Network Folder	GC26202
SAFE DRUG DISPOSAL-ACCOUNTS RECEIVABLE AND REVENUE TRANSACTION	Consists of supporting documentation for revenues and other amounts owed to the County required by SBCC Sec 18C-26. Includes, but is not limited to • Documentation for amounts billed by the County for services rendered • Year-end accrual of accounts receivable • Invoices & reports	After Audit: 5 Years No Audit: 7 Years	EHS Network Folder	GC26202
<b>COMMUNITY HEALTH</b>	<b>Description</b>	<b>Retention Time Frame</b>	<b>File Storage Location</b>	<b>Authority Code</b>
COMMUNITY HEALTH-COMPLAINTS	Complaints received reporting/alleging unsanitary conditions at health related facilities where EHS is enforcement authority (food / recreational health / housing / organized camps / body art / sewage / cannabis / vector).	5 years	EHS Database	GC26202
COMMUNITY HEALTH-ENFORCEMENT CASES	Enforcement records including hearing notices, and supporting inspection reports, photos, and enforcement logs.	Duration of owner/operator for the facility plus 2 years	EHS Network Folder and Database	GC26202
COMMUNITY HEALTH-FOOD WORKER EXCLUSION	Official notices of "Food Handler Exclusion".	3 years	EHS Database	GC26202
COMMUNITY HEALTH-FOODBORNE / WATERBORNE OUTBREAK INVESTIGATIONS	EHS Investigation files relating to foodborne/waterborne illness outbreaks.	3 years from close of investigation	EHS Network Folder	GC26202
COMMUNITY HEALTH-INSPECTION REPORTS	Inspection reports for regulated facilities monitored by EHS Community Health Program (food / detention facilities / organized camps / recreational health / body art / cannabis).	5 years	EHS Database	GC26202
COMMUNITY HEALTH-PERMIT APPLICATION	Application for Community Health regulated facility permit (food / recreational health / organized camps / body art / cannabis).	Duration of owner/operator for the facility plus 2 years	EHS Database	GC26202
COMMUNITY HEALTH-PLAN CHECK APPLICATION	Application for a Plan Check of a Regulated Facility (construction started) food / pools / body art / organized camps / cannabis. Plans, equipment list, technical specification sheets, final inspection report.	After Obsolescence	EHS Paper Files and Database	GC26202
COMMUNITY HEALTH-TEMPORARY EVENT FILES	Completed permit and inspection files for temporary events / community events.	3 years	EHS Paper Files and Database	GC26202
COMMUNITY HEALTH-MUSSEL QUARANTINE DOCUMENTATION	Completed quarantine notice posting location checklists for each district.	3 years	EHS Network Folder	GC26202
COMMUNITY HEALTH-VOLUNTARY FOOD RECALL DOCUMENTATION	Completed documentation of EHS voluntary food recall efficacy checks.	3 years	EHS Paper Files and Network Folder	GC26202
<b>CERTIFIED UNIFIED PROGRAM AGENCY (CUPA)</b>	<b>Description</b>	<b>Retention Time Frame</b>	<b>File Storage Location</b>	<b>Authority Code</b>

CUPA-ABANDONED, CLOSED UNDERGROUND STORAGE TANK (UST) FILES AND RELATED DOCS	Removal documents and sampling records not specified for mandatory retention in 27 CCR 15185.	After Obsolescence	EHS Database	GC26202
CUPA AND CALARP-SELF AUDIT PROGRAM INSPECTION REPORTS AND ANNUAL REPORTS	Copies of self-audits, inspection reports, annual reports, Report 6, and UPCFs, including detailed records used to produce the summary reports submitted to the state.	10 years after completion; Copies of Surcharge collections 5 years or until completion of any audit process, whichever is longer.	EHS Network Folder and Paper Files	27CCR 15185(b)
CUPA-BUSINESS PLAN SITE MAPS AND HAZARDOUS MATERIALS LOCATION INFORMATION	Site maps and location of Hazardous Materials for active facilities considered sensitive information and are not available for public disclosure or review. Security-Confidential.	5 years	EHS Paper Files	27CCR 15185(b)
CUPA-ENFORCEMENT CASE FILES	All records related to hazardous waste enforcement files, such as Show Cause Letters, Statements of Facts, Formal Notices of Violation, Penalty Calculations, Final Consent Orders, Final Administrative Enforcement Orders, Referrals to other government agencies, CalEPA enforcement summaries, Notices of Defense.	10 years after completion	EHS Network Folder	27CCR 15185(b)
CUPA-EMERGENCY RESPONSE COMPLAINT INCIDENT REPORTS (CIR)	Non-business & business related emergency responses documented by CUPA, including photos, lab analysis, correspondence and other reports.	10 years	EHS Database	GC26202
CUPA-EMERGENCY, COMPLAINT, AND INCIDENT RESPONSE RECORDS	Notifications of alleged illegal activity at regulated and non-regulated businesses or private property that generate emergency, complaint, or incident response.	10 years	EHS Database	GC26202
CUPA-UNDERGROUND STORAGE TANK (UST) REPAIR, MODIFICATION, UPGRADE, TEMPORARY CLOSURE, AND NEW INSTALL PLAN CHECK APPLICATIONS AND PERMITS	Repair, Modification, Upgrade, Temporary Closure, and New Installation Plan Check applications, As-builts, Plan Check Field Reports, Testing Results.	After Obsolescence	EHS Database and Paper Files	GC26202
CUPA-CALARP FILES	CAL/ARP inspection reports and document files. Includes regulated substance disclaimer, RMP copies, and related forms/correspondence.	After Obsolescence	EHS Database, EHS Network Folder	GC26202; 27CCR 15185(b)
CUPA-NON-PLAN CHECK CUPA UNDERGROUND STORAGE TANK FILES	UST inspection reports & resolved enforcement documents, including annual monitoring certs, integrity test reports, change of ownership documents, technical reports, correspondence, and associated files.	10 years	EHS Database	GC26202; 27CCR 15185(b)
CUPA-UST UNAUTHORIZED RELEASE REPORTS	UST unauthorized release records; required by 6.7 H&SC 25294 and 25295.	After Obsolescence	EHS Database	GC26202
<b>TECHNICAL SERVICES</b>	<b>Description</b>	<b>Retention Time Frame</b>	<b>File Storage Location</b>	<b>Authority Code</b>
TECH SERVICES-LAND USE PROJECT REVIEW	Project memos and documents associated with review of public sewer/septic systems.	After Obsolescence	EHS Database and Paper Files	GC26202
TECH SERVICES-MONITORING WELL PROGRAM COMPLETION REPORTS	Well log reports and analytical data. Security-Confidential	After Obsolescence	EHS Database, EHS Network Folder and Paper Files	GC26202
TECH SERVICES-MONITORING WELL PROGRAM-PERMIT APPLICATIONS AND INSPECTIONS	Permit applications, inspection reports, technical reports, notices of violations, compliance documentation, correspondence, redacted well completions reports, and photos.	After Obsolescence	EHS Database and Network Folder	GC26202
TECH SERVICES-OCEAN WATER MONITORING	Laboratory results/chains of custodies, Beach Status and Test Results Postings.	7 years	EHS Network Folder	GC26202
TECH SERVICES-RECYCLED WATER USE RECORDS	Applications for recycled water use, plans, review & approval letters, certification letters & inspection forms, and records of costs to complete project review as required by Water Code 13554.2	After Obsolescence	EHS Database and Paper Files	GC26202
TECH SERVICES-SEPTIC PUMPER RECORDS	Documents related to regulating septic pumper trucks.	3 years	EHS Database and Paper Files	GC26202

TECH SERVICES-SEPTIC SYSTEM PERMITS	Documents related to septic system layout design & represent install phase of septic system design. Documents records of configuration & location of system install on property as required by California OWTS Policy 3.4.	After Obsolescence	EHS Database and Paper Files	GC26202
TECH SERVICES-SITE MITIGATION UNIT PROGRAM FILES	Applications, correspondence, technical reports, and closure documents for SMU Program records including LOP cases	After Obsolescence	EHS Network Folder and Paper Files	GC26202
TECH SERVICES-SPILL NOTIFICATION REPORTS	Beach closure/advisory reports, spill/unauthorized release notifications.	3 years	EHS Network Folder	GC26202
TECH SERVICES-SOLID WASTE (LEA) ENFORCEMENT LOG	Local Enforcement Agency log summarizing enforcement actions as required by 14 CCR 18020(e). (Supporting documents are a part of facility records).	Permanent	EHS Network Folder and Paper Files	14CCR 18020(e)
TECH SERVICES-SOLID WASTE (LEA) RECORDS	Local Enforcement Agency records pertaining to disposal site or facility. Includes: All applications, permits, inspection reports, reports, correspondence, notices, orders, maps, blueprints, photos, California Environmental Quality Act documents, Solid Waste Operating records, Solid Waste Assessment Tests, and historical records.	Permanent	EHS Network Folder and Paper Files	14CCR 18020
TECH SERVICES-SOLID WASTE (LEA) TONAGE FEE RECORDS	Records of waste received by facilities for disposal.	7 years	EHS Network Folder and Paper Files	GC26202
TECH SERVICES-WATER REUSE PERMITS	Site Plans and documents for the design and installation of graywater and other water reuse systems.	After Obsolescence	EHS Database and Paper Files	GC26202
TECH SERVICES-WATER SYSTEMS (PRIVATE) PERMIT FILES	Documents related to water system layout design and installation. Documents record configuration & location of system install on property.	After Obsolescence	EHS Database and Paper Files	GC26202
TECH SERVICES-WATER SYSTEMS (SMALL DRINKING) PERMIT FILES	Information required for regulation of systems by 22 CCR 64259, including operating permit and all technical reports supporting it; permit applications, permit technical reports, permits and amended permits; the most recent plans, specifications, and other information submitted by the water system operator pertaining to sources of supply, treatment works, storage, facilities, and distribution system; water system operating and water quality monitoring plans, including total coliform siting plans; inspections and sanitary survey reports; copies of water quality analyses; correspondence; and enforcement documents.	10 years	EHS Network Folders and Paper Files	22 CCR 64259
TECH SERVICES-WATER WELL DRILLER REPORTS	Reports that summarize construction, modification or destruction of a water well as final part of a well permit application. Security-Confidential.	After Obsolescence	EHS Database and Paper Files	GC26202
TECH SERVICES-WATER WELL PERMIT APPLICATIONS	Documents represent proposed & existing well sites. Including historical info on well construction, location & type of use. Reports used for long-term studies of groundwater recharge, movement & quality.	After Obsolescence	EHS Database and Paper Files	GC26202