



## RECORDS RETENTION SCHEDULE

See last page for Instructions

DEPARTMENT<sup>1</sup>  
Sheriff-Coroner's Office

SCHEDULE NUMBER<sup>4</sup>  
S-1275-01

DATE<sup>6</sup>  
10/31/2017

ADDRESS WHERE DOCUMENTS ARE TO BE SENT<sup>2</sup>  
3333 E. American Ave, Ste G, Fresno CA 93725

Board of Supervisors  
AGENDA<sup>7</sup> #

DEPARTMENT/AGENCY & SECTION/DIVISION<sup>3</sup>  
Administrative Services Bureau / Coroners Unit

BY: (Records Coordinator)<sup>5</sup>  
Kelly Matlock

DATE<sup>7</sup>:

ITEM # <sup>8</sup>	TITLE & DESCRIPTION OF RECORDS <sup>9</sup> Autopsy and Inquest Reports	FORM # <sup>10</sup>	RETENTION (IN YEARS) <sup>11</sup>	DESTROY METHOD	LEGAL AUTHORITY FOR RETENTION PERIOD <sup>12</sup>	M <sup>13</sup>	V <sup>14</sup>	A <sup>15</sup>
1	Printed original Coroner Inquest/Autopsy Reports, including, but not limited to all coroner notes, post mortem records, death certificates, verdict of the Coroner plus any miscellaneous notes attached.		P  <i>Paper can be destroyed once imaged</i>	Paper S	GC §27463.5  GC §26201  GC §26205			
2	Imaged copy of original records described in number one above.		P		GC §27463.5  GC §26201  GC §26205			

# FRESNO COUNTY RECORDS RETENTION SCHEDULE INSTRUCTIONS

1. **DEPARTMENT:** Name of County Department.
2. **ADDRESS:** Street address of County Department.
3. **DIVISION/SECTION:** Name of division and/or section of Department.
4. **ORGANIZATION/SCHEDULE:** Schedule number: assigned by County Clerk Records Center.
5. **BY:** (Records Coordinator): Name of Records Coordinator or Records Manager of Department.
6. **DATE:** Enter date of schedule when it is **FINALIZED**.
7. **BOARD OF SUPERVISORS:** a. Date b. Agenda Item #: Upon approval by the Board of Supervisors, the agenda number and date of approval will be added on to the original copy. Original copy will be returned to the originating County Department. Second copy will be maintained at the Records Management Center.
8. **ITEM NUMBER:** After record titles have been placed in alphabetical order on the retention schedule, assign item numbers sequentially starting with number "1". An item number may not be repeated on other pages of the same schedule. NOTE: Item numbers change whenever record titles are added or deleted.
9. **TITLE AND DESCRIPTION OF RECORDS:** **Exact title** of a record or records series must be entered here. The same title is used on the transfer list if records are sent to the Records Center. An informal title may be shown in parenthesis if this is more familiar to the people working with the records. A description should be included if the title is not sufficiently descriptive to explain the contents to someone unfamiliar with the records.
10. **FORM NUMBER:** Unique way of identifying the form.
11. **RETENTION (IN YEARS)::** Enter Actual length of time records will be held prior to destruction.
12. **LEGAL AUTHORITY FOR RETENTION:** Enter the code section which pertains to the records retention period and any additional information which explains or clarifies the retention of the records.
13. **MEDIA:** Enter appropriate media code from legend if items other than paper documents are stored.
14. **VITAL:** Enter a "V" if this record is essential to resume or continue the unit's operation. A "V" indicates that some special method of protection from loss is required, such as microfilm or an off-site copy. The method of protection should be noted in either the Legal Authority or Retention Period fields.
15. **ARCHIVES:** Enter an "A" for the records designated to have a historical value. These records are to be sent transferred to the County Archives when established retention period has been met.

## LEGEND FOR RETENTION SCHEDULE

PC	Penal Code
CCP	Code of Civil Procedure
GC	Government Code
PRC	Public Resources Code
UCC	Uniform Commercial Code
WC	Water Code
EVID	Evidence Code
EC	Election Code
Note:	Refer to California Codes for Added Abbreviations

## OFFICE RETENTION PERIOD

A	Audit
CAY	Calendar Year
CD	Current Day
CW	Current Week
CM	Current Month
CQ	Current Quarter
CY	Current Year
CCY	Current Calendar Year
CFY	Current Fiscal Year
CPY	Current Payroll Year
E	Expiration
FY	Fiscal Year
OR	Operating Requirement
P	Permanent
PY	Payroll Year
SUP	Superseded
T	Terminated

## DESTRUCTION METHOD

R	Recycle
S	Shred
TC	Trash Containers
D	Delete from Computer

## MEDIA CODES

AT	Array Tower
AC	Audio Cassette
Com	COM Fiche
CP	Computer
CD	Compact Disc
CR	Computer Report
CT	Computer Tapes
DVD	Digital Versatile Disc
F	Microfiche
M	Microfilm
PCD	PC Diskette
PCH	PC Hard Disc
PH	Photo
MF	Main Frame
OD	Optical Disc
VT	Video Tape