

MCOG RECORDS RETENTION SCHEDULE

For Adoption December 1, 2025

CLASSIFICATION	RETENTION	RECORD DESCRIPTION	LEGAL CITATION	INCLUDING BUT NOT LIMITED TO FILES IN:	RESPONSIBLE OFFICE	NOTES	FORMAT - Digital PDF / Paper
Archival	Permanent	JPA, Bylaws, amendments, governing documents	CA Rural Counties Task Force (RCTF) Administrative Guidebook	1200-1299 Policies, Procedures, Organization	MCOG Administration		Digital and paper
Archival	Permanent	Meeting agendas, packets, board information packets, minutes, and public policy correspondence	Government Code (GC) 34090, GC 60201	1300-1399 Board of Directors and Executive Committee 1300-1399 Technical Advisory Committee (TAC) 3300-3399 Transit Productivity Committee 3700-3799 Social Services Transportation Advisory Council		Staff reports are retained in meeting packets.	Digital
Archival	Permanent	Adopted resolutions, signed; board actions by minute order	GC 60201	1300-1399 Board of Directors 2150 "OWPA" Overall Work Program Agreements with Caltrans			Digital
Archival	Permanent	Adopted & amended Budgets	Sec. of State/City Clerks Assn. (CCA), GC 34090	1110-1119 Finance/Local Transportation Fund		PDF documents to electronic Archive; print copies to MCOG Library.	Digital and Paper (starting with bound document format FY 2002/03--for earlier budgets, refer to allocating resolutions)
Administrative	Min. 3 years for TDA compliance audit	Budget development	Transportation Development Act (TDA)	1110-1119 Finance/Local Transportation Fund		Includes Area Apportionment, Transit claim filing, Unmet Transit Needs process.	Digital and paper
Archival	Permanent	Audited financial statements	MCOG retention exceeds TDA requirement	1150-1159 Finance/Audits		Refer to detail list of items to save in paper file. Digital record to include financial statements and auditor's report to Board and management.	Digital and paper
Administrative	Current + 4 years	Audit work, support documentation	TDA Article 5, Sec. 6661, 6662	1150-1159 Finance/Audits		Refer to detail list of items NOT to save.	Paper
Administrative	Permanent	TDA Triennial Performance Audit reports	Not found	1155 MCOG/MTA Performance Audit		TDA does not specify a retention period. The reports are of historical interest.	Digital and paper
Archival	Permanent	MCOG Admin & Planning staffing procurement, executed contracts	Not found	1510-1519 Contracts/RFPs - MCOG Staffing		Started after Administration moved from County CAO to independent contractor.	Digital
Archival	Permanent	Legal opinions from County Counsel or other MCOG counsel	RCTF guidance	1260-1269 Legal Counsel			Digital and paper
Administrative	7 years	Invoices, claims, payments, source documents, supporting documentation, transmittals, correspondence, estimates, formula allocation tables, remittance advice, staff's summary tables	GC 34090 - 2 yrs with limitations Sec. State/CCA - Audit+4 TDA Article 5, Sec. 6661, 6662 - Closed+4 min. Caltrans grant agreements - min. 3 yrs fm final payment Caltrans MFTA - 5 yrs fm final project payment or until audited, whichever is later	1100-1199 Finance			Digital and paper
	Closed + 4 years		TDA Article 5, Sec. 6661, 6662	1120-1129 Finance/State Transit Assistance			
				1120-1129 Finance/State of Good Repair			
	Closed + 4 years		TDA Article 5, Sec. 6661, 6662	1140-1149 Finance/Capital Reserve Fund			
				3400-3599 Transit Fund Allocations, Grants			
Administrative	7 years	Planning project assistance funds, requests for reimbursement, payments received, supporting documentation	Same as above	1160-1169 Finance/Planning Grants		Digital and paper	

Administrative	7 years	RSTP/STBG & Formula Funds	Same as above	1170-1179	Regional Apportionment
Administrative	7 years	Forms 700 filed with MCOG	GC 81009	1510-1519	MCOG Staffing
Administrative	Expiration + 5 years	Executed contracts	Sec. State: CCA	1520-1569	Consultant Contracts
				3600-3699	Senior Centers
Administrative	Active + 3 years	Federal-Aid Master Agreements	Title 21, CCR, Ch. 21, Sec. 2500 et seq. and GC Sec. 8546.7	1180-1189	Project Implementation Grants
Administrative	Superseded	Caltrans Master Fund Transfer Agreements (MFTA)	Not found		
Administrative	Superseded + 5 years	County and Cities signed agreements	Not found	1190-1199	Subrecipient Agreements
Administrative	Superseded	Complete procurement files including RFQs for Fiscal and Performance Auditors	MCOG policy	1150-1159	Finance/Audits
Administrative	Superseded +2	Board adopted policies; procedures manuals, handbooks, tutorials, instructions; Conflict of Interest Code and FPPC compliance	Sec. State: CCA	1200	Policies, Procedures, Organization
Administrative	Bill analysis 3 yrs, proposed legislation 4 yrs; generally, discard after bill signed into law; some records may remain of interest longer, such as Congressional authorization bills	Bill status materials from various sources, reports, analysis, correspondence; working papers and records related to support/opposition to statewide measures	Sec. State: CCA	1900-1999	Legislation
Administrative	2 years	Public Records Requests and responses	GC 34090	N/A	
Administrative	2 years	Advertising, promotion, flyers, brochures, newsletters, press releases, public event preparation, lectures, speeches, related material	GC 34090	1600-1699	Public Relations
				1700-1799	Representation/Conferences
Administrative	90 days	Audio/video recordings of meetings	GC 34090.7		
Administrative	2 years	Email correspondence and inquiries from general public	RCTF guidance	N/A	

MCOG Administration and Planning

Retained longer for reference. Refer to Board and TAC packets. Selected pages to be scanned for archives.	
MCOG is not a Place of Filing for Board members' Forms 700, only for Designated Employees (see FPPC rule).	Digital and paper
	Digital and paper
Retain during entire project period plus 3 years after final payment under any Program Supplement agreement.	
MFTAs are executed every 10 years.	
5-year master agreements and annual exhibits. Align retention with 10-year Caltrans Master Fund Transfer Agreements for flow-down provisions.	Digital and paper
Consistent with MCOG's Procurement Policies & Procedures Manual, auditor procurement is typically a micro-purchase.	Digital and paper
MCOG manuals are in several volumes by topic, including TDA, Finance, Procurement, Records Management. Policies are superseded when adopted by the Board; retain previous policy for 2 years. Procedures may be updated continuously by staff, without retaining outdated instructions when no longer useful.	Digital and paper
	Digital and paper
Typically received and answered via email.	Digital and paper
Items of historical interest may be saved as Archival. Project-related material may be saved on project retention schedules.	Digital and paper
Minutes must have been approved by Board. Recordings need not be destroyed after 90 days and can remain available to the public.	Digital
Emails received through MCOG website and info@mendocinocog.org. Exception is CC: version of correspondence.	Digital

	Active + 2 years	Substantive and necessary correspondence (including email) about a specific ongoing project				Stays with subject files. Active until project complete. Exception is CC: version of correspondence.	Digital and paper
Program	Permanent	RTIP documents, including projects funded		2005-2049 Regional Transportation Improvement Program	MCOG Planning	Pre-SB 45 R/STIP files 1997 and earlier destroyed, as RTIP was responsibility of Caltrans; by law MCOG took over responsibility effective 1998.	Digital and paper
Program	Min. 5 yrs fm final project payment or until audited, whichever is later	Planning work elements	Title 2 CFR, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements	2100-2199 Overall Work Program		Per Caltrans 2024 Master Fund Transfer Agreement	Digital and paper
Program	Min. 5 yrs fm final project payment or until audited, whichever is later	Complete procurement files by project including RFPs, for Planning, Environmental, and related consultant services	Title 2 CFR, Part 200	N/A		Compliant with Procurement Policies & Procedures Manual. Filed with subject projects.	Digital and paper
Program	Permanent	Environmental Impact Reports (EIR/EIS) and Initial Studies prepared by MCOG as lead agency	GC 34090; CEQA Guidelines	2300-2399 Regional Transportation Plan (RTP)			Digital and paper
				1180-1189 Project Implementation Grants			
Program	Active + 1	EIR/EIS Administrative Drafts and other documents part of EIR/EIS administrative record prepared by MCOG as lead agency	GC 34090; CEQA Guidelines	2300-2399 Regional Transportation Plan (RTP)		Active until all mitigation measures complete	Digital and paper
				1180-1189 Project Implementation Grants			
Program	Superseded +2	Regional plans development		2000-2999 Transportation Planning	MCOG Administration and/or Planning	Planning Records: Save adopted plan in MCOG Library and electronic Archive. When plan is superseded by next updated plan, file can be destroyed after 2 years. Consult with Planning staff and program regulations to see if useful or required to retain file longer.	Digital and paper
				5000-5999 Housing, Economic Development, and Interregional Partnerships			
				9100-9199 Mendocino SAFE - Planning			
Perpetual	Superseded	Association memberships, notices, communications, reports, project info	Not found	4000-4999 Other Agencies	MCOG Administration	Generally filed by letterhead. MCOG is not the agency of record. Longer retention may be useful for some records.	Digital and paper
				3100-3199 Mendocino Transit Authority			
				3800-3999 Public Transit Providers/Info.			
Public	5 years	Postings to MCOG's website for public reference; optional language translation and assistance provided online for ADA compliance	MCOG policy	N/A	MCOG Administration	Content to be retained on the website for approximately five years; original content in MCOG records is retained according to Records Retention Schedule. MCOG Title VI Program & Limited English Proficiency Plan is retained with Policies & Procedures.	Digital
Non-Records	Active	Unofficial copies, workpapers, rough drafts, notes, calculations, appointment calendars, reference material, etc.	Sec. State/CCA	N/A	MCOG Administration and Planning		Digital and paper
Non-Records	Active	Records kept for informational or reference purposes only	RCTF guidance	N/A	MCOG Administration and Planning	Stays with staff utilizing the record. May include conference papers, education and training materials.	Digital and paper