

**DISTRICT SECRETARY'S OFFICE
DISTRICT RECORDS DESIGNATED FOR DESTRUCTION**

Record Type	Date Range	Retention Period
Customer Complaints Received by the Board (Electronic)*	CYs 2003-2009	Three years per GC 34090
Conflict of Interest Code Biennial Review Documents (Paper & Electronic), inclusive of the following: • Notice of Intent to Amend Code to FPPC • Declaration of Chief Executive Officer • Proposed Code Amendment(s) with justification • Email correspondence with FPPC staff concerning proposed code amendment • Notice of Intent to Amend Code to Filers	Applicable Biennial Review Years: 2001/2002 2010 2012 2014	Per FPPC, 7 years from the date the code in effect is superseded by a newly amended code per.
Form 700 Conflict-of-Interest Filings & Related Correspondence (Paper & Electronic)	Filed in CYs 2010, 2014, 2015	Minimum Seven (7) years per Gov't Code 81009(e)