

County of Kern

AUTHORIZATION TO DESTROY RECORDS

**Reminders: *Complete each box/column on EVERY PAGE. *Use at least 10 pitch font - nothing smaller.
*Limit a request to 20 pages.**

1. Date: August 3, 2026		2. Department: Employers' Training Resource		3. Preparer's Name and Contact: Brenda R. Dueñas Phone: (661) 336-6940	
4. Records Center or Dept. Records Box No. or "n/a":	5. Title/Description <u>and</u> Inclusive Dates of Records:			6. Disposition Authority:	
SE AJCC 2nd Floor Back File Room	Agency Monitoring Reports Files PY 2020 - 2021			Government Code 26202 Admin Bulletin 11 Uniform Guidance Section 200.333 29 CFR Section 97.42	
SE AJCC 2nd Floor Back File Room	Agency Audit Reports PY 2020 - 2021			Government Code 26202 Admin Bulletin 11 Uniform Guidance Section 200.333 29 CFR Section 97.42	
SE AJCC 2nd Floor Front File Room	OJT Training Client & Employer Records PY 2020 - 2021			Government Code 26202 Admin Bulletin 11 Uniform Guidance Section 200.333 29 CFR Section 97.42	
SE AJCC 2nd Floor Front File Room	RFP & RFR Funding Evaluation Documents PY 2020 - 2021			Government Code 26202 Admin Bulletin 11 Uniform Guidance Section 200.333 29 CFR Section 97.42	
SE AJCC 2nd Floor Front File Room	CalWORKS Client Records PY 2020 - 2021			Government Code 26202 Admin Bulletin 11 Uniform Guidance Section 200.333 29 CFR Section 97.42	

7. Department Head Signature:

To the best of my knowledge, retention of the above-identified records is no longer necessary nor required for County purposes, including but not limited to, litigation.



9. County Auditor-Controller Approval Signature:



8. County Counsel Approval Signature:



**10. Board of Supervisors Approval
– Chairman's Signature:**

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SE AJCC 2nd Floor Back File Room	Financial Reports: A/P, Payroll EOM, OJT Contracts, Agency Contract Payments, Travel Claims, P-Card Certifications, Cash & Check Reconciliation PY 2020 - 2021			Government Code 26202 Admin Bulletin 11 Uniform Guidance Section 200.333 29 CFR Section 97.42	
SE AJCC 2nd Floor Back File Room	Vehicle Mileage & Use Log Sheets, Voyagers Driver's Lists PY 2020 - 2021			Government Code 26202 Admin Bulletin 11 Uniform Guidance Section 200.333 29 CFR Section 97.42	
SE AJCC 2nd Floor Back File Room	Cell Phone Certifications Documents PY 2020 - 2021			Government Code 26202 Admin Bulletin 11 Uniform Guidance Section 200.333 29 CFR Section 97.42	
SE AJCC 2nd Floor Back File Room	Petty Cash Replenish Documentation PY 2020 - 2021			Government Code 26202 Admin Bulletin 11 Uniform Guidance Section 200.333 29 CFR Section 97.42	
SE AJCC 2nd Floor Back File Room	Check Logs Year 2020			Government Code 26202 Admin Bulletin 11 Uniform Guidance Section 200.333 29 CFR Section 97.42	

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SE AJCC 2nd Floor Front File Room	F700 Forms PY 2020 - 2021			Government Code 26202 Admin Bulletin 11 Uniform Guidance Section 200.333 29 CFR Section 97.42	
SE AJCC 2nd Floor Front File Room	Department Personnel Files (prior to and including 2020)			Government Code 26202 Admin Bulletin 11 Uniform Guidance Section 200.333 29 CFR Section 97.42	
SE AJCC 2nd Floor Back File Room	MIS Client Records PY 2020 - 2021			Government Code 26202 Admin Bulletin 11 Uniform Guidance Section 200.333 29 CFR Section 97.42	
Oildale AJCC	Resource Room Visitor Logs & Information Forms (prior to and including 2020)			Government Code 26202 Admin Bulletin 11 Uniform Guidance Section 200.333 29 CFR Section 97.42	

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