

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: 08/04/2026		2. Department: Planning and Natural Resources		3. Preparer's Name and Contact: Lacie Galvan Phone: 760-793-2610	
4. Records Center or Dept. Records Box No. or "n/a":		5. Title/Description and Inclusive Dates of Records:			6. Disposition Authority:
BOX 1A		1. Claims for Payment Fiscal Year 19/20, Requisitions Fiscal Year 19/20 2. Check Logs Fiscal Year 19/20 3. Purchase Order Payments Fiscal Year 19/20, Journal Vouchers Fiscal Year 19/20 4. CEQA Transmittals Fiscal Year 19/20, Voyager accounts Fiscal Year 19/20 5. US Bank Statements Fiscal Year 19/20			Gov. Code 26205 & 2 CFR 200.334
BOX 1B		1. Work Order Close-Outs Fiscal Year 19/20			Gov. Code 26205 & 2 CFR 200.334
BOX 1C		1. Government Code Refunds Fiscal Year 19/20, Oil and Gas Refunds Fiscal Year 19/20 2. EROD's/Deposits Fiscal Year 19/20, Recording Fees Fiscal Year 19/20 3. Returned/ Forwarded Funds Fiscal Year 19/20, Chargeback Deposits Fiscal Year 19/20 4. Work Order Close Outs Fiscal Year 19/20 Continued			Gov. Code 26205 & 2 CFR 200.334
COUNTY COUNSEL - REC'D 2026 AUG 6 PM2:12					

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:**