

Record Retention

Description of Record(s)	Code Section	Retention Period
Clerk Stats	GC 26907	FY+5
Fictitious Business Name Statements (FBNs)	B&P 17927	expiration + 4
FBN Statement of Abandonment or Withdrawal	B&P 17927	Until corresponding FBN is destroyed
Fish & Wildlife/CEQA Filings	PRC 21152	12 months
Marriage License - Recorded Confidential Licenses	Fam Code 511	Permanent
Notary Documents surrendered to the County Clerk	GC 8209	10 years (need court order)
Notary Oaths	GC 8213	expiraiton +1
Oaths of Office/ Deputy Appointment	GC 24102, 27102	revocation +5
Process Server Registrations	B&P 22351	expiration + 3 (destroy if scanned)
Professional Photocopier Registration	B&P 22452	expiration +3 (destroy if scanned)
Public Records Request	GC 26202	CY + 2
Statement of Economic Interest - Form 700s	GC 81009,84615	FY + 6
Unlawful Detainer Assistant Registration	B&P 6403	expiration +3 (destroy if scanned)