

**EXHIBIT A - TEHAMA COUNTY RECORD RETENTION SCHEDULE  
CORONER**

<b>RECORD SERIES CODE</b>	<b>RECORD SERIES TITLE</b>	<b>RECORD SERIES DESCRIPTION</b>	<b>OFFICIAL RECORD RETENTION</b>	<b>CITATION/ RATIONALE</b>	<b>COPY OF RECORD</b>	<b>FINAL DISPOSITION</b>
COR-1	Coroners Official File	Copy of death certificate, autopsy report, investigator's report, toxicology report, copies of records provided by any other person or entity in the course of the MEC investigation, notification to next of kin, identification and release form, fingerprints, DNA cards, hair, investigator addendum reports, property receipts.	Original file = Completion of investigation/closure of case; Electronic file = Permanent	Original file may be destroyed after electronic reproduction GC 27463.5, GC 26205	Administrative Office	Shred/Delete original file
COR-2	Tissue Samples/Jaw of an unidentified, deceased person		One year after positive ID and not evidence	GC 27521	Administrative Office	Hazardous waste disposal

Also refer to the County General Record Retention Schedule for retention periods of records commonly found in all departments.