



# Fair Political Practices Commission

## FPPC Form Retention Schedule for Filing Officers

### Campaign Forms (Forms T10, 400 – 511, E-530)

Retention Period	Type of Statement
Indefinitely	Original campaign statements for: <ul style="list-style-type: none"> <li>• Mayors</li> <li>• City Councilmembers</li> <li>• County Supervisors</li> <li>• Candidates holding the offices listed above, their controlled committees, and committees supporting such officeholders and candidates.</li> </ul>
5 Years	Original campaign statements of non-incumbent candidates not elected to these offices and committees supporting candidates not elected to the offices listed above.
7 Years	Original campaign statements of filers not listed above (e.g., ballot measure committees, general purpose committees (PAC), independent expenditure committees, and major donor committees, elected sheriffs and school or water board candidates).
10 Years	Electronically filed campaign statements.
4 Years	All copies of campaign statements received by filing officers who do not receive the original statements (i.e., Form 410).

### Statement of Economic Interests (Form 700)

Retention Period	Type of Statement
7 Years	Original Form 700.
4 Years	Copies of Form 700.

### Agency Forms (Forms 801 – 806)

Retention Period	Type of Statement
7 Years	Form 801 Discloses payments, such as travel reimbursements, made to an agency from a third party. (Regulation 18944 and 18950.1.)
7 Years	Form 802 Identifies persons that receive tickets and passes to entertainment events. Describes public purpose. (Regulation 18944.1.)
7 Years	Form 803 Used by elected officers to disclose payments of \$5,000 or more made at their behest, principally for legislative, governmental, or charitable purposes, such as a request to make a contribution to charity. (Government Code Section 82004.5 and 84224.)
In same manner as conflict of interest code	Form 804 Identifies new positions not currently included in the agency's conflict of interest code that must file a Statement of Economic Interests, Form 700. (Regulation 18734.)
In same manner as conflict of interest code	Form 805 Identifies consultants the agency has determined must file a Statement of Economic Interests, Form 700. (Regulation 18700.3 and 18734.)
Single forms are maintained on agency's website	Form 806 Reports additional compensation an official receives when appointing themselves to positions on committees, boards, or commissions of another public agency or to a committee or position of the agency of which the public official is a member. (Regulation 18702.5.) Prior Form 806 postings are subject to each agency's standard retention period for governmental documents.

**Record Storage:** After two years on file, a statement may be put on a space saving device and originals discarded.

**Authority:** Government Code Sections 81009 and 84615, and Regulations 18944 and 18944.1.