

CONSUMER AFFAIRS RECORDS

CA-1 Administrative And Subject Files

See **Administrative and Legal Records** found in Section 2 for retention guidance.

CA-2 Consumer Complaint Records

Consists of correspondence, completed complaint forms, supporting papers, and record of action taken relating to complaints received from consumers about local county businesses.

Retain 7 years after resolution of complaints.

CA-3 Fiscal Records

Includes standard accounting and financial records relating to the funds of the Consumer Affairs Office.

See **Financial Records, Payroll Records, and Purchasing Records** found in Section 2 for retention guidance.