

RESOLUTION NO. 03-2024

**BEFORE THE BOARD OF DIRECTORS OF
CAMBRIA COMMUNITY SERVICES DISTRICT**

**A RESOLUTION ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING
DESTRUCTION OF CERTAIN AGENCY RECORDS
AND RESCINDING RESOLUTION 6-2000**

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the Cambria Community Services District (CCSD); and

WHEREAS, Section 60200 of the Government Code of the State of California provides that the legislative body of a special district may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the agency; and

WHEREAS, Section 60201 of the Government Code of the State of California is amended effective January 1, 2005, to provide that agency records which have served their purpose, which are not expressly required by law to be filed and preserved, and which will not adversely affect any interest of the agency or public may be destroyed; and

WHEREAS, the CCSD has a procedure to maintain a list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category; and

WHEREAS, the CCSD previously established a records retention schedule through the adoption of Resolution 6-2000.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Resolution 6-2000 is hereby rescinded.

Section 2. The Board of Directors finds that the destruction or disposition of the records series that have exceeded the retention periods as set forth in the Records Retention Schedule attached hereto as Exhibit A and incorporated herein by this reference will not adversely affect any interest of the CCSD or the public.

Section 3. The records of the Cambria Community Services District, as set forth in the Records Retention Schedule attached as Exhibit A are hereby authorized to be destroyed as provided by Section 60201 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule and with CCSD policies and procedures, and with the approval of the Department Manager and General Manager, provided there is no type of hold on destruction.

Section 4. With the consent of the Department Manager and General Manager, and with the review and approval of District Counsel, updates are hereby authorized to be made to the Records Retention Schedule without further action of the Board of Directors.

Section 5. The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers, as defined by the California Public Records Act.

Section 6. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the Board of Directors of the Cambria Community Services District on March 21, 2024, by the following vote:

AYES: Gray, Scott, Farmer, Dean & Thomas

NOES: 0

ABSTAIN: 0

ABSENT: 0

I HEREBY CERTIFY that the foregoing Resolution No. 03-2024 was duly and regularly adopted at a regular meeting of the Board of Directors of the Cambria Community Services District on March 21, 2024.

DocuSigned by:
Tom Gray
8F50D9AD9BC745F...

Tom Gray
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

DocuSigned by:
Haley Dodson
27CDBD8EE42E4C4...

Haley Dodson
Confidential Administrative Assistant

DocuSigned by:
Timothy Carmel
B64D49A60AA141E...

Timothy J. Carmel
District Counsel

Exhibit A

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually it is the department that originates the record.

Records Description: The record series (a group of like records).

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:
Active: How long the file remains in the immediate office area (*guideline*)
Inactive: How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)
Total Retention: The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

P = Permanent

Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) – the form of the record:
 Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
 Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
 Ppr = Paper
 OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

Scan / Import (*guideline*):
 “S” indicates the record should be scanned into the document imaging system;
 “I” indicates the record should be electronically imported into the document imaging system;
 “M” indicates the record was microfilmed

Destroy Paper after Imaged & QC’d (quality checked) / Trustworthy Electronic Record: “Yes” means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format;) **IF (legal requirements)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed** which is **stored in a safe & separate location**. Employees are required to Quality Check (“QC’d”) both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes**, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

PRC Public Resources Code

USC: United States Code (US)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

Exhibit A

Date: _____

Department: _____

Form RM-1: RECORDS DESTRUCTION AUTHORIZATION FORM

The records listed below (or on the attached list) are **scheduled to be destroyed**, as indicated on the Records Retention Schedule.

The records are not the subject of any claim, litigation, investigation, or audit.

(List records here, or attach a list)

| File # | Records Description | From (Start Date) | To (End Date) | Box # | Retention # | Retention Period |
|--------|---------------------|----------------------|------------------|-------|----------------|---------------------|
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Check one option for destruction:

- Shredding is Required (Records contain private information) OR
- Recycle (Records do NOT contain private information)

Employee Preparing Records: _____ Date: _____

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

Department Head

Date

General Manager

Date

Return this form to the originating department following approval (they coordinate the shredder arrangements)

(Complete after destruction has been performed, if done by Employees. If destruction is performed by a commercial vendor, have them provide you with a certificate.)

I HEREBY CERTIFY that the items listed above have been destroyed in accordance with policies and procedures:

Employee Performing Destruction

Date

Return this form to General Manager after completed.

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|---|--|----------------------|-------------------|------------------------------|------------------------------------|---|
| <i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| DISTRICT-WIDE | | | | | | | | |
| Lead Dept. (managing the contract) | DW-001 | Agreements & Contracts - ADMINISTRATIVE RECORDS (Correspondence with contractor where the Content relates in a substantive way to the performance of the contract, etc.) | Completion + 10 years | | Mag, OD, Ppr | S / I | Yes: After QC & OD | Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, CCP §§336(a), 337 et. seq., GC §60201 |
| Lead Dept. | DW-002 | Association Records (external associations - e.g., ACWA, etc.) | When No Longer Required | | Mag, Ppr | | | Non-records; GC §60201 et seq. |
| Lead Dept. (managing the project) | DW-003 | Bonds: Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permits, Monitoring Bonds | Release of Bond / Letter of Credit | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Security; GC §60201 |
| Lead Dept. (managing the project) | DW-004 | Capital Improvement Projects (CIP) List - MAINTENANCE-ONLY PROJECTS (Painting, Pavement Resurfacing, Potholing, Signal Synchronization, Slurry Seal, Re-Roof, etc. - No change in Infrastructure Configuration) All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.) | Completion + 5 years or After Funding Agency Audit, if required, whichever is longer | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §60201 |

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|---|---|----------------------|-------------------|------------------------------|------------------------------------|--|
| <i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Lead Dept. (managing the project) | DW-005 | Capital Improvement Projects (CIP) - Administration File Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs , Safety. SWPPP / WPCP, etc. | Completion + 10 years or After Funding Agency Audit, if required, whichever is longer | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §60201 |
| Lead Dept. (managing the project) | DW-006 | Capital Improvement Projects (CIP) - Permanent File Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc. | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §60201 |
| Lead Dept. (managing the project) | DW-007 | CEQA Determinations - Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project | Project Approval or Denial + 180 days | | Mag, Ppr | | | Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §60201 |

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|--|----------------------------------|--------------------------|---------------|------------------------------|------------------------------------|---|
| <i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Lead Dept. (managing the project) | DW-008 | CEQA Determinations / Permits , Environmental Impact Reports (EIRs), Categorical Exemptions, Negative Declarations, Technical Reports & Studies, Mitigation Monitoring Reporting Program, etc. (California Environmental Quality Act) | P | | Mag, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq. |
| Lead Dept. (managing the project) | DW-009 | CEQA Monitoring | P | | Mag, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 |
| Lead Dept. (managing the project) | DW-010 | CEQA Notices, Proof of Mailings, Meeting Notices | 2 years | | Mag, OD, Ppr | S / I | Yes: After QC & OD | GC §60201 et seq. |
| Lead Dept. | DW-011 | Clippings / Newspaper Clippings | When No Longer Required | | Mag, Ppr | | | Non-records; GC §60201 et seq. |
| Lead Dept. | DW-012 | Committees, Task Forces, Associations, Commissions, & Boards: External Organizations (e.g. Association of California Water Agencies, etc.) | When No Longer Required | | Mag, Ppr | | | Non-records |
| Lead Dept. | DW-013 | Copies or duplicates of any record | Copies - When No Longer Required | | Mag, Ppr | | | GC §60200 |
| Lead Dept. | DW-014 | Correspondence - Regulatory Agencies | Minimum 10 years | Yes: While Active Issues | Mag, OD, Ppr | S / I | Yes: After QC & OD | District preference; some correspondence with Regulatory Agencies needs to be retained for longer periods of time than other types of correspondence; GC §60201 |

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|---|-------------------------|--------|---------------|------------------------------|------------------------------------|---|
| <p><i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p> | | | | | | | | |
| Dept. that Authors Document or Receives the District's Original Document | DW-015 | <p>Correspondence - ROUTINE (Content relates in a SUBSTANTIVE way to the conduct of the public's business)</p> <p>(e.g. e-mails, Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.)</p> <p>IF the Content relates in a substantive way to the conduct of the public's business</p> | 2 years | | Mag, Ppr | | | ONLY IF the Content relates in a substantive way to the conduct of the public's business; GC §60201 |
| Dept. that Authors Document or Receives the District's Original Document | DW-016 | <p>Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</p> <p>(e.g. calendars, checklists, e-mail or social media, invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)</p> | When No Longer Required | | Mag, Ppr | | | Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult the District Counsel to determine if a record is considered transitory / preliminary draft. GC §§60201, 7927.500, 7928.705; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017 |
| Lead Dept. | DW-017 | Drafts & Notes: Drafts that are revised (retain final version) | When No Longer Required | | Mag, Ppr | | | Preliminary drafts; GC §60201, GC § 7928.705 |

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|---|---------------|---|--|-------------------|-------------------|---------------------------------------|------------------------------------|---|
| <i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Lead Dept. (managing the project) | DW-018 | Drawings - Record Drawings, Maps, Large-Format Drawings, Survey Record Maps, "As-Built" | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Drafts should be destroyed; GC §60201 |
| Lead Dept. | DW-019 | Fleet - Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §60201; 13 CCR 1234(c) |
| Lead Dept. | DW-020 | Grants (SUCCESSFUL - all records, including FEMA or OES claims (Federal Emergency Management Agency or Office of Emergency Services Claims) | After Funding Agency Audit, if required - Minimum 5 years | | Mag, OD, Ppr | S / I | Yes: After QC & OD | District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502; OMB Circular A-110 & A-133; GC §60201; GC §8546.7 |
| Lead Dept. | DW-021 | Grants: UNSUCCESSFUL (Applications, Correspondence, etc.) | 2 years | | Mag, Ppr | | | Department Preference; GC §60201 |
| Human Resources | DW-022 | Personnel Files - Department-level Supervisor's Notes | When No Longer Required | Before Separation | Mag, Ppr | | | Preliminary Drafts; Supervisors notes should be maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 60201 |
| Lead Dept. | DW-023 | Photographs, Videos (other than Board Meetings) | When No Longer Required | | Mag, Ppr | | | Preliminary drafts (the document that the photograph is used in is the final); GC §60201 |
| Lead Dept. | DW-024 | Reference Materials: Policies, Procedures, Manuals, etc.: Produced by OTHER Departments | When Superseded | | Mag, Ppr | | | Copies; GC §60200 |

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|--|---------------------------------|--------|-------------------|------------------------------|------------------------------------|--|
| <i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| | DW-025 | Reference Materials: Policies, Procedures, Manuals, etc.: Produced by OUTSIDE ORGANIZATIONS (ACWA, CSDA, etc.) | When No Longer Required | | Mag, Ppr | | | Non-Records |
| Authoring Dept. | DW-026 | Reference Materials: Policies, Procedures, Manuals, Manuals & Reports: Produced by YOUR Department | Minimum of Superseded + 2 years | | Mag, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §60201 |
| | DW-027 | Reference or Working Files: See Correspondence | | | | | | |
| Lead Dept. | DW-028 | Reports and Studies - ADA Studies, White Papers, Issue Papers, Position Papers, Scientific Studies (other than Annual Reports) | P | | Mag, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §60201 |
| Lead Dept. | DW-029 | Reports and Studies (Historically significant) | P | | Mag, Mfr, OD, Ppr | S/I | Yes: After 10 years | Administratively and Historically significant, therefore retained permanently; GC §60201 |
| Lead Dept. | DW-030 | Reports and Studies (other than Historically significant reports) | 10 years | | Mag, Ppr | | | Department preference; Information is outdated after 10 years; GC §60201 |
| Lead Dept. | DW-031 | Special Projects / Subject Files | Minimum 2 years | | Mag, Ppr | | | Department Preference; GC §60201 et seq. |
| Lead Dept. | DW-032 | Surveys / Questionnaires (that the District issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required) | 2 years | | Mag, Ppr | | | GC §60201 |

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|--|-----------------|--------|-------------------|------------------------------|------------------------------------|---|
| <i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
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| Lead Dept. | DW-033 | Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics Training, Harassment Prevention Training, & Safety Training, Tailgates) | 5 years | | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Department preference; Ethics & Harassment Prevention Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b) |
| Lead Dept. | DW-034 | Visitor Logs / Registers | 1 year | | Mag, Ppr | | | Department preference; GC §60201 et. seq. |

RECORDS RETENTION SCHEDULE: ADMINISTRATION / GENERAL MANAGER & BOARD SUPPORT

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|---|---------------|--|-----------------|--------------------------|---------------|------------------------------|------------------------------------|--|
| <i>If the record is not listed here, refer to the Retention for District-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| ADMINISTRATION / GENERAL MANAGER & BOARD SUPPORT | | | | | | | | |
| Admin. / GM & Board Support | GM&BS-001 | Agendas, Agenda Packets, Agenda Staff Reports - District Board of Directors Boards & Committees: Finance Committee, Parks, Recreation & Open Space (PROS) Committee, Policy Committee, Resources & Infrastructure Committee | P | Yes: Before Meeting Date | Mag, OD, Ppr | S / I | Yes: After QC & OD | District preference; GC §60201 |
| Admin. / GM & Board Support | GM&BS-002 | Agreements & Contracts - JPA, MOUS, POLITICAL, WATER AGENCIES (Does not affect Finance or Purchasing) Agreement or Contract includes all contractual obligations (e.g. Successful Proposal / Scope of Work, Amendments) | P | Yes: Before Completion | | S / I | Yes: After QC & OD | Standard municipal government practice; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §60201, Contractor has retention requirements in 48 CFR 4.703 |
| Admin. / GM & Board Support | GM&BS-003 | Agreements & Contracts (originals) - CIP / Capital Improvement Projects, Infrastructure, Development, Land / Real Property Agreement or Contract includes all contractual obligations, Insurance Certificates (e.g. Scope of Work or Successful Proposal, Amendments, Change Orders, Task Orders) Examples of Infrastructure: Architects, buildings, bridges, development, property restrictions, reservoirs & reservoir maintenance, utilities, water infrastructure (water lines, water mains, pump stations, treatment facilities, etc.) | P | Yes: Before Completion | Mag, OD, Ppr | S / I | Yes: After QC & OD | Department Preference for emergency response; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq., GC §60201 |

**RECORDS RETENTION SCHEDULE: ADMINISTRATION /
GENERAL MANAGER & BOARD SUPPORT**

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| <i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Admin. / GM & Board Support | GM&BS-004 | <p>Agreements & Contracts (originals) - Consulting, Professional Services, Water Purchasing, NON-Infrastructure (where Errors & Omissions or Professional Liability Insurance required)</p> <p>Agreement or Contract includes all contractual obligations, Insurance Certificates (e.g. Scope of Work or Successful Proposal, Amendments, Change Orders, Task Orders)</p> <p>Examples of NON-Infrastructure: Attorney Services, Consultants, Franchises, Landscape Design and Installation, Personnel, Professional Services, Water purchasing agreements etc.</p> | Completion + 10 years | | Mag, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq., GC §60201 |
| Admin. / GM & Board Support | GM&BS-005 | <p>Agreements & Contracts (originals) - CUSTODIAL, LEASES, MAINTENANCE (where Errors & Omissions or Professional Liability Insurance is NOT applicable)</p> <p>Agreement or Contract includes all contractual obligations, Insurance Certificates (e.g. Scope of Work or Successful Proposal, Amendments, Change Orders, Task Orders)</p> <p>Examples: Copier Leases, Custodial, Equipment Purchasing and Leases, Janitorial, Maintenance, Landscape Maintenance etc.</p> | Completion + 5 years | | Mag, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Errors & Omissions is not applicable; CCP §§336(a), 337 et. seq., GC §60201 |
| Admin. / GM & Board Support | GM&BS-006 | Annexations or Acquisitions | P | | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Department preference; GC §60201 |

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| Admin. / GM & Board Support | GM&BS-007 | Association Records (external associations - e.g., ACWA, CSDA, etc.) | When No Longer Required | | Mag, Mfr, OD, Ppr | | | Non-records; GC §60201 et seq. |
| Admin. / GM & Board Support | GM&BS-008 | Board of Directors Vacancies (Affidavit of Posting, Applications, Correspondence, Notices, etc.) | 2 years | | Mag, OD, Ppr | | | GC §60201 |
| Admin. / GM & Board Support | GM&BS-009 | Chronological History of Board Members | P | | Mag, Mfr, OD, Ppr | | | Historical Value; GC §60201 |
| Admin. / GM & Board Support | GM&BS-010 | Claims / Liability Claims | Final Resolution + 5 years | Yes: Until Resolution | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201; PC §832.5 |
| Admin. / GM & Board Support | GM&BS-011 | District Formation | P | | Mag, Ppr | S / M / I | No | Part of the Agenda Packet, which is maintained permanently; Required for formal changes to the district approved by the Board only; GC §60201 |
| Admin. / GM & Board Support | GM&BS-012 | District Insurance Policies - Liability, Workers Compensation Excess Liability, etc. | Expiration of Policy + 30 years | | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201, 60201.6; PC §832.5 |
| Admin. / GM & Board Support | GM&BS-013 | District Policies | Superseded + 10 years | | Mag, OD, Ppr | S / I | Yes: After QC & OD | District preference; GC §60201 |
| Admin. / GM & Board Support | GM&BS-014 | District's Attorney's Opinions | Minimum 2 years | Yes | Mag, OD, Ppr | S | | Department Preference; GC §60201 |

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| Admin. / GM & Board Support | GM&BS-015 | DMV Pull Notices | When Superseded or Separation | | Mag, Ppr | | | District preference (DMV record that the District considers a non-record used for reference); DMV audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §60201 |
| Admin. / GM & Board Support | GM&BS-016 | Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Notices, Postings, Precinct Workers, County Election Services, etc.) | 2 years | | Mag, Ppr | | | Used for a model for the next election, GC §60201 |
| Admin. / GM & Board Support | GM&BS-017 | Elections - HISTORICAL File (Sample ballot, copies of results / resolution declaring results) | P | | Mag, Ppr | S | No | Retained for Historical Value, GC §60201 |
| Admin. / GM & Board Support | GM&BS-018 | Elections - Petitions (Initiative, Recall or Referendum) | Results or Final Examination if No Election + 8 months | | Mag, Mfr, OD, Ppr | | | Not accessible to the public; The 8 month retention applies after election results, or final examination if no election. Applies unless a legal/FPPC proceeding. EC §§17200, 17400 |
| Admin. / GM & Board Support | GM&BS-019 | Elections: Correspondence, Notifications & Publications, Certificate of Election, etc. | 4 years | | Ppr | | | District preference (historical purposes); GC §60201 |
| Admin. / GM & Board Support | GM&BS-020 | Ethics Training Certificates for Board of Directors | 5 years | | Mag, Ppr | S / I | Yes: After QC & OD | GC §53235.2(b) |
| Admin. / GM & Board Support | GM&BS-021 | FPPC 460, 470, 501, 410 Series Forms - Campaign Disclosures | 4 years | | Mag, OD, Ppr | S / I | Yes: After 2 years | County ROV maintains original statements; GC §81009(f)&(g) |

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| Admin. / GM & Board Support | GM&BS-022 | FPPC 700 Series Forms (Statement of Economic Interests): DESIGNATED EMPLOYEES & CONSULTANTS (specified in the District's Conflict of Interest code) | 7 years | | Mag, OD, Ppr | S / I | Yes: After 2 years | District maintains original statements; GC §81009(e)&(g) |
| Admin. / GM & Board Support | GM&BS-023 | FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS (elected & not elected. Includes District Board Members, General Manager) | 7 years | | Mag, OD, Ppr | S / I | Yes: After 2 years | District preference (only required for 4 years); GC §81009(f)&(g) |
| Admin. / GM & Board Support | GM&BS-024 | FPPC Form 602 / 635) - Economic Interest Filings: Lobbyist Authorization / Reporting | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After 2 years | 2 CCR 18615(f) |
| Admin. / GM & Board Support | GM&BS-025 | FPPC Form 801 (Gift to Agency Report) | 7 years | | Mag, OD, Ppr | | | Must post on website; GC §81009(e) |
| Admin. / GM & Board Support | GM&BS-026 | FPPC Form 802 (Tickets Provided by Agency Report) | 7 years | | Mag, Ppr | | | Must post on website for 4 years; GC §81009(e) |
| Admin. / GM & Board Support | GM&BS-027 | FPPC Form 803 (Behested Payment Report) | 7 years | | Mag, Ppr | | | GC §81009(e); FPPC Regulation 18734(c) |
| Admin. / GM & Board Support | GM&BS-028 | FPPC Form 806 (Agency Report of Public Official Appointments) | 7 years | | Mag, Ppr | | | Must post on website; 2 CCR 18702.5; GC §60201;GC §81009(e) |

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| Admin. / GM & Board Support | GM&BS-029 | Historical Records: Copyrights, Logo, Patents, Name Changes, Awards, Trademarks, etc. | P | | Mag, Ppr | S | Yes: After QC & OD | District Secretary Determines Historical Significance; GC §60201 |
| Admin. / GM & Board Support | GM&BS-030 | Legislative Advocacy: Correspondence supporting or opposing legislation, etc. | 2 years | | Mag, Ppr | | | Department preference; GC §60201 |
| District Counsel (Attorney) | GM&BS-031 | Litigation Files / Lawsuits / Court Case Files | Final Resolution + 5 years | Yes: Until Settlement | Mag, Mfr, OD, Ppr | | | Department preference; CCP § 337 et seq.; GC §§ 911.2, 60201, 60201.6; PC §832.5(b) |
| Admin. / GM & Board Support | GM&BS-032 | Minutes: District Board of Directors Boards & Committees: Finance Committee, Parks, Recreation & Open Space (PROS) Committee, Policy Committee, Resources & Infrastructure Committee | P | Yes (all) | Mag, Ppr | S | Yes: After QC & OD | GC §60201(d)(3) |
| Admin. / GM & Board Support | GM&BS-033 | Notices: Affidavits of Postings and Publications | 2 years | | Mag, Mfr, OD, Ppr | | | Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1) |
| Admin. / GM & Board Support | GM&BS-034 | Oaths of Office (Board of Directors) | Separation + 4 years | Yes (all) | Mag, Ppr | S | Yes: After QC & OD | Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §60201; PC §§801.5, 803(c); 29 USC 1113 |
| Admin. / GM & Board Support | GM&BS-035 | Ordinances / Regulations / Resolutions | P | Yes (all) | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §60201 et. seq. |
| Admin. / GM & Board Support | GM&BS-036 | Prop. 218 Fees & Charges: Ballots and/or protest letters | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §53753(e)(2) |

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| Admin. / GM & Board Support | GM&BS-037 | Prop. 218 Fees & Charges: Master Mailing List | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §60201 |
| Admin. / GM & Board Support | GM&BS-038 | Prop. 218 Fees & Charges: Undeliverable Mail | 3 months | | Ppr | | | Transitory records not retained in the ordinary course of business; GC §60201 |
| Admin. / GM & Board Support | GM&BS-039 | Public Records Act Requests | 2 years | | Ppr | | | District Preference; GC §60201 |
| Admin. / GM & Board Support | GM&BS-040 | Real Property - Deeds, Easements , Right of Ways, Abandonments / Vacations, etc. | P | | Mag, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 |
| Admin. / GM & Board Support | GM&BS-041 | Real Property Appraisal Reports (All, whether purchased or not) | 5 years | | Mag, OD, Ppr | S / I | Yes: After QC & OD | Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.333; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §60201 |
| Admin. / GM & Board Support | GM&BS-042 | Recordings: Audio or Video Recordings of District Board meetings Boards & Committees: Finance Committee, Parks, Recreation & Open Space (PROS) Committee, Policy Committee, Resources & Infrastructure Committee | Minimum 2 years | | Mag | | | Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §§53161, 60201 et seq. |
| Admin. / GM & Board Support | GM&BS-043 | Records Destruction Authorization Forms / Authorization to Destroy Paper to Rely on the Image as the Original | P | | Mag | S | Yes: After QC & OD | GC §60201 et. seq. |

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| Admin. / GM & Board Support | GM&BS-044 | Records Retention Schedules - Authorization for Amendments to Retention Schedules | P | | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | GC §60201 et. seq. |
| Admin. / GM & Board Support | GM&BS-045 | Secretary of State Statement of Facts / Roster of Public Officials | 1 year | | Mag, Mfr, OD, Ppr | | | District preference; GC §60201 et. seq. |
| Admin. / GM & Board Support | GM&BS-046 | Solid Waste Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) . CalRecycle Annual Waste Diversion Report / Measure D annual report / Form 303 report (HHW report) / CalREcycle Used Oil report / CalREcycle Bottles & Cans report, etc. | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; required for 5 years; 14 CCR § 18995.2; GC §60201 |
| Admin. / GM & Board Support | GM&BS-047 | Solid Waste Tonnage Reports / Statistics | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 |
| Admin. / GM & Board Support | GM&BS-048 | Solid Waste: Construction Waste Management | 10 years | | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Department Preference; GC §60201 |
| Admin. / GM & Board Support | GM&BS-049 | Subpoenas or Summons | 2 years | | Mag, Ppr | | | GC §60201 |

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| ADMINISTRATION / FINANCE / ADMINISTRATION | | | | | | | | |
| Admin. / Finance / Admin. | FIN-001 | Financial System Database (Tyler Encode) | Indefinite - Minimum 7 years | | Mag | | | Data is interrelated; Employee compensation and reimbursements are required for 7 years; GC §60201 et seq. |
| Admin. / Finance / Admin. | FIN-002 | Audits - Operational or Single Audits (Grant Audits, Internal Audits) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §60201 |
| Admin. / Finance / Admin. | FIN-003 | Audits - Working Papers | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §60201 |
| Admin. / Finance / Admin. | FIN-004 | Audits / Audit Reports / Annual Comprehensive Financial Report (ACFR) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §60201 |
| Admin. / Finance / Admin. | FIN-005 | Bank Statements / Checking Account Reconciliation / Bank Reconciliation (Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Treasury Statements, Trustee & Investment Statements, etc.) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201 |
| Admin. / Finance / Admin. | FIN-006 | Bonds / Debt / COP / Certificates of Participation / Transcripts / Disclosure Reports / Lines of Credit / Promissory Notes / Commercial Paper | Fully Defeased or Matured + 10 years | Yes: Until Maturity | Mag, Mfr, OD, Ppr | S / I | No | Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq.; 337.5(a); 26 CFR 1.6001-1(e); GC §60201 |
| Admin. / Finance / Admin. | FIN-007 | Budget Adjustments | 7 years | | Mag, Ppr | | | Preliminary Drafts Not Retained in the Ordinary Course of Business; GC §60200 |
| Admin. / Finance / Admin. | FIN-008 | Budgets: Development, Drafts, etc. | When No Longer Required | | Mag, Ppr | | | Preliminary Drafts Not Retained in the Ordinary Course of Business; GC §60200 |

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| Admin. / Finance / Admin. | FIN-009 | Budgets: Final (Adopted) | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §60201 |
| Admin. / Finance / Admin. | FIN-010 | Check Registers | When No Longer Required | | Mag, Ppr | | | Draft / Preliminary documents; Financial database is the original and can accurately re-create the reports; GC §60201 |
| Admin. / Finance / Admin. | FIN-011 | Developer Deposits / Trust Accounts (Deposits for Developer Projects) | Close + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (meets auditing standards); GC §60201 |
| Admin. / Finance / Admin. | FIN-012 | Financial Reports generated from Financial System: Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Batch Proofs, Trial Balance, (MONTHLY OR PERIODIC) | When No Longer Required | | Mag, Ppr | | | Draft / Preliminary documents; Financial database is the original and can accurately re-create the reports; GC §60201 |
| Admin. / Finance / Admin. | FIN-013 | Fixed Asset Retirements - Auction / Disposal / Sales / Surplused | Disposal of Asset + 2 years | | Mag, Ppr | | | Department preference; GC §60201 |
| Admin. / Finance / Admin. | FIN-014 | Investments / Arbitrage / Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund)) | 5 years | Yes: Until Maturity | Mag, Ppr | | | Department Preference; GC §60201 |
| Admin. / Finance / Admin. | FIN-015 | Journal Entries / Journal Vouchers | 7 years | | Mag, Ppr | | | Department Preference; Meets municipal government auditing standards; GC §60201 |
| Admin. / Finance / Admin. | FIN-016 | Local Government Compensation Report | 5 years | | Mag, Ppr | | | District Preference; GC §60201 |
| Admin. / Finance / Admin. | FIN-017 | State Controller's Report / Special Districts Financial Transactions Report | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §60201 |

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| Admin. / Finance / Admin. | FIN-018 | Vehicle Titles ("Pink Slips") | Upon Sale or Disposal | | Ppr | | | Department Preference; GC §60201 |

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| ADMINISTRATION / FINANCE / ACCOUNTING | | | | | | | | |
| Admin. / Finance / Accounting | FIN-019 | 1099's, 1096's, DE542 (California Report of Independent Contractors) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12); 29 USC 436 |
| Admin. / Finance / Accounting | FIN-020 | Accounts Payable Source Records (includes Invoices, Credit Card Statements, Conference / Seminar Backup, Petty Cash, Travel Expense Reimbursements, etc.) | 7 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; Published articles show 3 - 7 years; 40 CFR 122.41(j)(2); GC §60201(d)(12) |
| Admin. / Finance / Accounting | FIN-021 | Accounts Receivable Source Records including Adjustments, Billings, Cash, Payments, Cash Receipts Damage to District Property / Insurance Payments, Leases, etc. | 5 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201 |
| Admin. / Finance / Accounting | FIN-022 | Checks (Issued by the District, then cashed by the payee - maintained by the Bank) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337 |
| Admin. / Finance / Accounting | FIN-023 | Checks deposited to Bank (District scans them for the Bank, rather than physically taking the checks to the bank to deposit them.) | Follow Bank Instructions | | Mag, Ppr | | | These are bank instruments, and not District records; per bank agreement. |
| Admin. / Finance / Accounting | FIN-024 | Electronic Fund Transfer Agreements / Authorizations for direct deposit to vendors bank account | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 |
| Admin. / Finance / Accounting | FIN-025 | Returned Payments (NSF, etc.) Checks / ACH (includes Water Payments) | 7 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Meets municipal government auditing standards; GC §60201 |

RECORDS RETENTION SCHEDULE: ADMINISTRATION / FINANCE

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| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Admin. / Finance / Accounting | FIN-026 | Tax Returns (Sales Tax, etc.) | 5 years | | Mag, Ppr | | | Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), 26 CFR §31.6001-1, R&T §19530, GC §60201 |
| Admin. / Finance / Accounting | FIN-027 | W-9's | Vendor Inactive + 3 years | | Mag, Ppr | | | Meets IRS auditing standards; GC §60201 |
| ADMINISTRATION / FINANCE / PAYROLL | | | | | | | | |
| Admin. / Finance / Payroll | FIN-028 | Benefit Plans - Employee Benefit Policies (Benefits: Health, Eye, Dental, Life Insurance, Long Term Disability, State Disability, Unemployment Insurance, etc.) | Plan Termination + 6 years | Yes: Before Expiration | Mag, Mfr, OD, Ppr | S | No | Federal law requires 6 years after filing date for retirement; EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; 41-CCR-560 ; 28 CCR 1300.85.1; GC §60201 |
| Admin. / Finance / Payroll | FIN-029 | DE-6, DE-9, DE-43, W-3, & DE-166, & 941 Forms - Quarterly Payroll Tax Returns (Federal and State) IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - OASDI, Federal Tax Deposits, Adjustments, etc. | 7 years | | Mag, Ppr | | | Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201 |
| Admin. / Finance / Payroll | FIN-030 | Employee Payroll File, including W-4s | Separation + 7 years | | Mag, Ppr | | | Department preference; 26 CFR §31.6001-1; GC §60201 |
| Admin. / Finance / Payroll | FIN-031 | Garnishments, Child Support, Court Orders regarding Employee Wages | Completion + 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 et seq. |

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| <i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Admin. / Finance / Payroll | FIN-032 | I-9s | Separation + 7 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(i); GC §§12946, 12960, 60201 |
| Admin. / Finance / Payroll | FIN-033 | Payroll Checks (copies) | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §60201(d)(12), CCP § 337 |
| Admin. / Finance / Payroll | FIN-034 | Payroll Registers / Payroll Reports | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 |
| Admin. / Finance / Payroll | FIN-035 | Timesheets | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference to meet auditing standards; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c); GC §60201 et seq. |
| Admin. / Finance / Payroll | FIN-036 | W-2's | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §60201(d)(12) |
| ADMINISTRATION / FINANCE / PURCHASING | | | | | | | | |
| Admin. / Finance / Admin. | FIN-037 | Purchase Order Database (Tyler Encode) | Indefinite - Minimum 7 years | | Mag | | | Data is interrelated; Employee compensation and reimbursements are required for 7 years; GC §60201 et seq. |
| Admin. / Finance / Purchasing | FIN-038 | Purchase Orders - Includes copies of bids and quotes, RFPs (Request for Proposal), Request Inviting Bids | 7 years | Yes: Until Paid | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 et seq. |
| ADMINISTRATION / FINANCE / UTILITIES / CUSTOMER SERVICE | | | | | | | | |

RECORDS RETENTION SCHEDULE: ADMINISTRATION / FINANCE

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| <i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Admin. / Finance / Utilities / Customer Service | FIN-039 | _Customer Service Database / Service Order Database / Utility Billing Database | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; meets municipal government auditing standards; GC §§60201, 12168.7 |
| Admin. / Finance / Utilities / Customer Service | FIN-040 | Collection Agency Assignments & Collections (Statements) / Write-Offs / Uncollectible Accounts | 5 years | Yes: Until Paid | Mag, Ppr | | | Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201 |
| Admin. / Finance / Utilities / Customer Service | FIN-041 | Collection List of Delinquent Accounts & Penalties | When No Longer Required | Yes: While Active Issues | Mag, Ppr | | | District preference (Database is the original); GC §60201 |
| Admin. / Finance / Utilities / Customer Service | FIN-042 | Customer Bankruptcies - ALL | When No Longer Required | | Mag, Ppr | | | Department preference (account is closed and notes indicate bankruptcy); GC §60201 |
| Admin. / Finance / Utilities / Customer Service | FIN-043 | Customer Correspondence and Comment Cards | 2 years | | Mag, Ppr | | | District preference; GC §60201 |
| Admin. / Finance / Utilities / Customer Service | FIN-044 | Liens, Lien Releases | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 |

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| <i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Admin. / Finance / Utilities / Customer Service | FIN-045 | Payment Stubs (if not combined with Cash Register Backups) | When No Longer Required | Yes: While Active Issues | Mag, Ppr | | | District preference; GC §60201 |
| Admin. / Finance / Utilities / Customer Service | FIN-046 | Street File - Adjustments, Applications, Changes, etc. | Minimum 2 years | | Mag, Ppr | | | District preference; GC §60201 |
| Admin. / Finance / Utilities / Customer Service | FIN-047 | Water Billing: Appeals - Payment Delinquency & Impending Discontinuation | Final Decision + 2 years | | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Documented or attached to Customer Record in database GC §60201; H&S §116908 |
| Admin. / Finance / Utilities / Customer Service | FIN-048 | Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final) | When No Longer Required | | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Documented or attached to Customer Record in database GC §60201; H&S §116908 |
| Admin. / Finance / Utilities / Customer Service | FIN-049 | Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc. | Expiration or Completion of Payment Plan + 2 years | | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Documented or attached to Customer Record in database GC §60201; H&S §116910 |
| Admin. / Finance / Utilities / Customer Service | FIN-050 | Water Billing: Report of Annual Discontinuations of Residential Service | Minimum 2 years | | Mag, Ppr, Mfr, OD | S / I | Yes: After QC & OD | Must post to Website; H&S §116918; GC §60201 |

RECORDS RETENTION SCHEDULE: ADMINISTRATION / HUMAN RESOURCES

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| <i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| ADMINISTRATION / HUMAN RESOURCES | | | | | | | | |
| Admin. / Human Resources | HR-001 | Affirmative Action Complaints - California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH) or Equal Opportunity Commission (EEOC) / Harassment Claims | Final Disposition + 3 years | | Mag, Ppr | | | Department preference (same as the Personnel File); All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 2 CCR 11013(c); GC §§12946, 12960, 60201 |
| Admin. / Human Resources | HR-002 | Classification and Compensation Studies / Surveys | When No Longer Required | | Mag, Ppr | | | Department Preference; GC §60201 |
| Admin. / Human Resources | HR-003 | COVID-19 Notifications to Employees, Records of Vaccinations | 3 years | | Mag, Ppr | | | LC §6409.6(k), GC §60201 |
| Admin. / Human Resources | HR-004 | Drug & Alcohol Test Results (All - Positives and Negatives) | 5 years | | Mag Ppr | | | D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(v), GC §§12946, 12960, 60201, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. |
| Admin. / Human Resources | HR-005 | Employee Investigations & Complaints | Separation + 6 years | | Mag, Ppr | | | Department preference; EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; State Law requires 2 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c) 8 CCR §11040(7)(c), GC §§12946, 12960, 60201 |
| Admin. / Human Resources | HR-006 | Labor Relations / Negotiations (Notes) | Minimum 10 years | | Mag, Ppr | | | Department preference; GC §60201 |
| Admin. / Human Resources | HR-007 | Legal Opinions (Employment Related) | Minimum 10 years | | Mag, Ppr | | | Department preference; GC §§12946, 12960, 60201 |
| Admin. / Human Resources | HR-008 | OSHA Log 300, 300 A, 301, 301A, etc. | 5 years | | Ppr | | | OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §60201 et seq. |

RECORDS RETENTION SCHEDULE: ADMINISTRATION / HUMAN RESOURCES

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| <i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Admin. / Human Resources | HR-009 | Personnel Files - General File (Includes Application, Awards, Backgrounds, Employee Benefit Enrollment Forms (birth / death / marriage certificates), Disciplinary Actions, Certifications, Commendations, Ethics Training Certificates, Evaluations, Grievances, Licenses, Performance Reviews, Personnel Action Forms (original), Policy acknowledgements, Disaster Service Workers Oaths, Employee Settlement Agreements etc. - Excludes Medical Records) | Separation + 6 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.14; 1602.31 & 1627.3(b)(ii); GC §§12946, 12960, 60201; 29 USC 1113; GC §3105; GC §53235.2(b), 53237.2(b), LC §1198.5 |
| Admin. / Human Resources | HR-010 | Personnel Files - Medical File (Includes background checks, Class B medicals, employee Test Results and Individual Noise Exposure Measurements, Family Medical Leave records, hearing tests (Audiograms), miscellaneous medical records, pre-employment physicals, Pulmonary tests, respirator fit tests, Sharps Injury Logs, etc. | Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer | Yes: Until Separation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i); GC §§12946, 12960, 60201 |
| Admin. / Human Resources | HR-011 | Recruitment Files: Applications for Employment or Resumes / Recruitment Files: Solicited: Brochure, advertisement, unsuccessful applications (with or without interviews), selection materials, interview notes, results, etc. | 4 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq; 2 CCR 11013(c) GC §§12946, 12960, 60201 |
| Admin. / Human Resources | HR-012 | Unemployment Claims | Final Disposition + 5 years | | Mag, Ppr | | | Department preference; GC §§12946, 12960, 60201 |

RECORDS RETENTION SCHEDULE: ADMINISTRATION / HUMAN RESOURCES

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| Admin. / Human Resources | HR-013 | Verification of Employment | When No Longer Required | | Mag, Ppr | | | Not District records (outside companies seeking to verify if an employee is currently employed); GC §60201 |
| Admin. / Human Resources | HR-014 | Workers Compensation Files ALL | Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer | | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 15400.2, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 12960, 60201, CCP §337 et seq. |
| ADMINISTRATION / RISK MANAGEMENT | | | | | | | | |
| Admin. / Human Resources / Risk Manage. | HR-015 | Accident / Incident / Injury / Damage Reports: PUBLIC - Not Resulting in a Claim (Employees - see Workers Compensation) | 2 years | | Mag, Ppr | | | Department preference; GC §60201 |

RECORDS RETENTION SCHEDULE: ADMINISTRATION / INFORMATION TECHNOLOGY

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| ADMINISTRATION / INFORMATION TECHNOLOGY | | | | | | | | |
| Admin. / Information Technology | IT-001 | Backups - All Disaster Recovery Computer Backups | When No Longer Required | Yes | Mag. | | | Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §60200 et seq. |
| Admin. / Information Technology | IT-002 | Network Configuration Maps & Plans | When No Longer Required | Yes | Mag. | | | Preliminary documents not retained in the ordinary course of business; GC §60201 et seq. |
| Admin. / Information Technology | IT-003 | Software Licenses, Warrantees, Installation Media | When No Longer Required | | Mag. | | | Department preference; GC §60201 et seq. |
| Admin. / Information Technology | IT-004 | UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP / (WORM / DVD-r / CD-r / Blue Ray-R / Optical Disk) or other unalterable media that does not permit additions, deletions, or changes | P | | OD | | | For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 60201, 12168.7, EVC 1550, 2 CCR 22620 et seq. |
| Admin. / Information Technology | IT-005 | Video Recordings - Department Activity / Building Security (Employees Performing Work, Cashiering, etc.) | 1 year | | Mag | | | Records regular and ongoing operations or building security; GC §§60201, 53160 |
| Admin. / Information Technology | IT-006 | Video Recordings - Public Areas / Public Activity | When No Longer Required | | Mag | | | Does NOT record regular and ongoing operations; GC §§60201, 53160 |

RECORDS RETENTION SCHEDULE: FACILITIES & RESOURCES

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| FACILITIES & RESOURCES | | | | | | | | |
| Facilities & Resources | F&R-001 | Aboveground CNG Storage Tanks (Agency Owned) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs | 20 years | | Mag, Ppr | | | Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §60201 |
| Facilities & Resources | F&R-002 | APCD Permits - for Generators, etc. | Issue Date + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 40 CFR 70.6; GC §60201 |
| Facilities & Resources | F&R-003 | Fleet - Vehicle & Equipment History Files Maintenance, Brakes, Smog Certificates, etc. | Disposal of Vehicle or Equipment + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 3 CCR 1234(f); GC §60201 |
| Facilities & Resources | F&R-004 | Generator Operation Logs & Inspections | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | APCD Rule 1470; Form 400-E-13a instructions; GC §60201 |
| Facilities & Resources | F&R-005 | Herbicide or Pesticide Application Forms | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (agricultural pesticide records are required for 2 years); GC §60201; 3 CCR 6623 |
| Facilities & Resources | F&R-006 | Open Space & Dog Park Neighbor Issues / Encroachments including Legal / Advice Memos | Minimum 10 years | | Mag, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 |
| Facilities & Resources | F&R-007 | Open Space Preserve & Conservation Easement Inspections / Annual Preserve Inspections (may be conducted by the County) | 5 years | | Mag, Ppr | S / I | | Department preference; GC §60201 |

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| Facilities & Resources | F&R-008 | Open Space Use & Management Plan (UMP) | P | | Mag, OD, Ppr | S / I | Yes: After QC & OD | Department preference (copies - the District Clerk Maintains originals); GC §60200 |
| Facilities & Resources | F&R-009 | Operations & Maintenance Manuals (O&M Manuals) | Life of Facility or Equipment | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §60201 et. seq. |
| Facilities & Resources | F&R-010 | Playground Equipment Maintenance | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 |
| Facilities & Resources | F&R-011 | Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.) | Expiration of Certificate or Permit | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 et. seq. |
| Facilities & Resources | F&R-012 | Property Studies & Reports, Scientific Studies, etc. | P | | Mag, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 et seq. |
| Facilities & Resources | F&R-013 | Real Property - Research Properties | P | | Mag, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 |
| Facilities & Resources | F&R-014 | Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used) | 30 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §60201 |
| Facilities & Resources | F&R-015 | Street Light Maintenance | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 |

RECORDS RETENTION SCHEDULE: FACILITIES & RESOURCES

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| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Facilities & Resources | F&R-016 | Streets - Sidewalk Maintenance, Grinding, Asphalt Ramping (Logs and Forms) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 |
| Facilities & Resources | F&R-017 | Tree Database | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §60201 |
| Facilities & Resources | F&R-018 | Tree Maintenance, Trimming, Arborists Reports (ALL District-owned trees) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 |
| Facilities & Resources | F&R-019 | Underground Storage Tanks – UST – Repairs, Lining, Upgrades, Location of Tank | P | | Mag, Ppr | | | 23 CCR 2712(b); H&S §25284.4(i); GC §60201 |
| Facilities & Resources | F&R-020 | Underground Storage Tanks – UST Monitoring and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records | 7 years | | Mag, Ppr | | | Monitoring and Maintenance records are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.4(i); GC §60201 |
| Facilities & Resources | F&R-021 | Vehicle Titles ("Pink Slips") | Sale or Disposal | | Ppr | | | Given to Auction House / New Owner; GC §60201 |
| Division Providing Service / Work | F&R-022 | Work Orders / Service Requests / Service Orders - CRM / CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §60201 |
| Division Providing Service / Work | F&R-023 | Work Orders / Service Requests / Service Orders - All Information Entered in CRM / CMMS Database (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts (the database is the original); GC §60201 |
| Division Providing Service / Work | F&R-024 | Work Orders / Service Requests / Service Orders - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201 |

RECORDS RETENTION SCHEDULE: FACILITIES & RESOURCES

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <i>If the record is not listed here, refer to the Retention for District-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| PARKS & RECREATION | | | | | | | | |
| Facilities & Resources / Parks & Recreation | F&R-025 | Park Facility Use Requests / Field Rentals / Facility Use Applications and Permits (Includes Insurance Certificates and ABC Permits where appropriate) | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC'd & OD | GC §60201 et. seq. |

RECORDS RETENTION SCHEDULE - FIRE

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|--|---------------|---|--|------------------------|-------------------|------------------------------|------------------------------------|--|
| <i>If the record is not listed here, refer to the Retention for District-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| FIRE ADMINISTRATION | | | | | | | | |
| Fire / Admin. | FR-001 | _Fire Incident Database (ImageTrend) | Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; retention is required for Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Modification / Alternative Methods or Materials; CFC §104.6.2; GC §60201 et seq. |
| Fire / Admin. | FR-002 | ISO Insurance Ratings | 15 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (rated every 10 years); GC §60201 |
| Fire / Admin. | FR-003 | Monthly Statistical Reports / Run Statistics | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Considered a preliminary draft / copy (the Fire database is the original); GC §60201 et seq. |
| District Clerk | FR-004 | Mutual Aid Agreements, Joint Power Authorities (Local and State) | Copies - When No Longer Required | Yes: Before Completion | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | District Clerk is OFR; GC §60200 |
| Fire / Admin. | FR-005 | Press Releases - Fire Only | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §60201 |
| Fire / Admin. | FR-006 | Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC § 60201 et seq. |
| Fire / Admin. | FR-007 | Ride-A-Long Waivers | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §60201 |
| Fire / Admin. | FR-008 | Strike Team Reimbursement (OES / FEMA) | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference to pass possible audit; GC §60201 |

RECORDS RETENTION SCHEDULE - FIRE

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|--|---------------|---|--|--------|-------------------|------------------------------|------------------------------------|---|
| <i>If the record is not listed here, refer to the Retention for District-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| FIRE MARSHAL / FIRE PREVENTION | | | | | | | | |
| Fire / Fire Prevention | FR-009 | _Fire Inspection Database (ImageTrend) | Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; retention is required for Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Modification / Alternative Methods or Materials; CFC §104.6.2; GC §60201 et seq. |
| Fire / Fire Prevention | FR-010 | Aboveground Storage Tanks (Agency Owned) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs | 20 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); EPA recommends that formal test records or reports be retained for the life of the container; GC §60201 |
| Fire / Fire Prevention | FR-011 | _Fire Inspection Database (ImageTrend) | Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer | Yes | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Data is interrelated; retention is required for Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Modification / Alternative Methods or Materials; CFC §104.6.2; GC §60201 et seq. |
| Fire / Fire Prevention | FR-012 | Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Modification / Alternative Methods or Materials / Certificate of Occupancy | Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Required for the Life of the Structure or Activity, or Minimum 5 years whichever is longer for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4; GC §60201 |

RECORDS RETENTION SCHEDULE - FIRE

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|--|---------------|---|---|-------------------|-------------------|------------------------------|------------------------------------|---|
| <i>If the record is not listed here, refer to the Retention for District-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Fire / Fire Prevention | FR-013 | Fire Inspections / Citations / Notice of Correction / Notice of Violation | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Not required for the Life of the Structure or Activity, or Minimum 5 years whichever is longer - only applies to Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4; GC §60201 |
| Fire / Fire Prevention | FR-014 | Permits: Construction & Operational Fire Permits: High Piled Storage, Sprinkler Systems, etc. | Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer | Yes: Before Event | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; CFC §§ 104.6 – 104.6.4; GC § 60201 et seq. |
| Fire / Fire Prevention | FR-015 | Permits: Fire Code Permits / Special Event Permits (assembly permits, burn permits, candle permits, tent permits, open flame, etc.) | Expiration of Permit + 2 years | Yes: Before Event | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §60201 et seq. |
| Fire / Fire Prevention | FR-016 | Plan Review / Fire Sprinkler, Fire Safety Plans (Final, Approved by the Fire Department Only) | Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; CFC §§ 104.6 – 104.6.4, 105.2; GC § 60201 et seq. |
| Fire / Fire Prevention | FR-017 | Public Information / Education (when produced internally) | Minimum 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §60201 |
| OPERATIONS / EMERGENCY MEDICAL SERVICES | | | | | | | | |
| Fire / Ops / EMS | FR-018 | Controlled Substance Logs, Inventories / Drug Logs | 3 years | Yes | Mag, Ppr | | | Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04; GC §60201 |

RECORDS RETENTION SCHEDULE - FIRE

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|--|---------------|--|--|--------|-------------------|------------------------------|------------------------------------|---|
| <i>If the record is not listed here, refer to the Retention for District-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Fire / Ops / EMS | FR-019 | HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act) | Superseded + 6 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 45 CFR 164.530(j) |
| Fire / Ops / EMS | FR-020 | HIPAA Release of Protected Health Records | 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §60201 |
| Fire / Ops / EMS | FR-021 | Patient Care Reports / PCRs / e-PCRs (EMS transportation) Reports: ALL (medical and non-medical.) Includes e-PCR Database / Electronic Patient Care Report Database | 20 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (Only 20 years is required to meet legal mandates); minors are required until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §60201; H&S §§1797.98e 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3 |
| OPERATIONS / SUPPRESSION | | | | | | | | |
| Fire / Ops / Suppress. | FR-022 | _Fire Operations Database (ImageTrend) | Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer | | Mag | | | Data is interrelated; CFC §104.6.2; GC §60201 et seq. |
| Fire / Ops / Suppress. | FR-023 | Call Log / Summary Report / Station Log Books / Red Books | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §60201 |

RECORDS RETENTION SCHEDULE - FIRE

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|--|---------------|---|------------------------------|--------|-------------------|---------------------------------------|------------------------------------|---|
| <i>If the record is not listed here, refer to the Retention for District-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Fire / Ops / Suppress. | FR-024 | Controlled Substance Logs, Inventories / Drug Logs | 3 years | Yes | Mag, Ppr | | | Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04; GC §60201 |
| Fire / Ops / Suppress. | FR-025 | Equipment Records & Testing | Surplus + 2 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5, GC §60201 |
| Fire / Ops / Suppress. | FR-026 | Fire Investigations - Arson & Capital Crimes Only | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference (Capital Crimes have no statute of limitations); GC §60201 et seq. |
| Fire / Ops / Suppress. | FR-027 | Fire Investigations - OTHER Than Arson & Capital Crimes | 7 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 et seq. |
| Fire / Ops / Suppress. | FR-028 | Pre-Fire Plans | When Superseded | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | GC §60201 et seq. |
| TRAINING | | | | | | | | |
| Fire / Training | FR-029 | _Training Database (Vector Solutions / Target Solutions) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §60201 et seq. |
| Fire / Training | FR-030 | Training File (by employee - in Vector Solutions Database) Individual Training Certificates, Continuing Education for Paramedics | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Paramedic training / Continued Education is required for 4 years; Meets OSHA requirements; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b); 22 CCR 100395 |

RECORDS RETENTION SCHEDULE: UTILITIES (Engineering, Wastewater, Water)

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
|--|---------------|--|-------------------------------|-----------------------|-------------------|---------------------------------------|------------------------------------|---|
| <i>If the record is not listed here, refer to the Retention for District-Wide Standards</i> | | | | | | | | |
| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| UTILITIES / ENGINEERING (See District-Wide for CIP records) | | | | | | | | |
| Utilities / Engineering | UT-001 | Design & Construction Standards - Authored by the District for Construction of District Infrastructure (CIP or Land Development) | P | | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; GC §60201 |
| Utilities / Engineering | UT-002 | Encroachment Permits: Temporary (Banner Permit, Dirt Hauling, Excavation, Street Permits, Temporary Construction, Sidewalk Repairs, Street Cuts, Street & Sidewalk Repair, Streetlight Repair, Traffic Control, Transportation Permits, Tree Removal, Utility Cuts (Installation & Patching), etc.) Includes Insurance Certificates | Expiration + 2 years | Yes: Until Completion | Mag, Ppr | S / I | Yes: After QC & OD | GC § 60201 |
| Utilities / Engineering | UT-003 | Encroachment Permits: Permanent (Structures in the District's Right of Way, Retaining Walls, etc.) Includes Insurance Certificates | P | Yes: Until Completion | Mag, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §60201 |
| Utilities / Engineering | UT-004 | Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - Where Engineering is the Lead Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project | Project Completion + 180 days | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §60201 |
| Utilities / Engineering | UT-005 | Private Development: Administrative Records Construction Inspections, Photos, Progress Meetings, Project Schedules, etc. | Completion + 10 years | Yes: Until Completed | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §60201 |

RECORDS RETENTION SCHEDULE: UTILITIES (Engineering, Wastewater, Water)

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Utilities / Engineering | UT-006 | Private Development: Permanent Records Abandonments, Certificate of Acceptance / Approval (copy), Dedications, Deeds (copies) Drainage, Driveway, Easements (copies), Geotechnical and Soil Reports / Hydrology Reports, Private Lab Verifications, Testing Lab Final Reports, Rights of Way (copies), Studies, Reports, etc. | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §60201 |
| Utilities / Engineering | UT-007 | Surveys, Record of Survey | P | Yes (all) | Mag, Mfr, OD, Ppr | S/I | Yes: After QC & OD | Department Preference; GC §60201 |
| Utilities / Engineering | UT-008 | Wastewater Capacity Studies and Reports | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 |
| Utilities / Engineering | UT-009 | Wastewater System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Wastewater Overflow Response Plan | Superseded + 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; SSMPs are required to be updated every 6 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03; & 2022-0103-DWQ; GC §60201 |
| Utilities / Engineering | UT-010 | Water Rights | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §60201 |
| Utilities / Engineering | UT-011 | Water Supply Assessments, Studies, Reports / Stream Studies and Flow / Water Planning Studies | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §60201 |
| Utilities / Engineering | UT-012 | Water System Variances | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (5 years is required); GC §60201, 22 CCR §64470 |
| Utilities / Engineering | UT-013 | Well Permits | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; GC §60201 |

RECORDS RETENTION SCHEDULE: UTILITIES (Engineering, Wastewater, Water)

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Utilities / Engineering | UT-014 | Wells / Well History (including abandoned or destroyed wells) | P | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Department preference; GC §60201 |
| WASTEWATER COLLECTIONS | | | | | | | | |
| Utilities / Lead Div. | UT-015 | SCADA Database (Wastewater) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §60201 |
| Utilities / Lead Div. | UT-040 | Backflow Tests and Maintenance | 3 years | | Mag, Ppr | | | 17 CCR 7605(f); GC §60201 |
| Utilities / Wastewater | UT-016 | CCTV Videos of Wastewater Lines | Minimum 2 years + Superseded (New Video) | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 |
| Utilities / Lead Div. | UT-017 | Confined Space Entries / Hot Work Permits | 2 years | | Mag, Ppr | | | 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §60201 |
| Utilities / Wastewater | UT-018 | FOG (Fats, Oil & Grease) Inspections / Pretreatment Annual & Quarterly Reports | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12 |
| Utilities / Wastewater | UT-019 | Sanitary Spills and Overflows (SSOs) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Required for a minimum of 5 years; SWRCB Order 2002-0103-DWQ & 2006-03; 40 CFR 122.41(j)(2); GC §60201 |
| Utilities / Wastewater | UT-020 | Wastewater Odor Complaints / Gas Detection Results / Investigations | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 |
| Division Providing Service / Work | UT-021 | Work Orders / Service Requests / Service Orders - CRM / CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §60201 |
| Division Providing Service / Work | UT-022 | Work Orders / Service Requests / Service Orders - All Information Entered in CRM / CMMS Database (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts (the database is the original); GC §60201 |

RECORDS RETENTION SCHEDULE: UTILITIES (Engineering, Wastewater, Water)

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| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Division Providing Service / Work | UT-023 | Work Orders / Service Requests / Service Orders - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201 |
| WASTEWATER TREATMENT PLANT | | | | | | | | |
| Utilities / Lead Div. | UT-024 | SCADA Database (Wastewater) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §60201 |
| Utilities / Wastewater Treatment Plant | UT-025 | Biosolids / Sewage Sludge Handling Logs and Weigh Tickets | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Code of Federal Regulations requires 5 years; 40 CFR 503.17; 40 CFR 122.41(j)(2); GC §60201 |
| Utilities / Lead Div. | UT-026 | Confined Space Entries / Hot Work Permits | 2 years | | Mag, Ppr | | | 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §60201 |
| Utilities / Wastewater Treatment Plant | UT-027 | Lab Reports & Chains of Custody: Wastewater | Minimum 5 years | | Mag, OD, Ppr | S / I | Yes - After QC & OD | Department preference; GC §60201 |
| Utilities / Wastewater Treatment Plant | UT-028 | Logs: Vac Con Trucks, etc. | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 |
| Utilities / Wastewater Treatment Plant | UT-029 | Permits - Wastewater Regulatory / Operating Permits : Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.) | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §60201 CCP §337 et seq. |
| Utilities / Wastewater Treatment Plant | UT-030 | Reports - Wastewater Reports to Regulatory Agencies : Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.) | Minimum 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §60201 CCP §337 et seq. |

RECORDS RETENTION SCHEDULE: UTILITIES (Engineering, Wastewater, Water)

| Office of Record (OFR) | Retention No. | Records Description | Total Retention | Vital? | Media Options | Image: I=Import M=Mfr S=Scan | Destroy Paper after Imaged & QC'd? | Comments / Reference |
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| <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> | | | | | | | | |
| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Utilities / Wastewater Treatment Plant | UT-031 | Sanitary Survey of Wastewater System | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 |
| Utilities / Lead Div. | UT-032 | Underground Service Alerts (USA's) / Dig Alerts | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), 60201 |
| Utilities / Wastewater Treatment Plant | UT-033 | Wastewater Treatment Plant Operators Certificates (posting required) | When Superseded | | Mag, OD, Ppr | S | Yes: After QC & OD | Department preference; GC §60201 |
| Utilities / Wastewater Treatment Plant | UT-034 | Wastewater Treatment Plant Safety Training Certificates (posting required) | Minimum 5 years | | Mag, OD, Ppr | S | Yes: After QC & OD | Department preference; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 21960, 60201 |
| Division Providing Service / Work | UT-035 | Work Orders / Service Requests / Service Orders - CRM / CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §60201 |
| Division Providing Service / Work | UT-036 | Work Orders / Service Requests / Service Orders - All Information Entered in CRM / CMMS Database (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Preliminary drafts (the database is the original); GC §60201 |
| Division Providing Service / Work | UT-037 | Work Orders / Service Requests / Service Orders - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201 |
| UTILITIES / WATER DISTRIBUTION | | | | | | | | |
| Utilities / Lead Div. | UT-038 | SCADA Database (Water) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §60201 |

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| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Utilities / Lead Div. | UT-039 | Backflow Tests and Maintenance | 3 years | | Mag, Ppr | | | 17 CCR 7605(f); GC §60201 |
| Utilities / Lead Div. | UT-040 | Confined Space Entries / Hot Work Permits | 2 years | | Mag, Ppr | | | 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §60201 |
| Utilities / Water Distribution | UT-041 | Construction Meters (Temporary Meters) | Service Completed + 2 years | | Mag, Ppr | | | Department preference; GC §60201 |
| Utilities / Water Distribution | UT-042 | Consumer Confidence Report - Annual Water Quality Report | P | | Mag, OD, Ppr | S / I | Yes - After QC & OD | Department preference; Required for 12 years or 2 compliance cycles; 22 CCR §§ 64400.25; 64470, 64483(g) 40 CFR 141.33(a); 40 CFR 141.91 |
| Utilities / Water Distribution | UT-043 | Public Notices - Potable Water (Tier 1, 2, or 3) | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 22 CCR §64470; GC §60201 |
| Utilities / Water Distribution | UT-044 | Reservoirs: Dive Videos | 10 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Department preference (covers 2 mandated cycles); GC §60201 |
| Utilities / Water Distribution | UT-045 | Reservoirs: Flushing, Disinfection and Cleaning | 3 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Flushing, Disinfection, Inspection and Cleaning is required for 3 years; 22 CCR §64604(c); GC §60201 |
| Utilities / Water Distribution | UT-046 | Reservoirs: Inspection Reports, Maintenance Records | P | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Department preference; GC §60201 |
| Utilities / Water Distribution | UT-047 | Sanitary Survey of Water System / Source Monitoring | 10 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | 22 CCR §64470; GC §60201 |
| Utilities / Lead Div. | UT-048 | Underground Service Alerts (USA's) / Dig Alerts | 3 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), 60201 |

RECORDS RETENTION SCHEDULE: UTILITIES (Engineering, Wastewater, Water)

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| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Utilities / Water Distribution | UT-049 | Water Conservation Programs (Faucet Replacements, Shower Heads, Toilet Replacements, etc.) | 5 years | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | (meets auditing standards); GC §60201 |
| Utilities / Water Distribution | UT-050 | Water Customer Concerns / Customer Complaints / Complaint Forms: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water) | 5 years | | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Department preference; 5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a) |
| Division Providing Service / Work | UT-051 | Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §60201 |
| Division Providing Service / Work | UT-052 | Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Preliminary drafts (the database is the original); GC §60201 |
| Division Providing Service / Work | UT-053 | Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201 |
| UTILITIES / WATER TREATMENT PLANT | | | | | | | | |
| Utilities / Lead Div. | UT-054 | SCADA Database (Water) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §60201 |
| Utilities / Water Treatment Plant | UT-055 | Environmental Agencies / Regulatory Agencies for Potable Water - Reports and Correspondence (DPH, EPA, SWRCB, etc.) | Minimum 12 years | | Mag, Ppr | | | Department Preference; GC §60201 |
| Utilities / Water Treatment Plant | UT-056 | Groundwater Assessments and Corrective Actions (Tier 1 and 2 Total Coliform) | 5 years | | Mag, Ppr | | | 40 CFR §141.861 GC §60201 |

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| <i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | |
| Utilities / Water Treatment Plant | UT-057 | Hazardous Waste Disposal Manifests | P | | Mag, Mfr, OD, Ppr | S / I | Yes - After QC & OD | Department preference; GC §60201 |
| Utilities / Water Treatment Plant | UT-058 | Lab Books / Operational Records (Water Treatment Plant) | 5 years | | Mag, Ppr | | | Department Preference; Meets California Department of Health requirements (3 years); 22 CCR §64662; GC §60201 |
| Utilities / Water Treatment Plant | UT-059 | Lab Reports & Chains of Custody: Potable Water Bacteriological and Organics | Minimum 5 years | | Mag, OD, Ppr | S / I | Yes - After QC & OD | Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470 |
| Utilities / Water Treatment Plant | UT-060 | Lab Reports & Chains of Custody: Potable Water Chemical (Includes Chlorine Residuals, Disinfectant Residuals, Disinfection Byproducts, and Disinfection Byproduct Precursors) | Minimum 10 years | | Mag, OD, Ppr | S / I | Yes - After QC & OD | Department preference (10 years is required); 40 CFR 141.33(a); 22 CCR §§64470, 64537 64692 |
| Utilities / Water Treatment Plant | UT-061 | Lab Reports & Chains of Custody: Potable Water Lead & Copper | Minimum 12 years or 2 Compliance Cycles, whichever is longer | | Mag, OD, Ppr | S / I | Yes - After QC & OD | Required for 12 years or 2 compliance cycles; 22 CCR §§64400.25; 64470, 64690.80; 40 CFR 141.33(a); 40 CFR 141.91 |
| Utilities / Water Treatment Plant | UT-062 | Lab Reports & Chains of Custody: ALL Combined Potable Water (Bacteriological and Organics, Chemical, Lead & Copper) | Minimum 12 years | | Mag, OD, Ppr | S / I | Yes - After QC & OD | Department Preference; Only Lead & Copper is Required for 12 years or 2 compliance cycles; Chemical is 10 years, B 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91; |
| Utilities / Water Treatment Plant | UT-063 | Operations & Maintenance Manuals / O & M Manuals | Disposal of Equipment | | Mag, Ppr | | | Department preference; GC §60201 |
| Utilities / Water Treatment Plant | UT-064 | Permits - Water Treatment Plant / Potable Water | P | | Mag, Ppr | | | Department preference; GC §60201 |
| Division Providing Service / Work | UT-065 | Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | | Mag | | | Data is interrelated; GC §60201 |

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| Division Providing Service / Work | UT-066 | Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts) | When No Longer Required | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | Preliminary drafts (the database is the original); GC §60201 |
| Division Providing Service / Work | UT-067 | Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy) | 5 years | | Mag, Mfr, OD, Ppr | S | Yes - After QC & OD | District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201 |