

**AGENDA
OAKDALE IRRIGATION DISTRICT
BOARD OF DIRECTORS
MISC. POLICIES UPDATE – AD HOC COMMITTEE MEETING**

WEDNESDAY, JULY 6, 2022 @ 3:00 P.M.

Meeting Place: Oakdale Irrigation District, 1205 East F Street, Oakdale, CA 95361

NOTICE: CORONAVIRUS (COVID-19)

Pursuant to California Governor Gavin Newsom’s Executive Order N-29-20 and AB 361 a local legislative body is afforded the flexibility in how it conducts its business with regard to holding public meetings. The Oakdale Irrigation District Board of Directors (OID Directors) will adhere to and abide by the provisions of the Governor’s Executive Order related to the Brown Act and the utilization of technology to facilitate public participation as outlined in AB 361.

The Oakdale Irrigation District (OID) is strongly committed to taking the necessary precautions to ensure the safety of, and promote best practices for, the public, our customers, and our employees. Please see information below regarding attendance at OID Board meetings while social distancing measures are imposed.

- **In-Person attendance of the meeting** is limited due to social distancing rules under state and local orders. The public is invited to attend in-person or participate by teleconference. To attend in-person, prior seating arrangements must be made with Nichole Fiez at (209) 840-5507 or nfiez@oakdaleirrigation.com

To join the meeting via teleconference, click [HERE](#) or go to www.oakdaleirrigation.com and select “View Meetings Online”.

To participate in the meeting via telephone, dial in at 1 (669) 900-9128, Access Code: 358-572-1867 #, the message will ask for a participant ID, just press # again. If you experience technical difficulties, please contact our IT Systems Administrator Michael Ballinger at (209) 896-6887.

- Public comments may be submitted in advance via email to nfiez@oakdaleirrigation.com no later than 4:30 p.m. on the day before the meeting.
- If you wish to make public comments during the live teleconference, you may alert the Board President at the time public comments are called for. Pursuant to Government Code section 54954.3(b)(1), Public Comment, public comment on an Agenda Item is limited to five (5) minutes.

cc: **Director Tom Orvis**
Director Ed Tobias

Agenda Items

1. Public Comment
2. Discussion:
 - Record Retention Policy Update
3. Adjourn

**OAKDALE IRRIGATION DISTRICT
RESOLUTION NO. 2022-NIL**

**A RESOLUTION ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING
DESTRUCTION OF CERTAIN AGENCY RECORDS
AND RESCINDING RESOLUTION 2018-12**

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 Oakdale Irrigation District; 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 provides that Agency records which have served their purpose, which are not expressly required by law to be filed and persevered, and which will not adversely affect any interest of the Agency or public may be destroyed; and

WHEREAS, the Agency 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;

WHEREAS, the Agency previously adopted Resolution 2018-12

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE OAKDALE IRRIGATION DISTRICT DOES RESOLVE AS FOLLOWS:

Section 1. Resolution 2018-12 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 Exhibit A will not adversely affect any interest of the Agency or the public.

Section 3. The records of the Oakdale Irrigation District, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, 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 in accordance with Agency policies and procedures, and with the approval of the Department Head and General Manager.

Section 4. With the consent of the Department Head and General Manager, 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 Oakdale Irrigation District on July 19, 2022, by the following vote:

AYES: Board Members-

NOES: Board Members-

ABSTAIN: Board Members-

ABSENT: Board Members-

I HEREBY CERTIFY that the foregoing Resolution No. xx was duly and regularly adopted at a special meeting of the Board of Directors of the Oakdale Irrigation District on July 19, 2022.

Thomas D. Orvis, President
Board of Directors

Attest

Scot A. Moody
General Manager/Secretary

RECORDS RETENTION SCHEDULE: ADMINISTRATION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
ADMINISTRATION								
Admin.	ADM-001	Accident / Incident / Damage Reports (that don't result in a claim)	2 years		Mag, Ppr			Department preference; GC §60201
Admin.	ADM-002	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		Mag, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§60201, 54960.1(c)(1)
Admin.	ADM-003	Agenda Packets - District Board of Directors, Subcommittees of the Board (Includes Agenda Staff Reports, etc.)	P	Yes: Before Meeting Date	Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201
Admin.	ADM-004	District Formation, Redistricting, Rules and Regulations, Corporate Records	P		Mag, OD, Ppr	S / M / I	No	Part of the Agenda Packet, which is maintained permanently; GC §60201
Admin.	ADM-005	Educational PowerPoint Presentations, Programs and Other Presentations	When No Longer Required		Mag, Ppr			GC §60201
Admin.	ADM-006	Historical Records (Board of Directors Related or District-wide Historical Records / Chronological History of Board Members)	P		Mag, OD, Ppr	S	Yes: After QC & OD	General Manager determines Historical Significance; GC §60201
Admin.	ADM-007	Legislation / Lobbying: Letters Supporting or Opposing, Comment Letters	Minimum 2 years		Mag, Ppr			Department preference; GC §60201
Admin.	ADM-008	Newsletters	2 years		Mag, Ppr			Department preference; GC §60201
Admin.	ADM-009	Newspaper Clippings - HISTORICALLY SIGNIFICANT	P		Mag, Ppr			Department preference; Non-records
Admin.	ADM-010	Newspaper Clippings - NOT Historically Significant	When No Longer Required		Mag, Ppr			Non-records

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<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Admin.	ADM-011	Photos & Videos (Event-related)	When No Longer Required		Mag, Ppr			Drafts; final photos may become part of a final document; GC §60201
Admin.	ADM-012	Press Releases and Statements	2 years		Mag, Ppr			Department preference; GC §60201
Admin.	ADM-013	Projects & Issues (Issues and/or projects will vary over time)	When No Longer Required		Mag, Ppr			GC §60201
Admin.	ADM-014	Public Records Requests	2 years		Mag, Ppr			GC §60201
Admin.	ADM-015	Special Projects / Subject Files / Issue Files / Fact Sheets	Minimum 2 years		Mag, Ppr			Department Preference; GC §60201 et seq.
DISTRICT SECRETARY								
District Secretary	ADM-016	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Notices, Postings, Precinct Workers, County Election Services, etc.)	4 years		Mag, Ppr			Used for a model for the next election, GC §60201
District Secretary	ADM-017	Elections - Petitions (Initiative, Recall or Referendum)	Results + 8 months, or Final Examination if No Election + 1 year after petition examination if petition is insufficient		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
District Secretary	ADM-018	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	Yes: After 2 years	District maintains original statements; GC §81009(e)(g)

RECORDS RETENTION SCHEDULE: ADMINISTRATION

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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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
District Secretary	ADM-019	FPPC 700 Series Forms (Statement of Economic Interests): Filed pursuant to Government Code 87200 PUBLIC OFFICIALS who manage Public Investments (elected & not elected. Includes District Board Members, General Manager, Assistant General Manager, Treasury Manager, Treasurer & Assistant Treasurer)	7 years		OD, Ppr	S	Yes: After 2 years	Department preference; District maintains copies only are required for 4 years, GC §81009(f)(g)
District Secretary	ADM-020	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr			Must post on website; GC §81009(e)
District Secretary	ADM-021	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		Mag, Ppr			Must post on website for 4 years; GC §81009(e)
District Secretary	ADM-022	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr			GC §81009(e); FPPC Regulation 18734(c)
District Secretary	ADM-023	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)
District Secretary	ADM-024	Minutes: District Board of Directors and Subcommittees of the Board	P	Yes (all)	Mag, OD, Ppr	S	No	GC §60201(d)(3)
District Secretary	ADM-025	Ordinances	P	Yes (all)	Mag, OD, Ppr	S	No	GC §60201 et. seq.
District Secretary	ADM-026	Recordings (Audio & Video) District Board meetings	1 year		Tape (Mag), OD			Department Preference; legally required for 30 days (or adoption of the minutes); GC §54953.5(b)
District Secretary	ADM-027	Resolutions	P	Yes (all)	Mag, OD, Ppr	S	No	GC §60201 et. seq.

RECORDS RETENTION SCHEDULE: CONSTRUCTION & MAINTENANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CONSTRUCTION & MAINTENANCE								
Construction & Maint.	C&M-001	Construction Management Project Management: Project Administration, Complaints (project-related), Field Inspection Reports / Inspection Diaries, Inspections, Photos, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, OD, Ppr	S	Yes: After QC & OD	Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703
Construction & Maint.	C&M-002	Gate Inspections	P		Mag, Ppr			Department preference; GC §60201
Construction & Maint.	C&M-003	Permits - Restrictive Material Permit, etc.	Superseded + 2 years		Mag, Ppr			Department preference; GC §60201
Construction & Maint.	C&M-004	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §60201
Construction & Maint.	C&M-005	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §60201
Construction & Maint.	C&M-006	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			District Preference: CCP §§340 et seq., 342, GC §§945.6, GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
DISTRICT-WIDE (Used by All Departments)								
Lead Dept.	DW-001	Agreements & Contracts: ADMINISTRATIVE FILES (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Logs, RFP, etc.)	Completion + 10 years	Yes: Before Completion	Mag, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §60201
Lead Dept.	DW-002	Agreements & Contracts: ADMINISTRATIVE FILES (with Grant Funding) (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Copies of Invoices, Logs, RFP, etc.)	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq.; 2 CFR 200.334; 7 CFR 3016.42; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §§60201, 8546.7
Lead Dept.	DW-003	Committees Internal - Attended by employees: All Records (Agendas, Notes, Minutes) <i>Excludes CEQA related - see other schedules.</i>	When No Longer Required		Mag, Ppr			Content not substantive, no minimum retention required in law; GC §60201
	DW-004	Committees, Boards, Commissions: External Organizations (Other Agencies)	When No Longer Required		Mag, Ppr			Non-records

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Lead Division	DW-005	Confined Space Entries	2 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §60200
	DW-006	Copies or duplicates of any record	Copies - When No Longer Required		Mag Ppr			GC §60200
Dept. that Authors Document or Receives the District's Original Document	DW-007	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) (e.g. Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.)	2 years		Mag, Ppr			GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

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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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the District's Original Document	DW-008	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda not retained in the ordinary course of business Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail or social media posting, invitations, instant messaging, logs, mailing lists, meeting room registrations, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	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 District Counsel to determine if a record is considered transitory / preliminary draft. GC §§60201, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	DW-009	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the Attorney to determine if a record is considered a draft. GC §§60201, 6252, 6254(a)
Human Resources	DW-010	Personnel Files (Department-level copies)	Send to Human Resources Upon Separation or Transfer		Mag, Ppr			Copies - ensure compliance with policies and procedures; GC §60200 et seq.

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<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Lead Dept.	DW-011	Personnel Supervisor's Files	Shred Upon Separation or Transfer of Employee		Mag, Ppr			Preliminary drafts; Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §60201 et seq.
Lead Dept.	DW-012	Presentations / PowerPoint Slides	When No Longer Required		Mag, Ppr			Department Preference; GC §60201 et seq.
Lead Dept.	DW-013	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by YOUR Department	Minimum Superseded + 2 years		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §60201
	DW-014	Reference Materials: Policies, Procedures, Brochures, Manuals, Flyers, Newsletters, etc: Produced by OUTSIDE ORGANIZATIONS (AWWA, Chamber of Commerce, etc.)	When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	DW-015	Reports and Studies (Historically significant - authored by the District)	P		Mag, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §60201
Lead Dept.	DW-016	Reports and Studies (other than Historically significant reports - authored by the District)	10 years		Mag, Ppr			Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §60201
Lead Dept.	DW-017	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Ppr			Department Preference; GC §60201 et seq.

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Lead Dept.	DW-018	Training - ALL COURSE RECORDS (Attendance Rosters / Sign-in Sheets, Outlines and Materials; includes Ethics, Harassment Prevention & Safety Training, Tailgates)	7 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 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 1602.31; LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b)

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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ENGINEERING								
Engineering	ENG-001	APN File: Proof of Land Ownership (Deeds of Current Owner), Correspondence, Easements, Encroachments, Facilities, Incident Reports, Plans, etc,	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Engineering	ENG-002	Correspondence and Staff Notes regarding Environmental Determinations (Where Field Engineering is the Lead): Environmental Impact Reports (EIRs), Negative Declarations, Notice of Exemption (NOE), Categorical Exemptions, etc.) / CEQA / NEPA	Minimum 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 District'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
Engineering	ENG-003	Development - Comment Letters / "No Comment"	P		Mag, Ppr			Department preference; GC §60201
Engineering	ENG-004	Development - Comment Letters / Conditions for Development (In response to a Planning Application from an outside agency)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Engineering	ENG-005	Engineering Project Files / ENGINEERING CIP (Capital Improvement Project) Files - Administration File: Project Administration, Advertising, Labor Compliance, Meeting Minutes, Notice of Award / Notice to Proceed, Pre-construction meetings, Performance Bonds/Surety, Preliminary Notices, Punch lists, Real Estate Appraisals, RFIs / Q&A, Stop Work Notices, Temporary Permits, etc.	Minimum Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, OD, Ppr	S	Yes: After QC & OD	Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703

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Engineering	ENG-006	Engineering Project Files / ENGINEERING CIP (Capital Improvement Project) Files Permanent File - Large Format Drawings Design Drawings (finals), Record Drawings ("As Built") includes Water Speed Modifications	P	Yes	Mag, OD, Ppr	S	Based Upon Disaster Response Value	For Disaster Recovery Purposes; GC §60201 et seq.
Engineering	ENG-007	Engineering Project Files / ENGINEERING CIP (Capital Improvement Project) Files - Permanent File: Specifications, Addenda, Bid or Proposal (accepted), CEQA / Environmental Documents, Cost of Construction / Engineers Estimates, Notice of Completion / Close-Out / Acceptance, Deeds, Drillers Logs, Easements, Materials Testing Reports, Permanent Encroachment Permits, Regulatory Agency Approvals, Right of Way, Shop Drawings, Soils Reports, Structural Calculations, Surveys, Photographs (underground), Project Calculations, Rights-of-Ways, Submittals, Materials Submittals, SAMPs, SWPPP, Technical Memos, Variances, etc.	P	Yes: Until Completed	Mag, OD, Ppr	S	No	For disaster preparedness purposes; GC §60201 et seq.
Engineering	ENG-008	Engineering Studies and Reports / Corrosion Studies and Reports / Odor Studies, etc.	P		Mag, OD, Ppr	S / I	No	District Preference; GC §60201
Engineering	ENG-009	Facilities Folders: Reservoir or Tank Drain, Inspection and Maintenance	Minimum Life of Reservoir or Tank		Mag			Department preference; GC §60201
Engineering	ENG-010	Groundwater Studies & Reports	P	Yes	Mag, OD, Ppr	S / I	No	Department Preference; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Engineering	ENG-011	Irrigated Lands Regulatory Reports	Minimum 3 years		Mag, Ppr			Department preference (consistent with NPDES regulations, even though the District does not have an NPDES permit); GC § 60201
Engineering	ENG-012	Long-Term Planning, Master Plans, Water Infrastructure Plans, Reports, Studies, etc.	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§26202, 60201
Engineering	ENG-013	Models, Calculations, Projections	Minimum When No Longer Required		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-014	Monitoring Well Logs (Includes destroyed or abandoned wells)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Engineering	ENG-015	Permits - NPDES Discharge Permit, etc.	Minimum Superseded + 5 years		Mag, Ppr			Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Engineering	ENG-016	Project Studies, Plans, Reports, Feasibility Studies	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-017	Property Acquisitions / Property Dispositions / Deeds, Easements, Right-of-Ways	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Engineering	ENG-018	State Reports - Water (State Water Resources Control Board, etc.)	Minimum 5 years		Mag, Ppr	S / I		Department Preference; GC §60201
Engineering	ENG-019	Water Quality Monitoring Plan	Minimum Superseded + 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
FINANCE - CONTRACTING								
Finance / Contracting	FIN-001	<p>Agreements & Contracts - INFRASTRUCTURE, Architectural, Construction, Engineering, etc.</p> <p>Agreement or Contract, Amendments, Scope of Work, RFP, Bid or Proposal (accepted), Change Orders, Fee & Deposit Reimbursements, Liens, Lien Releases</p> <p>Examples of Infrastructure: Architects, Pipelines, Buildings, Tanks, Wells, etc.</p>	P	Yes: Before Completion	Mag, OD, Ppr	S / I	Yes: After QC	Department Preference; All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §60201 et seq.
Finance / Contracting	FIN-002	<p>Agreements & Contracts - MOUs (Memorandum of Understanding)</p>	P	Yes: Before Completion	Mag, OD, Ppr	S / I	Yes: After QC	Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §60201 et seq.
Finance / Contracting	FIN-003	<p>Agreements & Contracts - NON INFRASTRUCTURE - Equipment Purchases, Consulting Services, Leases, Vehicle Purchases, etc.</p> <p>Agreement or Contract, Amendments, Scope of Work, RFP, Bid or Proposal (accepted), Change Orders, Fee & Deposit Reimbursements, Liens, Lien Releases</p> <p>Examples of Non-Infrastructure: Consultants, Painting, Maintenance, Franchise Agreements, etc.</p>	Completion + 10 years	Yes: Before Completion	Mag, OD, Ppr	S / I	Yes: After QC	Department Preference; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §§336(a), 337 et. seq., GC §60201 et seq.
FINANCE - GENERAL ACCOUNTING								
Finance / Accounting	FIN-004	Financial System Database (Springbrook)	Indefinite		Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7

RECORDS RETENTION SCHEDULE: FINANCE

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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>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Finance / Accounting	FIN-005	1099's, 1096's, Including 1099's for rebates	7 years		Mag, 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; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12); 29 USC 436
Finance / Accounting	FIN-006	Accounts Payable or Payroll Checks (cashd - maintained by the Bank)	7 years		Mag, 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
Finance / Accounting	FIN-007	Accounts Payable Source Records (includes Invoices, Credit Cards, Travel Expense Reimbursements, etc.)	Minimum 7 years	Yes: Until Paid	Mag, 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; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Accounting	FIN-008	Accounts Receivable Source Records including Adjustments, Billings, Cash Receipts Damage to District Property, Leases, etc. See Customer Service for Utility Billing	7 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Accounting	FIN-009	Audit Work Papers (Finals)	7 years		Mag, Ppr			Department Preference; GC §60201
Finance / Accounting	FIN-010	Audited Financial Statements / ACFR - Annual Comprehensive Financial Reports with Audit Management Letters / Audit Reports	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for historical purposes; GC §60201 et seq.
Finance / Accounting	FIN-011	Audits - Operational (Internal Audits)	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Finance / Accounting	FIN-012	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, 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
Finance / Accounting	FIN-013	Bonds / Debt / Transcripts / Disclosure Reports / Lines of Credit / Promissory Notes / Commercial Paper / Certificates of Participation for CFDs	Fully Deceased or Matured + 10 years	Yes: Until Maturity	Mag, 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 §§43900 et seq., 60201
Finance / Accounting	FIN-014	Budget Adjustments	7 years		Mag, Ppr			Department preference; GC §60200
Finance / Accounting	FIN-015	Budgets: Adopted	P	Yes: Current Fiscal Year	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60200
Finance / Accounting	FIN-016	Budgets: Development, Drafts, etc.	When No Longer Required		Mag, Ppr			Drafts; GC §60200
Finance / Accounting	FIN-017	Collection Agency Assignments / Write Offs	7 years		Mag, Ppr			Department Preference (negative information remains on credit reports for 7 years); GC §60201 et seq.
Finance / Accounting	FIN-018	Developer Deposit Retention	Close + 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §60201
Finance / Accounting	FIN-019	Financial Reports from Financial Database: General Ledger, Ledgers, Journal Reports, Reconciliation Reports, Registers, Trial Balance	When No Longer Required		Mag, Ppr			Draft / Preliminary documents (financial database is the original); GC §60201
Finance / Accounting	FIN-020	Fixed Asset Records-Depreciation Schedule	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

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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>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Finance / Accounting	FIN-021	Fixed Asset Retirements - Auction / Disposal / Sales / Surplused	7 years		Mag, Ppr			Department preference; GC §60201, CCP §337
Finance / Accounting	FIN-022	Inventory - Small Tools & Equipment / Stores Inventory	7 years		Mag, Ppr			Department Preference; GC §60200
Finance / Accounting	FIN-023	Investments / LAIF (Including Arbitrage)	7 years		Mag, Ppr			Department Preference; GC §60201
Finance / Accounting	FIN-024	Journal Entries / Journal Vouchers (includes authorizations and backup)	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Accounting	FIN-025	Petty Cash Reconciliation	7 years		Mag, Ppr			District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201
Finance / Accounting	FIN-026	Purchase Orders (attached to Invoices)	7 years		Mag, Ppr			District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201
Finance / Accounting	FIN-027	Rate Studies (Internally-produced)	10 years		Mag, Ppr			Department preference; GC §60201
Finance / Accounting	FIN-028	Returned Payments (NSF, etc.)	7 years	Yes: Until Paid	Mag, OD, Ppr	S/I	Yes: After QC & OD	Meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; GC §60201
Finance / Accounting	FIN-029	State Controller's Report / Special Districts Financial Transactions Report	7 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Accounting	FIN-030	Tax Returns (Fuel, Sales Tax)	7 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201
Finance / Accounting	FIN-031	Vehicle Titles ("Pink Slips")	Upon Sale		Ppr			Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

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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>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Finance / Accounting	FIN-032	W-9s	Vendor Inactive + 3 years		Mag, OD, Ppr	S	Yes: After QC & OD	Meets IRS auditing standards; GC §60201
Clerk of the Board	FIN-033	Warrant Registers / Check Registers (Including Payables and Receiving Transaction Journals)	Copies - When No Longer Required		Mag, Ppr			Copies (maintained with Agenda Packets); GC §60200
FINANCE - CUSTOMER ACCOUNTING								
Finance / Customer Accounting	FIN-034	Customer Information System / Irrigation Billing Database / Domestic Billing	Indefinite		Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Finance / Customer Accounting	FIN-035	Adjustments to Customer accounts	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Engineering	FIN-036	APN File: Proof of Land Ownership - Deeds / Easements of Current Owner	P		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; GC §60201
Finance / Customer Accounting	FIN-037	Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Finance / Customer Accounting	FIN-038	Applications for Service / New Connections - Agricultural and Domestic Accounts	Close of Account + 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; GC §60201
Finance / Customer Accounting	FIN-039	Bankruptcies - All, whether or not a Claim / Lien is filed	10 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; liens for unpaid water bills are good for 10 years, unless extended; GC §60201, R&T §3105; WTR §§36729, 37212
Finance / Customer Accounting	FIN-040	Billing / Utility Billing - Documentation for Adjustments, Billings, Cash, Closed Accounts, Collections, Credit Memos, Deposits, Payments, Rebates	7 years	Yes: Until Paid	Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

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<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Finance / Customer Accounting	FIN-041	Billing Reports / Ledgers / Registers	When No Longer Required		Mag, OD, Ppr	S / I	Yes: After QC & OD	Draft / Preliminary documents (financial database is the original); GC §60201
Finance / Customer Accounting	FIN-042	Collection Agency Assignments / NSF Checks / Write Offs	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (negative information remains on credit reports for 7 years); GC §60201 et seq.
Finance / Customer Accounting	FIN-043	Customer Correspondence (letters from and to customers)	2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Finance / Customer Accounting	FIN-044	Daily Deposit Checks (We scan for the Bank)	Follow Bank Instructions		Mag, OD, Ppr	S / I	Yes: After QC & OD	These are the bank's financial instruments (not District records).
Finance / Customer Accounting	FIN-045	Liens / Certificate of Lien / Releases	Fully Paid or Forgiven + 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; liens for unpaid water bills are good for 10 years, unless extended; GC §60201, R&T §3105; WTR §§36729, 37212
Finance / Customer Accounting	FIN-046	Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation	2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Documented in the Customer Record in database GC §60201; H&S §116908
Finance / Customer Accounting	FIN-047	Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan + 2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116910
Finance / Customer Accounting	FIN-048	Payment Stubs (mailed) / Remittance Advice Utility Receipts (when payment is made at the counter)	When No Longer Required		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Finance / Customer Accounting	FIN-049	Policy on Discontinuation of Residential Accounting for Nonpayment	When Superseded; Minimum 2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

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<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Finance / Customer Accounting	FIN-050	Prop. 218 Fees & Charges: Ballots and/or protest letters , Master Mailing List, Undeliverable Mail	Final Action + 2 years		Ppr			GC §53753(e)(2); GC §60201
Finance / Customer Accounting	FIN-051	Report of Annual Discontinuations of Residential Accounts	Minimum 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §60201
Finance / Customer Accounting	FIN-052	Reports - Customer Service Aging Reports, etc.	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Draft / Preliminary documents (financial database is the original); GC §60201
Finance / Customer Accounting	FIN-053	Shut-off Notices, Undeliverable Mail	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Preliminary drafts; GC §60201
Finance / Customer Accounting	FIN-054	Temporary Construction Meters – M&I (Municipal & Industrial) Purposes, Solar, etc.	Completion + 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	GC §60201
FINANCE - DISTRICT TREASURER								
Finance / District Treasurer	FIN-055	Records Destruction Authorization Forms / Certificates of Records Destruction / Authorization to Destroy Paper to Rely on the Image as the Original	P		Mag, OD, Ppr	S	Yes: After QC & OD	GC §60201 et. seq.
Finance / District Treasurer	FIN-056	Records Retention Schedules - Authorization for Amendments to Retention Schedules	P		Mag, OD, Ppr	S	Yes: After QC & OD	GC §60201 et. seq.
Finance / District Treasurer	FIN-057	Secretary of State Statement of Facts / Registry of Public Agencies (Required of all Public Agencies whenever the Chair changes)	1 year		Mag, Ppr			GC §60201
FINANCE - PAYROLL								

RECORDS RETENTION SCHEDULE: FINANCE

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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>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Finance / Payroll	FIN-058	DE-6, 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; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201
Finance / Payroll	FIN-059	Deferred Compensation Quarterly Reports	7 years		Mag, Ppr			Department preference; GC §60201
Human Resources	FIN-060	Employee Payroll File / Deductions	Copies - When No Longer Required		Mag, Ppr			Originals are retained in the Human Resource file GC §60200
Finance / Payroll	FIN-061	Garnishments, Child Support, Court Orders regarding Employee Wages	Completion or Separation of Employee + 7 years		Mag, Ppr			Department preference; GC §60201 et seq.
Finance / Payroll	FIN-062	Local Government Compensation Report	7 years		Mag, Ppr			District Preference; GC §60201
Finance / Payroll	FIN-063	Payroll Checks (copies)	7 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	GC §60201(d)(12)
Finance / Payroll	FIN-064	Payroll Reports (Check Register, Check Proof, Deductions, Tax Reports)	7 years		Mag, Ppr			Drafts / Preliminary documents (the database is the original); GC §60201
Finance / Payroll	FIN-065	Timesheets	7 years		Mag, Ppr			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.
Finance / Payroll	FIN-066	W-2's	7 years		Mag, 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)

RECORDS RETENTION SCHEDULE: FINANCE

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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>								
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Finance / Payroll	FIN-067	W-4's	Superseded or Separation + 4 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31.6001-1 GC §60201
FINANCE - RISK MANAGEMENT								
Finance / Risk Management	FIN-068	Claims Against the District / Liability Claims	Resolution + 5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §§ 911.2, 60201
Finance / Risk Management	FIN-069	Litigation / Lawsuits	Resolution + 5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §§ 911.2, 60201
Finance / Risk Management	FIN-070	Subpoenas or Summons	1 year		Mag, Ppr			Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
HUMAN RESOURCES								
Human Resources	HR-001	Affirmative Action Complaints / Harassment Claims - Department of Fair Employment & Housing (DFEH) or Equal Opportunity Commission (EEOC)	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; GC §§12946, 12960, 60201
Human Resources	HR-002	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, OD, Ppr	S	Yes: After QC & OD	Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; 11 CCR 560; 28 CCR 1300.85.1; GC §60201
Human Resources	HR-003	CalPERS Actuarial Reports	10 years		Mag, Ppr			Department preference; GC §60201
Human Resources	HR-004	COVID-19 Notifications to Employees	3 years		Mag, Ppr			LC §6409.6(k), GC §60201
Human Resources	HR-005	DMV Pull Notices	When Superseded or Separation + 1 year		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
Human Resources	HR-006	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.
Human Resources	HR-007	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(7)(C), GC §§12946, 12960, 60201
Lead Dept.	HR-008	Employee Training Database (TargetSolutions / Vector Solutions)	Indefinite		Mag, Ppr			Department preference (data is inter-related); GC §60201 et seq.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-009	Ethics Training Certificates for Board Members	5 years		Mag, Ppr			GC §§53235.2(b), 53237.2(b)
Human Resources	HR-010	Grievances	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(7)(C), GC §§12946,12960, 60201
Human Resources	HR-011	Human Resources Database (Springbrook)	Indefinite		Mag, Ppr			Department preference (data is inter-related); GC §60201 et seq.
Human Resources	HR-012	I-9s	Separation + 6 years	Yes: Until Separation	Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; 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)(1); GC §§12946,12960, 60201
Human Resources	HR-013	Job Classification and Compensation Studies / Surveys	When No Longer Required		Mag, Ppr			Department Preference; GC §60201
Human Resources	HR-014	Job Descriptions / Classifications	Superseded + 3 years		Mag, Ppr			Department Preference; GC §60201
Human Resources	HR-015	Labor Relations / Negotiations (Notes)	10 years		Mag, Ppr			Department preference; GC §60201
Human Resources	HR-016	Legal Opinions (Employment Related)	10 years		Mag, Ppr			Department preference; GC §§12946,12960, 60201
Human Resources	HR-017	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.; LC §6429c

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-018	Personnel Files - General File / Training / DOT Driver Background / DMV (Includes Application, 1095 & 1094 forms, Awards, Backgrounds, Disciplinary Actions, Certifications, documentation of internal and external training certification and designations, Commendations, Ethics & Harassment Prevention Training Certificates, Evaluations, Licenses, Personnel Action Forms, Policy acknowledgements, Disaster Service Workers Oaths, etc. - Excludes Medical Records)	Separation + 7 years	Yes: Until Separation	Mag, OD, Ppr	S	Yes: After QC & OD	Department Preference to correspond with Payroll files; 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)(1); GC §§12946,12960, 60201; 29 USC 1113; GC §3105; GC §§53235.2(b), 53237.2(b)
Human Resources	HR-019	Personnel Files - Medical File (Includes pre-employment physicals, Hearing tests, Pulmonary tests, Respirator Fit Tests, Class B medicals, Backgrounds, Leaves of Absence, etc.)	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer	Yes: Until Separation	Mag, OD, Ppr	S	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), 29 USC 1113; GC §§12946,12960, 60201
Human Resources	HR-020	Personnel Rules & Regulations, including employee handbook	Superseded + 3 years		Mag, Ppr			Department Preference; 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)(1); GC §§12946,12960, 60201
Human Resources	HR-021	Recruitment Files: Applications for Employment or Resumes: Solicited: Brochure, advertisement, unsuccessful applications (with or without interviews), selection materials, interview notes, results, etc.	4 years		Mag, Ppr			State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; ; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c) GC §§12946,12960, 60201
Human Resources	HR-022	Unemployment Claims (Payroll Files)	Separation + 7 years		Mag, Ppr			Department preference; GC §§12946,12960, 60201

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-023	Verification of Employment	When No Longer Required		Mag, Ppr			Department Preference; GC §60201
Human Resources	HR-024	Workers Compensation Files ALL (includes any exposure records)	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer		Mag, 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.

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
INFORMATION TECHNOLOGY								
Information Technology	IT-001	Backups / Computer Backups / Disaster Recovery 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.
Information Technology	IT-002	Geographic Information System (GIS) / Asset Management System (ESRI & Cityworks)	Indefinite	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Information Technology	IT-003	Network Configuration Maps & Plans	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §60201 et seq.
Information Technology	IT-004	Software Licenses, Warrantees, Installation Media	When No Longer Required		Mag.			Department preference; GC §60201 et seq.
Information Technology	IT-005	Unalterable Media / WORM / DVD-r / CD-r / Blue Ray-R 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); GC 60200, 12168.7, EVC 1550, 2 CCR 22620 et seq..
Information Technology	IT-006	Videos / Security Videos - Public Areas / Operations	When No Longer Required		Mag, Ppr			Department preference; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: PESTICIDE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
PESTICIDE								
Pesticide	PEST-001	Bill of Lading	5 years		Mag, OD, Ppr	S	Yes - After QC & OD	Department preference; 49 CFR 375.505(d); GC §60201
Pesticide	PEST-002	Notice of Intent to Apply Pesticide or Herbicide	2 years		Mag, Ppr			Department preference; GC § 60201
Pesticide	PEST-003	Pesticide Annual Report	2 years		Mag, Ppr			Department preference; GC § 60201
Pesticide	PEST-004	Pesticide Daily Logs	2 years		Mag, Ppr			Department preference; GC § 60201
Pesticide	PEST-005	Pesticide or Herbicide Applications / Use / Testing	2 years		Mag, Ppr			Department Preference (agricultural pesticide records are required for 2 years); 3 CCR 6623GC §60201

RECORDS RETENTION SCHEDULE: SAFETY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
SAFETY								
Safety	SAF-001	Confined Space Entries / Hot Work Permits / Lockout-Blockout / Lockout-Tagout / Energy Control Procedures (ECP) / Electrical Plans / Excavation, Trenching, Shoring, Excavation Safety Plans, etc.	2 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §60201
Safety	SAF-002	Emergency Action Plans & Audits - CalARP (California Accidental Release Prevention) / Emergency Response Plan / Hazardous Material Business Plans / Hazard Mitigation Plan / Risk Management Program (RMPs) / Risk & Resiliency Assessment / Process Safety Managements (PSMs) - Facilities with chemicals (Chlorine, ammonia, etc.)	Superseded + 3 years		Mag, Ppr			Department Preference (CalARP training and audits should be done every 3 years); GC §60201
Safety	SAF-003	Emergency Exercises / Drills / After Action Reports - CalARP (California Accidental Release Prevention)	3 years		Mag, Ppr			Department Preference (CalARP training and audits should be done every 3 years); GC §60201
Safety	SAF-004	Emergency Exercises / Drills / After Action Reports - Other Than CalARP	1 year		Mag, Ppr			Department Preference; GC §60201
Human Resources	SAF-005	Employee Certifications - Pulmonary Function Tests, Respiratory Fit Tests, Medical Clearances	Transfer to Human Resources		Mag, Ppr			HR includes with the employee medical file; GC §60201 et seq.
Human Resources	SAF-006	Employee Exposure Records (asbestos, silica, etc.)	Transfer to Human Resources		Mag, OD, Ppr	S	Yes: After QC & OD	HR includes with the employee medical file; GC §60201 et seq.
Lead Dept.	SAF-007	Employee Training Database (Target, ACWA JPIA)	Indefinite		Mag, Ppr			Department preference (data is inter-related); GC §60201 et seq.
Safety	SAF-008	Noise Exposure Measurements: Areas / Facilities / Equipment (jackhammers, etc)	P		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference (only 2 years is required); 8 CCR 5100(d)(1); GC §60201 et seq.
Safety	SAF-009	OSHA Inspections & Citations, Forms, loss analysis reports, safety reports, actuarial studies	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.; LC §6429c
Safety	SAF-010	Safety Committee / Safety Steering Committee	5 years		Mag, Ppr			Department preference; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: SAFETY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Safety	SAF-011	Safety Data Sheets (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years	Yes: After 3 months	Mag, OD, Ppr	S	Yes: After QC & OD	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; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(ii)(B); GC §60201 et seq.
Safety	SAF-012	Safety Investigations	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.; LC §6429c
Safety	SAF-013	Site Inspection Forms / Self Inspections / Job Site Inspections / Facility Inspections	5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.
Safety	SAF-014	Underground Service Alerts (USAs) Dig Alerts	5 years		Mag, Ppr			Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(d) & 4216.3(d), 60201

RECORDS RETENTION SCHEDULE: WAREHOUSE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
WAREHOUSE								
Warehouse	WHSE-001	Equipment Daily Calibration and Testing (Gas Detectors, etc.)	1 year	Yes	Mag, Ppr			Department Preference; GC §60201 et. seq.
Warehouse	WHSE-002	Inventory Database Software Module	Indefinite	Yes	Mag, Ppr			Department Preference; GC §60201 et. seq.
Warehouse	WHSE-003	Inventory Physical Count Sheets	2 years	Yes	Mag, Ppr			Department Preference; GC §60201 et. seq.
Warehouse	WHSE-004	Operations & Maintenance Manuals (O&M Manuals) for Equipment, Pumps, etc.	Life of Facility or Equipment	Yes	Mag, Ppr			Department Preference; GC §60201 et. seq.
Warehouse	WHSE-005	Sign-in and Sign-out Sheets / Check-in, Check out	1 year	Yes	Mag, Ppr			Department Preference; GC §60201 et. seq.

RECORDS RETENTION SCHEDULE: WATER OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
AGRICULTURAL WATER								
Water Ops / Agricultural Water	OPS-001	Diversion Reports	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Water Ops / Agricultural Water	OPS-002	Rotation Sheets, Delivery Records Prior to STORM Software	2 years		Mag, Ppr			Department preference; GC §60201
Water Ops / Lead Division	OPS-003	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §60201
Water Ops / Lead Division	OPS-004	Standard Operating Procedures / SOPs	Superseded + 5 years		Mag, OD, Ppr	S / I	No	Department preference; GC §60201
Water Ops / Agricultural Water	OPS-005	STORM Software (includes Agriculture Rotation Sheets, Delivery Records)	Indefinite		Mag			Data is interrelated; GC §60201
WATER UTILITIES / DOMESTIC WATER								
Water Utilities / Domestic Water	OPS-006	Backflow Test Results / Backflow Assembly Test Reports / Cross Connection Testing	3 years		Mag, Ppr			Department preference; 17 CCR 7605(f); GC §60201
Water Utilities / Domestic Water	OPS-007	Chains of Custody / Water Sampling - NPDES / Pesticide Testing / Stormwater Quality	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; NPDES Monitoring records are required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §60201
Water Utilities / Domestic Water	OPS-008	Chains of Custody / Water Sampling (Potable Water): Bacteriological & Organics, Turbidity, Phyto Plankton	12 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference (5 years is required); 40 CFR 141.33(a); 22 CCR §64470

RECORDS RETENTION SCHEDULE: WATER OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Water Utilities / Domestic Water	OPS-009	Chains of Custody / Water Sampling (Potable Water): Chemical, Disinfection By-Products, Trihalomethanes	12 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference (10 years is required); 40 CFR 141.33(a); 22 CCR §64470
Water Utilities / Domestic Water	OPS-010	Chains of Custody / Water Sampling (Potable Water): Lead & Copper	12 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Lead and Copper are required for 12 years or 2 compliance cycles (some compliance cycles are nine years); 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Water Utilities / Domestic Water	OPS-011	Corrective Actions - Potable Water (As a Result of a Violation) Including Copies of Tier 1, Tier 2, and Tier 3 Public Notices for Domestic Public Water System)	Close + 5 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(b)(2); 22 CCR 64470(b)(2)
Water Utilities / Domestic Water	OPS-012	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water)	5 years		Mag, Ppr			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 66470(a); GC §60201
Water Utilities / Domestic Water	OPS-013	Generator Operation Logs / Run Logs / Run-Time Logs - Pumps, Distribution System	5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions, GC §60201
Water Utilities / Domestic Water	OPS-014	Sanitary Surveys - Inspections by Division of Drinking Water	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference (10 years is required); 22 CCR §64470; 40 CFR 141.33(c)
Water Ops / Lead Division	OPS-015	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §60201
Water Ops / Lead Division	OPS-016	Standard Operating Procedures / SOPs	Superseded + 5 years		Mag, OD, Ppr	S / I	No	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: WATER OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import 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, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Water Utilities / Domestic Water	OPS-017	Water Conservation Reports to SWRCB (Annual and 5-year update)	10 years		Mag, Ppr			Department preference; GC §60201
Water Utilities / Domestic Water	OPS-018	Water Meter Testing Records	Until Meter Abandoned or Removed		Mag, Ppr			Department preference; GC §60201
Water Utilities / Domestic Water	OPS-019	Water Production Reports (to SWRCB & DWR)	P		Mag, Ppr			Department Preference; Meets California Department of Health requirements (3 years); GC §60201
Water Utilities / Domestic Water	OPS-020	Well Depth to Water Levels	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Water Utilities / Domestic Water	OPS-021	Well History / Construction / Destruction / Abandonment, Drilling Logs, Draw Down Tests, etc.	P	Yes	Mag, OD, Ppr	S / I	No	Department Preference; GC §60201 et seq.



OAKDALE IRRIGATION DISTRICT

Miscellaneous Policies and Procedures

<i>Title</i> 3 – ADMINISTRATION	<i>Chapter</i> 1	<i>Section</i> 3.104 Records Retention and Destruction Policy
Adopted: February 6, 2018 Resolution 2018-12	Revised: 7/19/2022 Resolution 2022-XX	Page 1 of 1

PURPOSE

Records retention is the process of ensuring that organizations maintain and store their records in a safe and secure manner for the purposes of archival, data retrieval, reporting, record-keeping, and billing. Records retention has two main purposes: legal documentation and disaster recovery. To do this efficiently and thoroughly, a records management program must apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all District records, regardless of the media or form of the record.

SCOPE

This policy applies to all records of Oakdale Irrigation District (District).

POLICY

The District's Records Retention Schedules are a separate policy document adopted by the Board of Directors. It is regularly updated, and employees should ensure they are using the current version when applying the policy to records in their custody.

The attached retention schedules provide the guidance for the maintenance, retention, preservation and disposal of all District records.

All records scheduled to be destroyed will be listed on a Records Destruction Form with both the Department Manager and the General Manager approving the records for destruction. Once approved, the originals will be kept in accordance with the Records Retention Schedules by the District Treasurer. The District Treasurer is responsible for keeping the Records Retention Schedule updated with current requirements.

A separate procedure document has been created to provide guidance to staff on adhering to the Records Retention Schedules.



OAKDALE IRRIGATION DISTRICT

Miscellaneous Policies and Procedures

Title	Chapter	Section
3 – ADMINISTRATION	1	3.104 Records Retention and Destruction Policy
Adopted: February 6, 2018 <u>Resolution 2018-12</u>	Revised: <u>7/19/2022</u> <u>Resolution 2022-XX</u>	Page 1 of 6

PURPOSE

Records retention is the process of ensuring that organizations maintain and store their records in a safe and secure manner for the ~~One of the purposes~~ of archival, data retrieval, reporting, record-keeping, and billing. ~~for records management is to ensure that information is available when it is needed.~~ Records retention has two main purposes: legal documentation and disaster recovery. To do this efficiently and thoroughly, a records management program must apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all District records, regardless of the media of form of the record.

~~be identified, organized, maintained for the requisite number of years, and then documented when destroyed. Records management encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations, seeking to control and manage records through the entirety of their life cycle, from creation to final disposition.~~

SCOPE

~~This policy applies to all physical records in the course of the Oakdale Irrigation District's (District) operations, including both original documents and reproductions. The policy is to establish procedures for the efficient and economical management of the creation, utilization, maintenance, retention, preservation, and disposal of the District's records to reflect the requirements of the law. Government Code Section 60201 provides that district 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 district or public may be destroyed.~~

POLICY AND PROCEDURE

~~The District's Records Retention Schedules are a separate policy document adopted by the Board of Directors. It is regularly updated, and employees should ensure they are using the current version when applying the policy to records in their custody, and ~~Destruction Schedule is attached and the procedures outlined below:~~~~

The attached retention schedules provide the guidance for the maintenance, retention, preservation and disposal of all District records.



OAKDALE IRRIGATION DISTRICT

Miscellaneous Policies and Procedures

Title	Chapter	Section
3 – ADMINISTRATION	1	3.104 Records Retention and Destruction Policy

Adopted: February 6, 2018
Resolution 2018-12

Revised: 7/19/2022
Resolution 2022-XX

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All records scheduled to be destroyed will be listed on a Records Destruction Form with both the Department Manager and the General Manager approving the records for destruction. Once approved, the originals will be kept in accordance with the Records Retention Schedules by the District Treasurer.

A separate procedure document has been created to provide guidance to staff on adhering to the Records Retention Schedules.

Records Management Tasks

- ~~1. Schedule once a year, as determined by the Department Heads, a transfer of records to inactive storage.~~
- ~~2. Develop a sound retention schedule.~~
- ~~3. Designate one area of records storage.~~
- ~~4. Audit the transfer of records to make sure that records are moved.~~

Long Term Objectives

- ~~1. Improve information retrieval.~~
- ~~2. Destroy promptly those duplicate records and working papers that are no longer needed for administrative, legal, historical, or research purposes.~~
- ~~3. Protect records essential to continuity of government in case of disaster.~~

Elements of Control

- ~~1. Installation of records control procedures within each department.~~
- ~~2. The District's Treasurer or designated staff shall be responsible to coordinate the records control program of all offices.~~
- ~~3. Provision for the evaluation of records. An index to make immediate location of documents possible.~~

Retention and Destruction

~~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~~



OAKDALE IRRIGATION DISTRICT

Miscellaneous Policies and Procedures

Title	Chapter	Section
3 – ADMINISTRATION	1	3.104 Records Retention and Destruction Policy
Adopted: February 6, 2018 Resolution 2018-12	Revised: <u>7/19/2022</u> Resolution 2022-XX	Page 3 of 6

~~document, the original or a permanent photographic record of which is in the files of any officer or department of the district. Section 60201 of the Government Code of the State of California is amended effective January 1, 2005 to provide that district 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 district or public may be destroyed.~~

~~The following is a summary of the District's disposition of records. This information is also summarized in the attached Retention Schedule:~~

~~1. Accounting Records~~

~~All accounting records should be retained indefinitely in their original form until the District Treasurer gives authorization for destruction.~~

- ~~a. Any accounting record, except the journals, ledgers, and registers which are more than five years old may be authorized for destruction provided that:
 - ~~i. There is no continuing need for said record, i.e. long term transactions, special projects, pending litigations, etc. and;~~
 - ~~ii. There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;~~
 - ~~iii. Said unit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements.~~~~
- ~~b. Any accounting record created for a specific event or action may be destroyed upon authorization five (5) years after said event has terminated in all respects.~~
- ~~c. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five (5) years from the end of the fiscal period to which it applies.~~
- ~~d. The following may be destroyed at any time:
 - ~~i. Duplicates.~~~~



OAKDALE IRRIGATION DISTRICT

Miscellaneous Policies and Procedures

Title
3 – ADMINISTRATION

Chapter
1

Section
3.104 Records Retention and
Destruction Policy

Adopted: February 6, 2018
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- ii. ~~Rough drafts, notes or working papers.~~
- iii. ~~Cards, listings, nonpermanent indexes, other papers used for controlling work or transitory files.~~

2. Payroll

- a. ~~Any payroll record, except the payroll check registers and payroll reports (check proofs, deduction registers, and general ledger distribution) which are more than five years old may be authorized for destruction provided that:~~
 - i. ~~There is no continuing need for said record, i.e. long term transactions, special projects, pending litigations, etc. and;~~
 - ii. ~~There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;~~
 - iii. ~~Said unit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements.~~
- b. ~~Any accounting record created for a specific event or action may be destroyed upon authorization five (5) years after said event has terminated in all respects.~~
- c. ~~Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five (5) years from the end of the fiscal period to which it applies.~~
- d. ~~The following may be destroyed at any time:~~
 - i. ~~Duplicates.~~
 - ii. ~~Rough drafts, notes or working papers.~~
 - iii. ~~Cards, listings, nonpermanent indexes, other papers used for controlling work or transitory files.~~

3. Personnel Records



OAKDALE IRRIGATION DISTRICT

Miscellaneous Policies and Procedures

Title	Chapter	Section
3 – ADMINISTRATION	1	3.104 Records Retention and Destruction Policy

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- a. ~~All personnel records should be retained 30 years (29 CFR 516.1 et seq.). Originals may be authorized for destruction after five (5) years retention, provided said records have been scanned as provided for in Government Code Section 60203. Payroll and personnel records include but are not limited to, the following:~~
- ~~i. Retirement information.~~
 - ~~ii. Personnel Files (with or without retirement and with safety / toxic chemical exposure).~~
 - ~~iii. Safety and toxic chemical exposure records.~~
 - ~~iv. Medical File / Safety File~~
 - ~~v. Settlements.~~
 - ~~vi. Earnings and deduction registers.~~
 - ~~vii. Workers' Compensation Claims.~~
- b. ~~Any source document detailed in a summary may be authorized for destruction five (5) years from the end of the fiscal period to which it applies, including, but not limited to:~~
- ~~i. Injury frequency charts~~
 - ~~ii. Time cards, vacation/sick leave/personal leave requests.~~
 - ~~iii. Job postings.~~
 - ~~iv. Employee accrual reports and schedules.~~
 - ~~v. DMV Driver Non violation record information.~~
- c. ~~Any source document detailed in a summary may be authorized for destruction five (5) years after termination of employee, including, but not limited to:~~
- ~~i. Employment Eligibility Verifications (I-9 Form).~~
 - ~~ii. Applications for Employment (solicited / not hired)~~
 - ~~iii. Applications for Employment (unsolicited / no open position).~~
 - ~~iv. Medical histories.~~
- d. ~~Any source document detailed in a summary may be authorized for destruction ten after (10) years, including, but not limited to:~~



OAKDALE IRRIGATION DISTRICT

Miscellaneous Policies and Procedures

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- ~~i. DMV Driver Pull Notice information (after terminating of employee).~~
- ~~ii. Personnel files (after termination of employee).~~

~~4. Water Records~~

~~All water records may upon authorization be destroyed after seven (7) years, except for Rotation Sheets which may be destroyed after ten (10) years; however, these records may be destroyed after three (3) years when said records are scanned as provided for in Government Code Section 60203.~~

~~5. Minutes / Resolutions / Ordinances~~

~~Minutes of the meetings of the Board of Directors, Resolutions and Ordinances shall be retained indefinitely in their original form~~

~~6. Construction Records~~

~~Construction records, such as bids, correspondence, change orders etc., should not be kept in excess of seven (7) years unless they pertain to a project which includes a guarantee of grant and in the event they should be kept for the life of the guarantee or grant plus seven (7) years. As built plans for any public facility or works should be retained as long as said facility is in existence.~~

~~7. Contracts~~

~~Contracts should be retained for seven (7) years after life of the contract.~~

**OAKDALE IRRIGATION DISTRICT
RESOLUTION NO. 2018-12**

RECORDS RETENTION AND DESTRUCTION POLICY

WHEREAS, the Oakdale Irrigation District desires to adopt a Records Retention and Destruction Policy in order to facilitate consistency in District record management.

NOW, THEREFORE, BE IT RESOLVED, that the Oakdale Irrigation District's Board of Directors authorizes the adoption of the attached Records Retention and Destruction Policy as amended.

Upon motion of Director Doornenbal, seconded by Director Santos, and duly submitted to the Board for its consideration, the above-titled resolution was adopted this 6th day of February, 2018

OAKDALE IRRIGATION DISTRICT



Thomas D. Orvis, President
Board of Directors



Steve Knell, P.E.
General Manager/Secretary

OAKDALE IRRIGATION DISTRICT MANUAL OF OPERATIONS

Subject: RECORDS RETENTION AND
DESTRUCTION POLICY

Policy and Procedure No.:

Responsible Department: ADMINISTRATION DEPARTMENT

PURPOSE

One of the purposes for records management is to ensure that information is available when it is needed. To do this efficiently and thoroughly, records must be identified, organized, maintained for the requisite number of years, and then documented when destroyed. Records management encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations, seeking to control and manage records through the entirety of their life cycle, from creation to final disposition.

SCOPE

This policy applies to all physical records in the course of the District's operations including both original documents and reproductions. The policy is to establish procedures for the efficient and economical management of the creation, utilization, maintenance, retention, preservation, and disposal of the District's records to reflect the requirements of the law. Government Code Section 60201 provides that district 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 district or public may be destroyed.

POLICY AND PROCEDURE

The District's Retention and Destruction Schedule is attached and the procedures outlined below:

Records Management Tasks

1. Schedule once a year, as determined by the Department Heads, a transfer of records to inactive storage.
2. Develop a sound retention schedule.
3. Designate one area of records storage.
4. Audit the transfer of records to make sure that records are moved.

Long Term Objectives

1. Improve information retrieval.
2. Destroy promptly those duplicate records and working papers that are no longer needed for administrative, legal, historical, or research purposes.
3. Protect records essential to continuity of government in case of disaster.

Elements of Control

1. Installation of records control procedures within each department.
2. The District's Treasurer or designated staff shall be responsible to coordinate the records control program of all offices.
3. Provision for the evaluation of records. An index to make immediate location of documents possible.

Retention and Destruction

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 district. Section 60201 of the Government Code of the State of California is amended effective January 1, 2005 to provide that district 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 district or public may be destroyed.

The following is a summary of the District's disposition of records. This information is also summarized in the attached Retention Schedule:

1. Accounting Records. All accounting records should be retained indefinitely in their original form until the District Treasurer gives authorization for destruction.
 - a. Any accounting record, except the journals, ledgers, and registers which are more than five years old may be authorized for destruction provided that:
 - i. There is no continuing need for said record, i.e. long term transactions, special projects, pending litigations, etc. and;
 - ii. There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;
 - iii. Said unit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements.
 - b. Any accounting record created for a specific event or action may be destroyed upon authorization five (5) years after said event has terminated in all respects.

- c. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five (5) years from the end of the fiscal period to which it applies.
- d. The following may be destroyed at any time:
 - i. Duplicates.
 - ii. Rough drafts, notes or working papers.
 - iii. Cards, listings, nonpermanent indexes, other papers used for controlling work or transitory files.

2. Payroll

- a. Any payroll record, except the payroll check registers and payroll reports (check proofs, deduction registers, and general ledger distribution) which are more than five years old may be authorized for destruction provided that:
 - i. There is no continuing need for said record, i.e. long term transactions, special projects, pending litigations, etc. and;
 - ii. There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;
 - iii. Said unit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements.
- b. Any accounting record created for a specific event or action may be destroyed upon authorization five (5) years after said event has terminated in all respects.
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3. Personnel Records

- a. All personnel records should be retained 30 years (29 CFR 516.1 et seq.). Originals may be authorized for destruction after five (5) years retention, provided said records have been scanned as provided for in Government Code Section 60203. Payroll and personnel records include but are not limited to, the following:
 - i. Retirement information.
 - ii. Personnel Files (with or without retirement and with safety / toxic chemical exposure).
 - iii. Safety and toxic chemical exposure records.
 - iv. Medical File / Safety File
 - v. Settlements.
 - vi. Earnings and deduction registers.
 - vii. Workers' Compensation Claims.

- b. Any source document detailed in a summary may be authorized for destruction five (5) years from the end of the fiscal period to which it applies, including, but not limited to:
 - i. Injury frequency charts
 - ii. Time cards, vacation/sick leave/personal leave requests.
 - iii. Job postings.
 - iv. Employee accrual reports and schedules.
 - v. DMV Driver Non-violation record information.
- c. Any source document detailed in a summary may be authorized for destruction five (5) years after termination of employee, including, but not limited to:
 - i. Employment Eligibility Verifications (I-9 Form).
 - ii. Applications for Employment (solicited / not hired)
 - iii. Applications for Employment (unsolicited / no open position).
 - iv. Medical histories.
- d. Any source document detailed in a summary may be authorized for destruction ten after (10) years, including, but not limited to:
 - i. DMV Driver Pull Notice information (after terminating of employee).
 - ii. Personnel files (after termination of employee).

4. Water Records

All water records may upon authorization be destroyed after seven (7) years, except for Rotation Sheets which may be destroyed after ten (10) years; however, these records may be destroyed after three (3) years when said records are scanned as provided for in Government Code Section 60203.

5. Minutes / Resolutions / Ordinances

Minutes of the meetings of the Board of Directors, Resolutions and Ordinances shall be retained indefinitely in their original form

6. Construction Records

Construction records, such as bids, correspondence, change orders etc., should not be kept in excess of seven (7) years unless they pertain to a project which includes a guarantee of grant and in the event they should be kept for the life of the guarantee or grant plus seven (7) years. As-built plans for any public facility or works should be retained as long as said facility is in existence.

7. Contracts

Contracts should be retained for seven (7) years after life of the contract.

**OAKDALE IRRIGATION DISTRICT
RETENTION SCHEDULE**

ACCOUNTING RECORDS

DESCRIPTION	RETENTION	
Accounts Payable 1099s and Reports	7-Years	End of Fiscal Period
Accounts Payable Check Distribution & Register	Permanent	
Accounts Payable Check Proofs, VOYA & ICMA	5-Years	End of Fiscal Period
Accounts Payable Check Register (OID & IDs)	Permanent	
Accounts Payable Journal	Permanent	
Aging Reports (Summary Aging Reports)	Permanent	
Aging Reports/Status Reports	5-Years	End of Fiscal Period
Bank Deposits	5-Years	End of Fiscal Period
Bank Statements and Reconciliations (Banks and Investments)	7-Years	End of Fiscal Period
Billing (Unbilled Readings Batch Reports)	5-Years	End of Fiscal Period
Billing (Water Billing Batch Reports)	Permanent	
Billing / Invoice Edit Reports (RW, Ag, Misc)	5-Years	End of Fiscal Period
Billing Adjustments Journals (RW, Ag, Misc)	Permanent	
Billing Journals (RW, Ag, & Misc)	Permanent	
Billing Reconciliations (RW, Ag, & Misc)	5-Years	End of Fiscal Period
Billing Statements / Invoices (billing, refunds, past dues, refunds, collections)	5-Years	End of Fiscal Period
Budgets	Permanent	
Capital Asset Records, CIP GL Reconciliations (WO Proj.File)	Permanent	
Cash Board Ledgers	5-Years	End of Fiscal Period
Cash Receipts Journal - GL; Distribution	Permanent	
Cash Receipts Proofs / Edits	5-Years	End of Fiscal Period
Cash Receipts Submittal Stubs	5-Years	End of Fiscal Period
Checks - Cancelled / Voided	5-Years	End of Fiscal Period
Construction-in-Progress General Ledger Reconciliations (inclusive of Project Files)	Permanent	
Cost Accounting Journals	Permanent	
Deposit Slips (RW, Ag, Cash Board)	5-Years	End of Fiscal Period

ACCOUNTING RECORDS

DESCRIPTION	RETENTION	
Diesel Tax Returns	5-Years	End of Fiscal Period
Financial Reports (Annual Audited, Monthly Unaudited)	Permanent	
Fixed Assets and Depreciation Schedules	Permanent	
General Ledger Account Reconciliation	5-Years	End of Fiscal Period
General Ledger Rural Water & AG Water	Permanent	
General Ledger Trial Balance	Permanent	
Inventory Records	Permanent	
Journal Entries (month-end, YE closing)	Permanent	
Lease - Purchase Records	Permanent	
Long Term Debt Records	Permanent	
Payroll Adjustments	5-Years	End of Fiscal Period
Payroll Check Register	Permanent	
Payroll Federal & State Payroll Tax Deposits	10-Years	End of Fiscal Period
Payroll Memos	5-Years	End of Fiscal Period
Payroll Report (Check Proof, Deduction Reg., G/L Dist.)	Permanent	
Payroll Reports (Timecard Proof List)	5-Years	End of Fiscal Period
Payroll Tax Reports, W-2 forms, Quarterly Tax Reports (Federal & State)	Permanent	
Payroll Time Cards	5-Years	End of Fiscal Period
Petty Cash Records	5-Years	End of Fiscal Period
Purchase Orders	5-Years	End of Fiscal Period
Requisitions	5-Years	
Sales & Use Tax Returns	5-Years	End of Fiscal Period
Supply Tags	5-Years	End of Fiscal Period
Tax Use (1099's/State Sales Use Tax/Consumers Use Sales Tax, Misc. Income, Diesel Tax Returns)		
Title Company Pay-Off Demands	1-Year	End of Fiscal Period
Workers' Comp Audit	5-Years	End of Fiscal Period

PERSONNEL RECORDS

Accident Reports / Injury Claims	5-Years	After Termination
Applications for Applicants not Hired	5-Years	
Cal OSHA Logs 200 & 300	5-Years	
Employment Eligibility (I-9's)	5-Years	After Termination
Job Posting for Employment Openings	5-Years	From Closing Date
Labor Negotiations	Permanent	
Memorandums of Understanding	Permanent	
Personnel Rules and Regulations	Permanent	
Personnel Files (Temp. unless Safety/Toxic Chem. Exp.)	10-Years	After Termination
Personnel Files (With Retirement, W/out Retirement, W/ Safety/Toxic Chemical Exposure)	30-Years	After Termination
Settlements	30-Years	
Workers' Compensation	Permanent	
Personnel Policies	Until Amended	

WATER SERVICE AND OTHER RELATED COLLECTIONS RECORDS

County Maps	5-Years	
Customer Address Changes, etc.	3-Years	
Customer Correspondence	5-Years	
Deed Copies of District Property	5-Years	
Lien Release	11-Years	
Liens	11-Years	
Property Record Sheets	5-Years	
Transfer of Title Records	3-Years	
Return mail	3-Years	

LONG-TERM DEBT RECORDS

Agreements (Terms and Conditions)	Permanent	
Authorization of Long-Term Debts (Bonds, Loans, etc.)	Permanent	

ADMINISTRATION RECORDS

DESCRIPTION	RETENTION	
Agreements	Plus 7-Years	After life of agrmnt.
Board Packets	5-Years	
Claims for Damages	5-Years	After Payment/Denial
Contracts	Plus 7-Years	After life of agrmnt.
Deeds	11-Years	
District Correspondence (Misc.)/Relative to Agreement/Project	5-Years	After life of agrmnt.
Form 700 - Conflict of Interest - Elected Officials	7-Years	After Serving
Form 700 - Conflict of Interest - Not Elected Officials	5-Years	After Termination
Improvement District Records	Permanent	
Insurance Policies	5-Years	After Expiration
Legal Opinion		
Litigation	Permanent	
Minute Binders	Permanent	
Public Records Requests	2-Years	End of Fiscal Year
Resolution Binders	Permanent	
Tape Recordings of Board Meetings	1-Year	From Recording

CONSTRUCTION RECORDS

As-Built Plans for Public Facility	Permanent	
Bid-Correspondence, Change Orders	7-Years	After Completion
Bid (Unaccepted)	5-Years	After Bid Close
Contracts	7-Years	After Life of Contract
Material Safety Data Sheets (MSD)	30-Years	
Underground Service Alerts (USA)	10-Years	End of Fiscal Year
Work Orders for Construction in Progress/Capital Proj.	Permanent	
Work Orders for Construction in Progress/Maintenance Proj.	11-Years	

WATER RECORDS

APN Files	Permanent	
Daily Log Books	7-Years	
Incident Reports	7-Years	
Rotation Sheets	10-Years	

ENGINEERING

Ag Water Discharge Permits	Permanent	
Annexations/Boundary Changes/ Detachments	Permanent	
CEQA/NEPA (EIR's, Environment Assessments, Neg. Dec., etc.)	Permanent	
Crop Reports	Permanent	
Encroachment Permits	Permanent	
Groundwater Depth to Water	Permanent	
Maps	Permanent	
Wells & Data History, Locations	Permanent	

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)

Records Description	From (Start Date)	To (End Date)	ECMS (OnBase) or Box # (Paper)	Retention #	Retention Period
<i>Correspondence (sample)</i>	1999	2016	D-FIN-07	DW-11	Min. 2 yrs

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 / Division Manager

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 District policies and procedures:

Employee Performing Destruction

Date

Return this form after completed to Finance / District Treasurer (Office of Record)