



Midpeninsula Regional  
Open Space District

R-22-36  
Meeting 22-08  
March 9, 2022

## AGENDA ITEM 4

### AGENDA ITEM

Records Retention Schedule Amendment

### GENERAL MANAGER'S RECOMMENDATION

Adopt a resolution approving revisions to the records retention schedule and authorizing destruction of certain records consistent with California law.

### SUMMARY

In order to update processes consistent with California law, adopt new best management practices, and prepare for relocation of the administrative office, the Midpeninsula Regional Open Space District (District) initiated a comprehensive records management program in 2019. On March 11, 2020, the District's Board of Directors adopted an updated records retention schedule that is guiding the records management program. Staff is using the retention schedule to review archives stored at the administrative and field offices and determine which records may be legally disposed of and/or digitized in order to reduce the number of paper files stored, maintained, and/or moved to the new administrative office. Recently, substantive revisions were identified, including updates to retention periods and the addition of new categories of records to better reflect current District records and practices. These proposed revisions are being brought to the Board for review and approval to update the records retention schedule.

### DISCUSSION

Updates to a records retention schedule are made with the following factors in mind:

- Changes in law pertaining to local agency records;
- Scale of production and management of permanent records;
- Propensity of storing duplicate copies across various departments and platforms;
- Ongoing escalation of expenses for records storage; and
- Technological advancements.

The retention schedule provides clear, specific records descriptions and retention periods, and apply current law and technology to the management of District records. By identifying which department or division is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, the District is able to reduce the amount of physical space required for storage and filing of paper documents, increase staff efficiency, and increase transparency and access to public records.

It is standard business practice for California local governments to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of staff

and with the written consent of the appropriate department manager, District Clerk, and General Counsel, which is provided for in the Resolution (Attachment 1).

Proposed updates to the retention schedule are in response to the ongoing records inventory and staff recommendations that additional records categories are needed to accurately reflect the various types of documents the District creates and maintains. Recommended revisions include adding reference to various types of files and documents, such as: capital project files generated by the Land and Facilities Department, biweekly reports, and documents related to the Integrated Pest Management Program. Additionally, periodic revisions to retention schedules are necessary to mirror updates to state law and retention requirements. For example, a recent revision was made related to numbering of state code sections regarding the requirements for Grants records, but the requirements did not change. Finally, the District's implementation of the Laserfiche records repository is now identified in the retention schedule as an approved option for storage of District records.

### **FISCAL IMPACT**

The proposed updated records retention schedule will result in savings both in labor and storage expenses for the District.

### **BOARD AND COMMITTEE REVIEW**

The Records Retention Schedule was adopted by the Board of Directors on March 11, 2020. ([R-20-06](#), [minutes](#))

### **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

### **CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act.

### **NEXT STEPS**

Following adoption of the updated records retention schedule, District staff will review District documents and identify those that should be retained, digitized, or destroyed.

Attachment:

1. Resolution Adopting the Updated Records Retention Schedule and Authorizing Destruction of Certain District Records (includes the Updated Retention Schedule as Exhibit A)

Responsible Department Head:

Ana M. Ruiz, General Manager, General Manager's Office

Prepared by:

Loana Lumina-Hsu, Administrative Assistant, General Manager's Office

Jennifer Woodworth, District Clerk/Assistant to General Manager, General Manager's Office

Contact person:

Jennifer Woodworth, District Clerk/Assistant to General Manager, General Manager's Office

## RESOLUTION NO. 22-XX

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT UPDATING THE DISTRICT'S RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN DISTRICT RECORDS

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**WHEREAS**, Section 5557.1 of the California Public Resources Code provides that the Board of Directors (Board) may authorize at any time the destruction or disposition of any duplicate record, paper or document, the original or a permanent photographic reproduction of which is in the files of the District; and

**WHEREAS**, Section 5557.2 of the California Public Resources Code and Section 60200 *et seq.* of the California Government Code provide that Board may, by resolution, adopt a records retention schedule that classifies the district's records by category, and that establishes a standard protocol for destruction or disposition of records which have served their purpose, which are not expressly required by law to be filed and preserved, the destruction of which will not adversely affect any interest of the district or the public; and

**WHEREAS**, the Board desires to authorize destruction of certain categories of records and will maintain a list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category; and

**WHEREAS**, on March 11, 2020 the Board adopted a Records Retention Schedule as set forth in Resolution No. 20-09; and

**WHEREAS**, revisions are needed, including updates to retention periods and adding new categories of records to conform to changes in state law and reflect current District records and practices; and

**WHEREAS**, the General Manager recommends amending the Records Retention Schedule to include these updates.

**NOW THEREFORE**, the Board of Directors of the Midpeninsula Regional Open Space District does hereby resolve as follows:

**SECTION 1.** The Board of Directors approves the amendments to the Records Retention Schedule, attached hereto as Exhibit A and incorporated herein by reference.

**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 updated Records Retention Schedule will not adversely affect any interest of the District or the public.

**SECTION 3.** Certain records of the Midpeninsula Regional Open Space District, as set forth in the Records Retention Schedule, are hereby authorized to be destroyed as provided by applicable law and in accordance with the provision of said schedule, and with the approval of the department manager, with concurrence of the General Counsel and the District Clerk.

**SECTION 4.** The General Manager, with the concurrence of the General Counsel and the District Clerk, is authorized to make minor non-substantive revisions to the Records Retention Schedule, including revisions to department names and updates to descriptions and comments regarding specific categories of records. Substantive revisions, including changes to retention periods or adding new categories of records, shall be approved by the Board of Directors.

**SECTION 5.** This resolution shall become effective immediately upon its adoption.

\* \* \* \* \*

**PASSED AND ADOPTED** by the Board of Directors of the Midpeninsula Regional Open Space District on \_\_\_\_\_, 2022, at a regular meeting thereof, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Karen Holman, Secretary  
Board of Directors

\_\_\_\_\_  
Zoe Kersteen-Tucker, President  
Board of Directors

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Hilary Stevenson, General Counsel

I, the District Clerk of the Midpeninsula Regional Open Space District, hereby certify that the above is a true and correct copy of a resolution duly adopted by the Board of Directors of the Midpeninsula Regional Open Space District by the above vote at a meeting thereof duly held and called on the above day.

\_\_\_\_\_  
Jennifer Woodworth, District Clerk

## 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>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>DISTRICT-WIDE</b>								
Lead Dept.	DW-001	Agreements & Contracts <u>- NOT IMAGED</u>  (Agreement or Contract, Correspondence, Project Administration, Project Schedules, Logs, etc.)  Includes JPAs, Memoranda of Understanding, Partnership Agreements	Completion + 10 years	Yes: Before Completion	Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Covers E&O Statute of Limitations Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, CCP §337 et. seq., GC §60201
<a href="#">Lead Dept.</a>	<a href="#">DW-001.1</a>	<a href="#">Agreements &amp; Contracts - IMAGED</a>  <a href="#">(Agreement or Contract, Correspondence, Project Administration, Project Schedules, Logs, etc.)</a>  <a href="#">Includes JPAs, Memoranda of Understanding, Partnership Agreements</a>	<a href="#">P</a>	<a href="#">Yes: Before Completion</a>	<a href="#">Mag, OD, Ppr</a>	<a href="#">S/I Laserfiche</a>	<a href="#">Yes: After QC &amp; OD</a>	<a href="#">Department preference: CCP §337 et. seq., GC §60201</a>
Lead Dept.	DW-002	Amendments to Use & Management Plans	P		Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department preference; GC §60201 et seq.
Lead Dept.	DW-003	CEQA Determinations, Technical Reports & Studies, Mitigation Monitoring Reporting Program: Draft and Final Environmental Impact Reports (EIRs), Categorical Exemptions, Negative Declarations, etc. (California Environmental Quality Act)	P		Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.
<a href="#">Lead Dept.</a>	<a href="#">DW-003.1</a>	<a href="#">Administrative Record of CEQA proceedings including notices, written comments, and project correspondence (California Environmental Quality Act)</a>	<a href="#">Project Approval or Denial + 180 days</a>		<a href="#">Mag, Ppr</a>			<a href="#">Public Resources Code sec.21167.6 ; GC sec 60201</a>

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<i>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-004	CEQA Notices, Proof of Mailings, Meeting Notices	2 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	GC §60201 et seq.
Lead Dept.	DW-005	Coordination Teams - Attended by employees: All Records (e.g. Wildfire Coordination Team, etc.)	When No Longer Required		Mag, Ppr			GC §60201
Dept. that Authors Document	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 - <b>ROUTINE</b> (Content relates in a substantive way to the conduct of the public's business) (e.g. Letters, Memorandums, Administrative, Chronological, General Files, Public Comment, <a href="#">Board correspondence and emails</a> Reading File, Working Files, etc.)	2 years		Mag, Ppr			GC §60201

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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>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	<p>Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b>, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p><b>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</b></p> <p>(e.g. calendars, checklists, e-mail or social media posting, invitations, instant messaging, logs, mailing lists, meeting notes, meeting room registrations, <a href="#">staff videoconference chats, notes and recordings</a>, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other agencies, undeliverable envelopes, employment verification, voice mails, webpages, etc.)</p>	When No Longer Required		Mag, Ppr			<p>Electronic and paper records are categorized, filed and retained based upon the <b>CONTENT</b> of the record.</p> <p>Records where either the <b>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</b> by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult General 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</p>



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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>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-009	<b>Drafts &amp; Notes:</b> Drafts that are revised (retain final version)  <b>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</b>  (e.g. Budget development drafts and documents, monthly and quarterly budget reports, presentations, slides, talking points, etc.)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the General Counsel and/or District Clerk to determine if the document is considered a draft. GC §§60201, 6252, 6254(a)
Lead Dept.	DW-010	Hazardous Materials Disposal Manifests	P		Mag, OD, Ppr	S/i	Yes: After QC & OD	Department preference (District has "cradle to grave" liability); only 3 years is mandated; <a href="#">22 CCR § 66262.40</a> ; 22 CCR 66262.40; GC §60201 et. seq.
Lead Dept.	DW-011	Meeting Notices / Public Meeting Notices / Proof of Mailings	2 years		Mag, Ppr			GC §60201
Lead Dept.	DW-012	Monitoring Required by Grants, Agreements, Environmental Requirements, EIRS, CEQA	P		Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department preference; GC §60201
Lead Dept.	DW-013	On-Call Qualified List / Rate Sheets for Qualified Contractors / Vendors	Expiration of Qualified List + 2 years	Yes: Before Completion	Mag, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §60201
Lead Dept.	DW-014	Policies, Procedures, Manuals, etc: Produced by <b>YOUR Department</b>	Superseded + 2 years		Mag, Ppr			Department preference; GC §60201

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<i>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-015	Reports and Studies ( <b>Historically significant</b> )	P		Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §60201
<a href="#">Lead Dept.</a>	<a href="#">DW-015.1</a>	<a href="#">Reports and Studies (other than Historically significant reports - e.g. Annual Reports) - <b>IMAGED</b></a>	<a href="#">P</a>	—	<a href="#">Mag, OD, Ppr</a>	<a href="#">S/I Laserfiche</a>	<a href="#">Yes: After QC &amp; OD</a>	<a href="#">Department preference; GC §60201</a>
Lead Dept.	DW-016	Reports and Studies (other than Historically significant reports - e.g. Annual Reports) - <b>NOT IMAGED</b>	10 years		Mag, Ppr			Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §60201
<a href="#">Lead Dept.</a>	<a href="#">DW-016.1</a>	<a href="#">Site &amp; Project History / Correspondence with significant content, letters of intent with partners, future site plans, proposed trail alignments, non-recorded road agreements, etc.</a>	<a href="#">When No Longer Required</a>	—	<a href="#">Mag, Ppr</a>			<a href="#">Department preference; GC §60201</a>
Lead Dept.	DW-017	Training - <b>COURSE Records</b> - Information Technology, Records, etc. (Other Than Human Resource, Safety or Ranger Training Records)  (Attendance Rosters, Outlines and Materials; includes Harassment Prevention and other Training)	Minimum 7 years		Mag, OD, Ppr	S/I	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, <a href="#">12960</a> , 60201

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<i>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-018	Request for Solicitation / Procurement Packages: RFP, RFQ, Bids (Quotes, Proposals), Source Selection, Bid Evaluations  Except Capital Projects	2 years	Yes: Before Completion	Mag, OD, Ppr	S/I	Yes: After QC & OD	Department preference (standard business practice); GC §60201

## RECORDS RETENTION SCHEDULE: BUDGET &amp; ANALYSIS

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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>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>BUDGET &amp; ANALYSIS</b>								
Finance / Accounting	B&A-001	Financial System Database / Budget Database (New World / <a href="#">Munis ERP</a> )	Indefinite		Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Budget & Analysis	B&A-002	Budgets: Adopted	P	Yes: Current Fiscal Year	Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes - After QC & OD	Department Preference; GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

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<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>FINANCE / ACCOUNTING</b>								
Finance / Accounting	FIN-001	Financial System Database (New World / <a href="#">Munis ERP</a> )	Indefinite		Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Finance / Accounting	FIN-002	1099's, 1096's	7 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	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), R&T §19530, GC §60201(d)(12); 29 USC 436
Finance / Accounting	FIN-003	Accounts Payable / Invoices with Purchase Orders & Backup - ALL vendors: Employee Reimbursement / Travel Expense Reimbursement / Travel Approval / Conference Approvals	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-004	Accounts Payable Reports: Check Register, Distribution, etc.	When No Longer Required		Mag, Ppr			Department Preference (reports can not be re-created from Finance System Database; meets municipal government auditing standards); GC §60201
Finance / Payroll	FIN-005	ACH Auto Pay Authorizations for Vendors / Direct Payment Authorizations for Vendors	Minimum 2 years		Mag, Ppr			District preference; GC §60201
Finance / Accounting	FIN-006	Audited Financial Statements / Audit Reports / <a href="#">Annual Comprehensive Financial Report (ACFR)</a> <del>CAFR (Consolidated Annual Financial Reports)</del>	P		Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department Preference; GC §60201

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Finance / Accounting	FIN-007	Bank Statements / Checking Account Reconciliation / Bank Reconciliation / Fiscal Agent Statements / Trust Statements / Petty Cash 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-008	Bonds / Debt / Transcripts / Disclosure Reports / Lines of Credit / Promissory Notes / Commercial Paper <a href="#">/ Green Bond Sales</a>	Fully Defeased or Matured + Refundings +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
<del>Finance / Accounting</del>	<del>FIN-009</del>	<del>Cell Phone Tower Maintenance</del>	<del>Demolition of Tower + 2 years</del>		<del>Mag, OD, Ppr</del>	<del>S/I</del>	<del>Yes: After QC &amp; OD</del>	<del>Department Preference; GC §60201 et. seq.</del>
Finance / Accounting	FIN-010	Checks Issued by the District (cashied - maintained by the Bank)	7 years		Mag, Ppr			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-011	Daily Cash / Receipts / Petty Cash Slips	7 years		Mag, Ppr			District preference (meets municipal government auditing standards); GC §60201
Finance / Accounting	FIN-012	Deposits / Deposit Slips	7 years		Mag, Ppr			District preference (meets municipal government auditing standards); GC §60201

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Finance / Accounting	FIN-013	Financial Reports: General Ledger, Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Batch Proofs, Trial Balance, etc.	When No Longer Required		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (reports can not be re-created from Finance System Database; meets municipal government auditing standards); GC §60201
Finance / Accounting	FIN-014	Fixed Asset Retirements - Auction / Disposal / Sales / Surplused	7 years		Mag, Ppr			Department preference; GC §60201, CCP §337
Finance / Accounting	FIN-015	Fund Accounting / Interfund Billing or Transfers	7 years		Mag, Ppr			GC §60201
Finance / Accounting	FIN-016	Investment Pools / LAIF	7 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC §60201
Finance / Accounting	FIN-017	Journal Entries / Journal Vouchers / Audit Work Papers	7 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
<del>Finance / Accounting</del>	<del>FIN-018</del>	<del>Postcards / Green Bond Sales</del>	<del>30 years</del>		<del>Mag, OD, Ppr</del>	<del>S/I</del>	<del>Yes: After QC &amp; OD</del>	<del>Department preference to match the length of the bond; GC §60201</del>
Finance / Accounting	FIN-019	Property Maintenance Contracts	Demolition of Building + 2 years		Mag, OD, Ppr	S/i	Yes: After QC & OD	Department Preference; GC §60201 et. seq.
Finance / Accounting	FIN-020	Returned Checks (NSF, etc.)	7 years	Yes: Until Paid	Mag, Ppr			Meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; GC §60201
Finance / Accounting	FIN-021	Revenue from Property Taxes / Assessments / Rents	7 years		Mag, Ppr			District preference (meets municipal government auditing standards); GC §60201
Finance / Accounting	FIN-022	State Reports: State Controller's Report	7 years		Mag, Ppr			District preference; Filed with the State; 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>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-023	Tax Returns (Sales Tax, 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 / Accounting	FIN-024	W-9's	<u>Vendor Inactive + 3 years</u> P		Mag, OD, Ppr	S/I <u>Laserfiche</u>	Yes: After QC & OD	<u>Meets IRS Auditing Standards:</u> <del>District Preference; IRS: 4 years after tax is due or paid (longer for auditing &amp; contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&amp;T §19530; GC §60201(d)(12); 29 USC 436</del>
<b>PAYROLL</b>								
Finance / Payroll	FIN-025	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-026	Deferred Compensation Quarterly Reports / 457 Quarterly Statements	7 years		Mag, Ppr			Department preference; GC §60201
Finance / Payroll	FIN-027	Payroll Checks (cancelled)	7 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	GC §60201(d)(12)
Finance / Payroll	FIN-028	Payroll Registers / Payroll Reports / Distribution / Withholding Control & Distribution Report	<u>7 years</u> P		Mag, OD, Ppr	S/I <u>Laserfiche</u>	Yes: After QC & OD	Department preference; GC §60201(d)(12)
Finance / Payroll	FIN-029	Pension Contribution Reports / CalPERS	7 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §60201
Finance / Payroll	FIN-030	Timesheets	7 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department Preference to meet auditing standards; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c); GC §60201 et seq.



## RECORDS RETENTION SCHEDULE: FINANCE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>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-031	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)
<b>PROCUREMENT &amp; CONTRACTS (See District-Wide Schedule for all other Records)</b>								
Finance / Procurement & Contracts	FIN-032	Bid Solicitation Tool / Bid Sync	Indefinite		Mag			Data is interrelated; GC §§60201

## RECORDS RETENTION SCHEDULE: GRANTS

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>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>GRANTS</b>								
Grants	GR-001	Grants Management Database	Indefinite		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §60201
Grants	GR-002	Grants ( <b>SUCCESSFUL</b> - all records)	After Funding Agency Audit, if required - 5 years, unless Grant Conditions requires longer retention		Mag, OD, Ppr	S/I	Yes: After QC & OD	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; <a href="#">2 CFR 200.334</a> ; <del>2-CFR-200.333</del> ; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §60201
Grants	GR-003	Grants: <b>UNSUCCESSFUL</b> (Applications, Correspondence, etc.)	2 years		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
<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>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>HUMAN RESOURCES</b>								
Human Resources	HR-001	Affirmative Action Complaints - Department of Fair Employment & Housing (DFEH) or Equal Opportunity Commission (EEOC) / <a href="#">Harassment Claims</a>	Final Disposition + 3 years		Mag, Ppr			Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, <a href="#">12960</a> , 60201
Human Resources	HR-002	Affirmative Action: EEO-4 Reports and records required to generate EEO-4 report	3 years		Mag, Ppr			29 CFR 1602.30, <a href="#">29 CFR 1602.32</a> ; GC §60201
Human Resources	HR-003	Benefit Plans - Employee Benefit Policies (Benefits: Health, Eye, Dental, Life Insurance, Long Term Disability, State Disability, Unemployment Insurance, etc)	Plan Termination + <del>2</del> 6 years	Yes: Before Expiration	Mag, OD, Ppr	S/I	Yes: After QC & OD	Department preference to be consistent with District-wide standards; EEOC / ADEA (Age) requires 1 year after benefit plan termination; <del>Federal law requires 6 years after filing date;</del> State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, <a href="#">12960</a> , 60201
Human Resources	HR-004	Classification Studies / Salary Surveys	Superseded + 3 years		Mag, Ppr			Department Preference; GC §60201
Human Resources	HR-005	Classifications / Job Descriptions	Superseded + 3 years		Mag, Ppr			Department Preference; GC §60201
<a href="#">Human Resources</a>	<a href="#">HR-005.1</a>	<a href="#">COVID-19 Notifications to Employees</a>	<a href="#">3 years</a>		<a href="#">Mag, Ppr</a>			<a href="#">LC §6409.6(k)</a> , <a href="#">GC §60201</a>
Human Resources	HR-006	DMV Pull Notices	When Superseded or Separation + 6 years		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-007	Drug & Alcohol Test Results (ALL)	5 years		Mag Ppr			District preference; D.O.T. Requires 5 years for positive tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(v), GC §§12946, <a href="#">12960</a> , 60201, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<i>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-008	Employee Investigations & Complaints (Not Conflicting with Human Resource Personnel)	Separation + 3 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	If the investigation or complaint involves Human Resource Personnel, General Counsel is the Office of Record; Department preference; EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; State Law requires 2 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c) 8 CCR §11040.7( c), GC §§12946, <a href="#">12960</a> , 60201
Human Resources	HR-009	Human Resources Database	Indefinite		Mag, Ppr			Department preference (data is inter-related); GC §60201 et seq.
Human Resources	HR-010	I-9s	Separation + 3 years	Yes: Until Separation	Mag, OD, Ppr	S/I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, <a href="#">12960</a> , 60201
Human Resources	HR-011	Labor Relations - Grievances	Separation + 3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; State Law requires 2 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c) 8 CCR §11040.7( c), GC §§12946, <a href="#">12960</a> , 60201
Human Resources	HR-012	Labor Relations / Negotiations / Office Supervisory and Management Correspondence (OSM)	10 years		Mag, Ppr			GC §60201
Human Resources	HR-013	Litigation - Employee-related	Resolution + 5 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §§ 911.2, 60201
Human Resources	HR-014	MOUs / Memoranda of Understanding (Employee Groups)	P	Yes: Current Version	Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department Preference; GC § 60201

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources	HR-015	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
Human Resources	HR-016	OSHA Log 300, 300 A, 301, 301A, etc. / Cal OSHA Logs	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
Human Resources	HR-017	Personnel Files - <b>FMLA / Disability File</b>	Separation + 3 years	Yes: Until Separation	Mag, OD, Ppr	S/I	Yes: After QC & OD	Department preference; EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; State Law requires 2 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c) 8 CCR §11040.7( c), GC §§12946, <a href="#">12960</a> , 60201
Human Resources	HR-018	Personnel Files - <b>General File</b> (Includes Application, Awards, Backgrounds, Disciplinary Actions, Certifications, Commendations, Direct Deposit Authorization Forms, Garnishments, Child Support, Court Orders regarding Employee Wages, Evaluations, Personnel Action Forms, Policy acknowledgements, Unemployment Claims, etc. - Excludes Medical Records)	Separation + 6 years	Yes: Until Separation	Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.14; 1602.31 & 1627.3(b)(1); GC §§12946, <a href="#">12960</a> , 60201; 29 USC 1113; GC §3105; GC §53235.2(b)
Human Resources	HR-019	Personnel Files - <b>Medical File</b> (Includes pre-employment physicals, Hearing tests, Respirator Fit Tests, <del>Medical Leaves</del> , etc.)	Separation + 30 years, or Termination of Benefits, Whichever is Longer	Yes: Until Separation	Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; W-4s: 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; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i), 29 USC 1113; GC §§12946, <a href="#">12960</a> , 60201

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources	HR-020	Personnel Files - <b>Training File</b>  Documentation of completion of employment-related training, including Harassment Training Certificates, etc.	Separation + 6 years	Yes: Until Separation	Mag, OD, Ppr	S/I	Yes: After QC & OD	Department preference; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, <a href="#">12960</a> , 60201
Human Resources	HR-021	Personnel Rules & Regulations, including employee handbook ( <a href="#">Policy</a> )	P		Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department Preference; GC § 60201
Human Resources	HR-022	Ranger Background 2nd Phase (Psychological, LiveScan)	Separation + 5 years	Yes: Until Separation	Mag, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.14; 1602.31 & 1627.3(b)(1); GC §§12946, <a href="#">12960</a> , 60201; 29 USC 1113; GC §3105; GC §53235.2(b)
Human Resources	HR-023	Recruitment Files: Brochure, advertisement, unsuccessful applications (with or without interviews), selection materials, interview notes, results, etc.	5 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c) GC §§12946, <a href="#">12960</a> , 60201
Human Resources	HR-024	Safety Committee / Safety Steering Committee Agendas & Minutes	5 years		Mag, Ppr			Department preference; GC §60201 et seq.
Human Resources	HR-025	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

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Human Resources	HR-026	Training - ALL <b>HUMAN RESOURCE or SAFETY COURSE RECORDS</b>  (Attendance Rosters, Outlines and Materials; includes Harassment Prevention and other Training)	Minimum 7 years		Mag, OD, Ppr	S/I	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, <a href="#">12960</a> , 60201
Human Resources	HR-028	Workers Compensation Files	Separation + 30 years, or Termination of Benefits, Whichever is Longer		Mag, OD, Ppr	S/I	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, <a href="#">12960</a> , 60201, CCP §337 et seq.

## RECORDS RETENTION SCHEDULE: DISTRICT CLERK

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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<b>DISTRICT CLERK</b>								
District Clerk	DC-001	Affidavit of Mailing / Proof of Publication	2 years		Mag, Ppr			Department preference; GC §60201
District Clerk	DC-002	Agenda Packets / Agenda Staff Reports - Board of Directors, ALL Committees / Subcommittees of the Board  Planning & Natural Resources Committee, Legislative, Funding and Public Affairs Committee, Real Property Committee, Bond Oversight Committee, MROSD Financing Authority, Board Appointee Evaluation Committee	P	Yes: Before Meeting Date	Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department preference; GC §60201
District Clerk	DC-003	Conflict of Interest Code (Adopted by Resolution)	P	Yes (all)	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
District Clerk	DC-004	Elections - Campaign Filings (FPPC 400 Series Forms - 460, 470, 496, 497, etc. & Form 501): <b>UNSUCCESSFUL CANDIDATES</b>	5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(c)&(g)
District Clerk	DC-005	Elections - Campaign Filings (FPPC 400 Series Forms - 460, 470, 496, 497, etc., & Form 501): <b>SUCCESSFUL CANDIDATES</b> (Elected Officials)	P		Mag, Mfr, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
District Clerk	DC-006	Elections - Campaign Filings (FPPC 400 Series Forms): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH DISTRICT CLERK</b> (copies)	4 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(f)&(g)
District Clerk	DC-007	Elections - Campaign Filings (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled)	7 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(c)&(g)



## RECORDS RETENTION SCHEDULE: DISTRICT CLERK

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<i>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
District Clerk	DC-008	Elections - Candidate File: Nomination Papers, Candidate Statement Forms, etc. - <b>SUCCESSFUL CANDIDATES</b>	Term of Office + 4 years		Mag, Ppr			Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
District Clerk	DC-009	Elections - Candidate File: Nomination Papers, Candidate Statement Forms, etc. - <b>UNSUCCESSFUL CANDIDATES</b>	Election + 4 years		Mag, Ppr			Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
District Clerk	DC-010	Elections - <b>GENERAL, WORKING or ADMINISTRATION</b> Files (Correspondence, Applications to fill a Vacancy on the Board of Directors, County Election Services, Candidate Statements to be printed in the Sample Ballot, Notices, Postings, etc.)	Minimum 2 years		Mag, Ppr			GC §60201
District Clerk	DC-011	Elections - <b>HISTORICAL</b> (Sample ballot, copies of resolutions, final results)	P		Mag, Mfr, OD, Ppr	S/I <a href="#">Laserfiche</a>	No	Retained for Historical Value, GC §60201
District Clerk	DC-012	Elections - Petitions (Initiative, Recall or Referendum)	Results + 8 months, or Final Examination + 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, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400

## RECORDS RETENTION SCHEDULE: DISTRICT CLERK

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District Clerk	DC-013	FPPC 700 Series Forms (Statement of Economic Interests): <b>DESIGNATED EMPLOYEES &amp; CONSULTANTS</b> (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)
District Clerk	DC-014	FPPC 700 Series Forms (Statement of Economic Interests): Filed pursuant to Government Code 87200 <b>PUBLIC OFFICIALS</b> who manage Public Investments (elected & not elected. Includes Board Members, Executive Director, Finance Director)	7 years		Mfr, OD, Ppr	S	Yes: After 2 years	Department preference; District maintains copies only are required for 4 years, GC §81009(f)&(g)
District Clerk	DC-015	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; GC §81009(e)
District Clerk	DC-016	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Should post on website for 4 years; GC §81009(e)
District Clerk	DC-017	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	GC §81009(e)
District Clerk	DC-018	FPPC Form 804 (Agency Report of New Positions)	P		Mag, Mfr, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After 2 years	FPPC Regulation 18734(c); GC §81009e
District Clerk	DC-019	FPPC Form 805 (Agency Report of Consultants)	P		Mag, Mfr, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After 2 years	FPPC Regulation 18734(c); GC §81009e
District Clerk	DC-020	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR 18705.5; 2 CCR 18702.5(b)(3); GC §60201; GC §81009(e)
<a href="#">District Clerk</a>	<a href="#">DC-020.1</a>	<a href="#">Grand Jury Responses to District Operations</a>	<a href="#">5 years</a>		<a href="#">Mag, Ppr</a>			<a href="#">Department Preference (the Grand Jury is required to keep their records 5 years): GC §60201</a>
District Clerk	DC-021	Historical Records - Articles of Incorporation, etc.	P		Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Clerk determines Historical Significance; GC §60201

## RECORDS RETENTION SCHEDULE: DISTRICT CLERK

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>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
District Clerk	DC-022	Minutes: Board of Directors, ALL Committees / Subcommittees of the Board  Planning & Natural Resources Committee, Legislative, Funding and Public Affairs Committee, Real Property Committee, Bond Oversight Committee, MROSD Financing Authority, Board Appointee Evaluation Committee, Action Plan and Budget Committee	P	Yes (all)	Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	GC §60201(d)(3)
District Clerk	DC-023	Ordinances & Resolutions	P	Yes (all)	Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	No	GC §60201 et. seq.
District Clerk	DC-024	Policies or Procedures: Administrative Policies, Board Policies District-Wide Policies	Superseded + 2 years		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §60201
District Clerk	DC-025	Public Records Requests	2 years		Mag, Ppr			GC §60201
District Clerk	DC-026	Recordings (Audio) Board meetings	2 years		Mag			Department Preference; legally required for 30 days (or adoption of the minutes); GC §54953.5(b)
District Clerk	DC-027	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/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department preference; GC §60201 et. seq.
District Clerk	DC-028	Records Retention Schedules - Authorization for Amendments to Retention Schedules	P		Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	GC §60201 et. seq.
District Clerk	DC-029	Secretary of State Statement of Facts / <a href="#">Registry of Public Agencies</a>	2 years		Mag, Ppr			Department Preference; GC §60201
<a href="#">District Clerk</a>	<a href="#">DC-029.1</a>	<a href="#">Speaker Cards</a>	2 years		<a href="#">Mag, Ppr</a>			<a href="#">Department preference; GC §60201</a>
District Clerk	DC-030	Subject Files / Central Files	Minimum 2 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201

# RECORDS RETENTION SCHEDULE: GENERAL COUNSEL / LEGAL, RISK MANAGEMENT

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>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>GENERAL COUNSEL / LEGAL</b>								
General Counsel / Legal	GC-001	Advice Files including memos to Staff and Board	When No Longer Required		Mag, Ppr			GC §60201
General Counsel / Legal	GC-002	Employee Investigations when Not Retained by Human Resources Department (due to involvement of Human Resources personnel)	Separation + 6 years	Yes: Until Separation	Mag, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (matches the length of time that Human Resources retains their Personnel File); 29 CFR 1602.14; 1602.31 & 1627.3(b)(1); GC §§12946, <a href="#">12960</a> , 60201; 29 USC 1113; GC §3105; GC §53235.2(b)
General Counsel / Legal	GC-003	Lawsuits / Litigation - <b>Final Settlement</b>	P	Yes: Until Resolution	Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201, 60201.6; PC §832.5
General Counsel / Legal	GC-004	Lawsuits / Litigation - <b>Real Property Rights</b>	P	Yes: Until Resolution	Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201, 60201.6
General Counsel / Legal	GC-005	Lawsuits / Litigation (Excludes Final Settlement)	Final Resolution + 5 years	Yes: Until Resolution	Mag, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201, 60201.6; PC §832.5
General Counsel / Legal	GC-006	Memos and Analysis of Real Property Rights	P	Yes: Until Resolution	Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201, 60201.6; PC §832.5
General Counsel / Legal	GC-007	Notices: Beneficiary to Trustee / Trusts / Probate / Distributions	P	Yes: Until Resolution	Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201, 60201.6
General Counsel / Legal	GC-008	Subpoenas or Summons / Pitchess Motions	2 years		Mag, Ppr			GC §60201

# RECORDS RETENTION SCHEDULE: GENERAL COUNSEL / LEGAL, RISK MANAGEMENT

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>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>GENERAL COUNSEL / RISK MANAGEMENT</b>								
General Counsel / Risk Management	GC-009	Claims, Liability including 1st & 3rd party claims, invoices, Insurance payments, Accident/Incident Reports, etc.	Final Resolution + 5 years	Yes: Until Resolution	Mag, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201, 60201.6
General Counsel / Risk Management	GC-010	Insurance Certificates (for consultant, contractor, agreements / contracts and Permits)	P	Yes: Before Completion	Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After 2 years	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §60201
General Counsel / Risk Management	GC-011	Insurance Policies (District's Evidence of Coverage & Insurance Premiums/Invoices)	P		Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department Preference; GC §§ 911.2, 60201
General Counsel / Risk Management	GC-012	Pollution Coverage Applications	6 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §§ 911.2, 60201
General Counsel / Risk Management	GC-013	Underwriting Reports	5 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	District preference (meets municipal government auditing standards); GC §60201

## RECORDS RETENTION SCHEDULE: GENERAL MANAGER

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>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>GENERAL MANAGER</b>								
<a href="#">General Manager</a>	<a href="#">GM-000</a>	<a href="#">Biweekly reports</a>	<a href="#">5 years</a>		<a href="#">Mag. OD, Ppr</a>	<a href="#">S/I</a>	<a href="#">Yes: After QC &amp; OD</a>	<a href="#">Department preference: GC §60201</a>
General Manager	GM-001	Projects & Issues (Issues and/or projects will vary over time)	Completion + 10 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §60201

## RECORDS RETENTION SCHEDULE: LAND &amp; FACILITIES

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>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>LAND &amp; FACILITIES</b>								
Land & Facilities	L&F-001	Aboveground Storage Tanks (Diesel, Gas) Inspections, Maintenance, Repairs	20 years, or When Superseded, Whichever is longer		Mag, OD, Ppr	S/i	Yes: After QC & OD	Department Preference; GC §60201
Land & Facilities	L&F-002	Agriculture or Grazing License Agreements / Leases	Termination + 2 years		Mag, OD, Ppr	S/i	Yes: After QC & OD	Department Preference; GC §60201 et. seq.
Land & Facilities	L&F-003	Air Quality Permits / ACMD Permits	Expiration + 5 years		Mag, OD, Ppr	S/i	Yes: After QC & OD	40 CFR 70.6; GC §60201
Land & Facilities	L&F-004	BIT Inspection & Audits (Biennial Inspection of Terminals) / DOT Program / CHP Inspections	2 years		Mag, Ppr			Department Preference (CHP audits every 25 months); GC §60201
Land & Facilities	L&F-005	Cell Phone Tower Agreements	Termination of Lease + 2 years		Mag, OD, Ppr	S/i	Yes: After QC & OD	Department Preference; GC §60201 et. seq.
<a href="#">Land &amp; Facilities</a>	<a href="#">L&amp;F-005.1</a>	<a href="#">CIP (Capital Improvement Project) Files / Work Orders / Repair Plans - Permanent File - Large Format Drawings</a> <a href="#">Design Drawings (finals), Record Drawings ("As Builts", or "As-Currents")</a>	<a href="#">P</a>	<a href="#">Yes</a>	<a href="#">Mag, OD, Ppr</a>	<a href="#">S/I Laserfiche</a>	<a href="#">Yes - After QC &amp; OD</a>	<a href="#">For Disaster Recovery Purposes; GC §60201 et seq.</a>
<a href="#">Land &amp; Facilities</a>	<a href="#">L&amp;F-005.2</a>	<a href="#">CIP (Capital Improvement Project) Files Where Land &amp; Facilities is the Lead - Procurement Package, Unsuccessful Bids or Proposals, Bidders List, Procurement Package, Bid Summary</a>	<a href="#">5 years</a>		<a href="#">Mag, Ppr</a>			<a href="#">Department preference; if there is grant funding, follow the requirements of the grant funding agreement; GC §60201 et seq.</a>



## RECORDS RETENTION SCHEDULE: LAND &amp; FACILITIES

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>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<a href="#">Land &amp; Facilities</a>	<a href="#">L&amp;F-005.3</a>	<a href="#">CIP (Capital Improvement Project) Files Where Land &amp; Facilities is the Lead / Work Orders / Repair Plans - Administration File:</a>  <a href="#">Project Administration, Advertising, Certified Payrolls, Complaints (project-related), Insurance Certificates from Contractors, Labor Compliance, Logs, Meeting Minutes, Pre-construction meetings, Performance Bonds/Surety, Project Security files, Project Schedules, Punch List, Real Estate Appraisals, RFIs (Construction Related Information), Stop Work Notices, Temporary Permits, etc.</a>	<a href="#">Completion + 10 years or After Funding Agency Audit, if required, whichever is longer</a>	<a href="#">Yes: Until Completed</a>	<a href="#">Mag. OD, Ppr</a>	<a href="#">S / I</a>	<a href="#">Yes - After QC &amp; OD</a>	<a href="#">Department preference: 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</a>
<a href="#">Land &amp; Facilities</a>	<a href="#">L&amp;F-005.4</a>	<a href="#">CIP (Capital Improvement Project) Files Where Land &amp; Facilities is the Lead / Work Orders / Repair Plans - Permanent File:</a>  <a href="#">Specifications / RFPs, Change Orders, Building Permits, Calculations, Contract Documents (originals), Construction Photos, Correspondence, Cost of Construction, Fee &amp; Deposit Reimbursements, Close-Out/Acceptance, Drillers Logs, Field Inspection Reports / Inspection Diaries, Materials Testing Reports, Bills of Material / Substitutions, Notice of Completion, Regulatory Agency Approvals, Shop Drawings, Soils Reports, Structural Calculations, Surveys, Permanent Encroachment Permits, Submittals, Materials Submittals, SAMPs, SWPPP, Variances, etc.</a>	<a href="#">P</a>	<a href="#">Yes: Until Completed</a>	<a href="#">Mag. OD, Ppr</a>	<a href="#">S/I Laserfiche</a>	<a href="#">Yes - After QC &amp; OD</a>	<a href="#">For disaster preparedness purposes: Send all original Deeds, Easements and Rights of Way to the District Clerk; GC §60201 et seq.</a>



## RECORDS RETENTION SCHEDULE: LAND &amp; FACILITIES

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>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Land & Facilities	L&F-006	Daily Vehicle Inspections / Pre-Trip Inspections / Vehicle Safety Checks / Daily Equipment Checks	1 year		Ppr			District preference (only 90 days is required); 13 CCR 1234(c); GC §60201; <a href="#">49 CFR 396.11 et seq.</a>
Land & Facilities	L&F-007	Generator Operation Logs & Inspections	5 years		Ppr			Form 400-E-13a instructions, GC §60201
Land & Facilities	L&F-008	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Ppr			Department Preference; GC §60201 et. seq.
Land & Facilities	L&F-009	Preserve Inspections / Annual Preserve Inspections	5 years		Mag, Ppr			Department preference; GC §60201
Land & Facilities	L&F-010	Property Management / Tenant / Original Leases / <a href="#">Photos with Significant Content Related to Property Management</a>	Termination with Tenant + 2 years		Mag, OD, Ppr	S/i	Yes: After QC & OD	Department Preference; GC §60201 et. seq.
Land & Facilities	L&F-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/i	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.
Finance / Accounting	L&F-012	Security Deposits	Expiration + 2 years		Mag, Ppr			District preference; GC §60201
Land & Facilities	L&F-013	Underground Storage Tanks – UST – Repairs, Lining, Upgrades, Location of Tank	P		Mag, Ppr			23 CCR 2712(b); H&S §25284.4(i); GC §60201
Land & Facilities	L&F-014	Underground Storage Tanks – UST Monitoring and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records	7 years		Mag, Ppr			Monitoring and Maintenance records are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.4(i); GC §60201
Land & Facilities	L&F-015	Used Oil Disposal	3 years		Mag, Ppr			22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.

## RECORDS RETENTION SCHEDULE: LAND &amp; FACILITIES

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>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Land & Facilities	L&F-016	Vehicle & Equipment Maintenance (Includes Cranes)	Sale or Disposal + 1 year		Mag, OD, Ppr	S/i	Yes: After QC & OD	8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 13 CCR 1234(f); GC §60201
Land & Facilities	L&F-017	Vehicle Titles ("Pink Slips")	Upon Sale		Ppr			Department Preference; GC §60201
Land & Facilities	L&F-018	Water (Potable): Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints (Correspondence)	Close + 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 64453(a)
Land & Facilities	L&F-019	Water (Potable): Lab Reports & Chains of Custody / Tabular Summaries: <b>ALL</b>	12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After 3 months	Department Preference; Law requires for 12 years or 2 compliance cycles (18 years); Actual laboratory reports may be kept, or data may be transferred to tabular summaries; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Land & Facilities	L&F-020	Work Orders / Service Requests / Accidents / Incidents / Vehicle Maintenance - <b>All Information Entered in CMMS Database</b>	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §60201
Land & Facilities	L&F-021	Work Orders / Service Requests / Accidents / Incidents / Vehicle Maintenance - <b>NOT entered in CMMS Database</b> (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 (covers all Potable Water requirements); CCP §§340 et seq., 342, GC §§945.6, GC §60201
Land & Facilities	L&F-022	Work Orders / Service Requests / Accidents / Incidents / Vehicle Maintenance <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §60201

## RECORDS RETENTION SCHEDULE: NATURAL 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>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>NATURAL RESOURCES (See District-Wide for Monitoring and other Documents)</b>								
Natural Resources	NR-001	Correspondence - <b>Regulatory Agencies</b>	Minimum 15 years	Yes: While Active Issues	Mag, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; Some correspondence from Regulatory Agencies needs to be retained for long periods of time; GC §60201
<a href="#">Natural Resources</a>	<a href="#">NR-001.1</a>	<a href="#">Pest Control Recommendations</a>	<a href="#">Completion 1 year</a>		<a href="#">Mag, Ppr</a>			<a href="#">FAC §12004; GC §60201 et seq.</a>
<a href="#">Natural Resources</a>	<a href="#">NR-001.2</a>	<a href="#">Pesticide Records of Operations – Pesticide Application Record, Operator Identification Number</a>	<a href="#">2 years</a>		<a href="#">Mag, Ppr</a>			<a href="#">Department Preference (agricultural pesticide records are required for 2 years); 3 CCR 6623 GC §60201 et seq.</a>
Natural Resources	NR-002	Project Studies & Reports, Scientific Studies, etc.	P		Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department preference; GC §60201 et seq.

## RECORDS RETENTION SCHEDULE: PLANNING

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>Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>PLANNING</b>								
Finance	PL-001	Invoices (used to ensure proper reconciliation / accounting)	Copies - When No Longer Required		Mag, Ppr			Copies (Finance maintains originals); GC §60200
Planning	PL-002	Master Plans, Site Plans, Preserve Plans	P		Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department Preference; GC §60201
District Clerk	PL-003	Preserve & Use Management History - Compilation of Board Staff Reports and Plans by Preserve	Copies - When No Longer Required		Mag, OD, Ppr	S / I	Yes: After QC & OD	Copies (District Clerk maintains originals); GC §60200
Planning	PL-004	Public Access Working Group Agenda Packets and Minutes / Citizen Advisory Groups	P		Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department Preference; GC §60201
Planning	PL-005	<del>Site &amp; Project History</del> - Permits (Land Use Permits, Planning Permits, Encroachment Permits, Caltrans Permits, County Permits, Water Tanks, etc) - Records with Significant Content	P		Mag, OD, Ppr	S/I <a href="#">Laserfiche</a>	Yes: After QC & OD	Department Preference; GC §60201

## RECORDS RETENTION SCHEDULE LEGEND

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**OFR (Office of Record):** The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a District Board meeting (then it is the Secretary of the District.)

**Records Series Title:** Description of the record series (a group of like records).

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

**Total Retention:** The total number of years the record will be retained.

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

**P = Permanent**

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

### Retention/Disposition:

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

**Media Options** (*guideline*) – the form of the record:      Mag = Computer Magnetic Media (hard drives, tapes, USB Drives, thumb drives, etc.)  
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**  
Ppr = Paper

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

**Destroy Paper after Imaged & QC’d:** “Yes” indicates the electronic record may serve as the OFFICIAL record (and the paper version may be destroyed) **IF** the document has been imaged (electronically generated, scanned or imported **and** placed on **Unalterable Media – DVD-R, CD-R, or WORM, or microfilmed**), and both the images and indexing Quality Checked (“QC’d”). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

### Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

USC: United States Code (US)

WC: Water Code

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code (CA)

GC: Government Code (CA)

LC: Labor Code (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

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

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)