



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-12
99 Pages

RECORDS RETENTION SCHEDULE - 2024

DATE: March 26, 2024

TO: District Board Members

FROM: Jessica Asher, Board Secretary

SUBJECT: Adopting Resolution 2024-09 Records Retention Schedule

BACKGROUND: In December 2023, the General Manager authorized a contract with Gladwell Governmental Services, Inc., for an initial fee of \$4,350, followed by an annual fee of \$350. The contracted services will deliver an updated records retention schedule and staff training as well as ongoing/annual updates to the retention schedule. There have been significant legal mandates related to records retention since the District's schedule was created and staff are unable to ensure compliance without contracted services. The original Records Retention Policy was adopted by the Board of Directors was adopted on April 30, 2002, and has been revised periodically.

DISCUSSION: The revision of the records retention schedules were driven by many factors, including:

- The District's efforts to digitize records (Document Management System Project);
- Technology advancements;
- Changes in law pertaining to special District records.

Gladwell Governmental Services, Inc. has assisted over 250 California municipal governments with their records management, records retention and/or document imaging programs, including many special districts, agencies or units.

The retention schedules for OVPSD were written interactively with all departments participating. They provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of OVPSD's records. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, OVPSD will realize savings in labor costs, storage costs, free filing

cabinet and office space, realize operational efficiencies and ensure compliance with regulations governing record management.

The appropriate Department Manager and General Counsel have reviewed and approved all Retention Schedules.

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 the Department Manager and with the consent in writing of the Department Manager, General Manager, and General Counsel which is provided in Section 3 of the resolution.

It is also standard business practice for California local governments to authorize updates to the schedule without further action of the Board of Directors; this is provided in Section 4 of the resolution.

ALTERNATIVES: 1. Adopt Resolution 2024-07 with attached records retention schedules.

2. Do not adopt Resolution 2024-07 and maintain current policy from 2002 and retention schedule last updated in 2020.

3. Request changes to the resolution or retention schedule.

FISCAL/RESOURCE IMPACTS: The District may realize savings in labor and legal expenses associated with public records requests and records retention compliance.

RECOMMENDATION: Adopt Resolution 2024-07 with attached records retention schedules.

ATTACHMENTS:

- Resolution 2024-07 with Exhibit A: Draft Records Retention Schedule
- Resolution 2002-09, Record Retention Policy (to be considered for rescission)
- Retention Schedule (to be considered for rescission)

DATE PREPARED: March 25, 2024

RESOLUTION 2024-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OLYMPIC VALLEY PUBLIC SERVICE DISTRICT ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN AGENCY RECORDS AND RESCINDING RECORDS RETENTION POLICY ADOPTED APRIL 30, 2002

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 Olympic Valley Public Service District; and

WHEREAS, the purpose of a records retention schedule is to provide for the identification, maintenance, safeguarding, and disposal of records in the normal course of business; to ensure prompt and accurate retrieval of record; and to ensure compliance with legal and regulatory requirements; and

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

WHEREAS, Section 60201 of the Government Code of the State of California is amended effective January 1, 2005 to provide that Agency records which have served their purpose, which are not expressly required by law to be filed and 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 Records Retention Policy and Schedule on April 30, 2002, and has been revised periodically, last updated March 21, 2020.

NOW, THEREFORE, BE IT RESOLVED that the following have been reviewed and approved by the District's Board of Directors.

Section 1. Records Retention Policy on April 30, 2002 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 District or the public.

Section 3. The records of the Olympic Valley Public Service 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 District policies and procedures, and with the approval of the Department Manager, General Manager and General Counsel, provided there is no type of Hold on destruction;

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

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

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

PASSED AND ADOPTED this 26th day of March, 2024 at a meeting of the Board of Directors of the Olympic Valley Public Service District by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dale Cox, Board President

ATTEST:

Jessica Asher, Board Secretary

HOW TO USE RETENTION SCHEDULES

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See the **RECORDS RETENTION SCHEDULE LEGEND**, which explains the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

Copies or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term "records" shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers as defined by the California Public Records Act.

STRUCTURE: DISTRICT-WIDE, DEPARTMENTS & DIVISIONS

The District-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the official (original) record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the District-wide retention schedule. An index will be provided for your reference.

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the District with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the District
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

AUTHORIZATION TO DESTROY RECORDS:

Destruction of an official (original) record that has exceeded its retention period must be authorized according to District Policies & Procedures prior to destroying it.

- If there is a **minimum** retention ("**Minimum 2 years**"), destruction of the document must be authorized before it is destroyed, as it is an official (original) record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or resolution).**"

RECORDS RETENTION SCHEDULE LEGEND

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

Records No.: Provided for ease of use and accuracy.

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

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

Total Retention: The total number of years the record is retained

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

P = Permanent

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

District Preference = Exceeds the mandated retention period

Vital? = Those records that are needed for basic operations in the event of a disaster (*If blank, these are not vital records.*)

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

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

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

Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

PRC Public Resources Code

USC: United States Code (US)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

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

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
DISTRICT-WIDE								
Lead Dept. (managing the contract)	DW-001	Agreements & Contracts - ADMINISTRATIVE RECORDS (RFP (Request for Proposal), Correspondence with contractor where the Content relates in a substantive way to the performance of the contract, etc.) Send to the Board Secretary ALL ORIGINAL Agreements & Contracts, Insurance Certificates, Amendments, Change Orders, Task Orders	Completion + 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death= Completion + 5 years, CCP §§336(a), 337 et. seq., GC §60201
Lead Dept.	DW-002	Association Records / External Committees, Task Forces, Associations, Commissions, & Boards: External Organizations (e.g. Association of California Water Agencies, etc.)	When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
Lead Dept.	DW-003	Bids, Unsuccessful / Proposals, Unsuccessful	2 years		Mag, Ppr			Department preference; GC §60201 et. seq.
Lead Dept.	DW-004	Clippings / Newspaper Clippings	When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
Lead Dept.	DW-006	Copies or duplicates of any record	Copies - When No Longer Required		Mag, Ppr			GC §60200

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
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. Administrative, Chronological, e-mail, General Files, Letters, Memorandums, Reading File, Working Files, etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	Minimum 2 years					ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017; GC §60201
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, 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					Electronic and paper records are filed and retained based upon their CONTENT . E-mails, electronic records, or social media postings 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 electronically in the project folder to which they relate . If not mentioned here, consult the Attorney to determine if a record is considered transitory / preliminary draft. GC §§60201 7927.500, 7928.705; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	DW-009	District Committees (not Board of Director or Safety Committees)	2 years					Department preference; GC §60201 et. seq.

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	DW-010	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". GC §60201, GC §7927.500, 7928.705
Lead Dept.	DW-011	Grants (SUCCESSFUL - all records, including FEMA or OES claims (Federal Emergency Management Agency or Office of Emergency Services Claims)	After Funding Agency Audit, if required - Minimum 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.508(c), 570.490, & 570.502; OMB Circular A-110 & A-133; GC §60201; GC §8546.7
Lead Dept.	DW-012	Grants: UNSUCCESSFUL (Applications, Correspondence, etc.)	Minimum 2 years		Mag, Ppr			Department Preference; GC §60201
Human Resources	DW-013	Personnel Files - Department-level Copies	Send to Human Resources Upon Separation or Transfer	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with District policy; Originals are maintained by Human Resources. Supervisors notes should be maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 60201
Human Resources	DW-014	Personnel Files - Department-level Supervisor's Notes	When No Longer Required	Before Separation	Mag, Ppr			Preliminary Drafts; Supervisors notes should be maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	DW-015	Photographs, Videos (other than Board Meetings)	When No Longer Required		Mag, Ppr			Preliminary drafts (the document that the photograph is used in is the final); GC §60201
Lead Dept.	DW-016	Press Releases / Media Alerts	2 years		Mag, Ppr			Department preference; GC §60201
Lead Dept.	DW-017	Property File / Customer File: Application, Fire Plans, Meter Installations, Meter Size Approvals, Remodels, , etc.)	P	Yes: Until Paid	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Authoring Dept.	DW-018	Reference Materials: Policies, Procedures , Brochures, Handbooks, Manuals, Newsletters, Plans, etc. Produced by YOUR Department	Minimum Superseded + 2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	DW-019	Reports and Studies - Historically Significant , Environmental, Scientific Studies, Annual Department Reports, etc.	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	DW-020	Reports and Studies - NOT Historically Significant	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	DW-021	Training Presented by District Staff - COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment, & Safety Training & Tailgates)	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics & Harassment Prevention Training is 5 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 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b)
Lead Dept.	DW-022	Video Recordings - Routine Video Monitoring (building security or regular and ongoing operations of the District)	1 year		Mag			GC §§60201, 53160

RECORDS RETENTION SCHEDULE: ADMINISTRATION - GENERAL MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ADMINISTRATION - GENERAL MANAGER								
Admin / General Manager	GM-001	Board of Directors Reports / Updates	Copies - When No Longer Required		Mag, Ppr			Retained in Board of Directors Agenda Packet; GC §60200
Admin / General Manager	GM-002	Legislative Platforms / Legislation	Copies - When No Longer Required		Mag, Ppr			Retained in Board of Directors Agenda Packet; GC §60200
Admin / General Manager	GM-003	Projects & Issues (Issues and/or projects will vary over time)	When No Longer Required		Mag, Ppr			GC §60201
Admin / General Manager	GM-004	Solid Waste Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) . CalRecycle Annual Waste Diversion Report / Measure D annual report / Form 303 report (HHW report) / CalRecycle Used Oil report / CalRecycle Bottles & Cans report, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; required for 5 years; Low-Carbon Fuel Standard regulations credits can be received for 10 years, and are eligible for an extension; 14 CCR § 18995.2; H&S §39730.7; GC §60201

RECORDS RETENTION SCHEDULE: BOARD SECRETARY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
BOARD SECRETARY								
Board Secretary	SEC-001	Administrative Code (Codification / compilation of Ordinances or Resolutions)	When Superseded	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	The Ordinance or Resolution is the official / original record (the Administrative Code changes); The Ordinance or Resolution approving changes includes the code or policy changed, removed, or adopted. GC §60201
Board Secretary	SEC-002	Agendas, Agenda Packets, Agenda Staff Reports - District Board of Directors and Committees (Ad-Hoc Subcommittees and Standing Subcommittees)	P	Yes: Before Meeting Date	Mag, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Board Secretary	SEC-003	Agreements & Contracts (originals) - CUSTODIAL, LEASES, MAINTENANCE (where Errors & Omissions or Professional Liability Insurance is NOT applicable) Agreement or Contract includes all contractual obligations, Insurance Certificates (e.g. Scope of Work or Successful Proposal, Amendments, Change Orders, Task Orders) Examples: Copier Leases, Custodial, Equipment Purchasing and Leases, Janitorial, Maintenance, Landscape Maintenance etc.	Completion + 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Errors & Omissions is not applicable; CCP §§336(a), 337 et. seq., GC §60201

RECORDS RETENTION SCHEDULE: BOARD SECRETARY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Board Secretary	SEC-004	<p>Agreements & Contracts (originals) - INFRASTRUCTURE / CAPITAL PROJECTS, JPAs, LOANS, MOUs, Water Supply and Conveyance</p> <p>Agreement or Contract includes all contractual obligations, Insurance Certificates (e.g. Scope of Work or Successful Proposal, Amendments, Change Orders, Task Orders)</p> <p>Examples of Infrastructure: Architects, buildings, bridges, development, property restrictions, reservoirs & reservoir maintenance, utilities, water infrastructure (water lines, water mains, pump stations, treatment facilities, etc.)</p>	P	Yes: Before Completion	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for emergency response; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq., GC §60201
Board Secretary	SEC-005	<p>Agreements & Contracts (originals) - PROFESSIONAL SERVICES, CONSULTING (where Errors & Omissions or Professional Liability Insurance required)</p> <p>Agreement or Contract includes all contractual obligations, Insurance Certificates (e.g. Scope of Work or Successful Proposal, Amendments, Change Orders, Task Orders)</p> <p>Examples of NON-Infrastructure: Attorney Services, Consultants, Franchises, Landscape Design and Installation, Personnel, Professional Services, Water purchasing agreements etc.</p>	Completion + 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq., GC §60201
Board Secretary	SEC-006	Annexations or Acquisitions	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: BOARD SECRETARY

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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>								
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Board Secretary	SEC-007	Board of Directors Policies	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Board Secretary	SEC-008	Board of Directors Vacancies (Affidavit of Posting, Applications, Correspondence, Notices, etc.)	2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Board Secretary	SEC-009	Chronological History of Board Members	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Historical Value; GC §60201
Board Secretary	SEC-010	Claims Against the District / Liability Claims	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201
Board Secretary	SEC-011	District Formation, Boundaries, LAFCo Approvals (Fire, Sewer, Water Boundaries)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Required for formal changes to the district approved by the Board only; GC §60201
Board Secretary	SEC-012	District-Wide Policies Procedures (those that apply to all employees)	Minimum of Superseded + 2 years	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Board Secretary	SEC-013	Elections - Petitions (Initiative, Recall or Referendum)	Results or Final Examination if No Election + 8 months		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
Board Secretary	SEC-014	Ethics Training Certificates for all employees and Board of Directors; Harassment Prevention Training Certificates for Board of Directors	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §§53235.2(b), 53237.2(b)
Board Secretary	SEC-015	FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS, DESIGNATED EMPLOYEES & CONSULTANTS (specified in the District's Conflict of Interest code)	4 years		Mag	S / I	Yes: After QC & OD	District maintains copies only; original statements are filed with the County and / or FPPC; GC §81009(f)&(g)

RECORDS RETENTION SCHEDULE: BOARD SECRETARY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Board Secretary	SEC-016	FPPC 400 Series Forms, and 501 Forms (Campaign Disclosure Forms: ALL	4 years		Mag	S / I	Yes: After QC & OD	District maintains copies only; original statements are filed with the County and / or FPPC; GC §81009(f)&(g)
Board Secretary	SEC-017	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	Must post on website; GC §81009(e)
Board Secretary	SEC-018	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	Must post on website for 4 years; GC §81009(e)
Board Secretary	SEC-019	FPPC Form 803 (Behested Payment Report)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	GC §81009(e); FPPC Regulation 18734(c)
Board Secretary	SEC-020	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR 18702.5; GC §60201;GC §81009(e)
Board Secretary	SEC-021	General Counsel (Attorney) Opinions	Minimum 2 years	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Board Secretary	SEC-022	Historical Records: Copyrights, Logo, Patents, Name Changes, Awards, Trademarks, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Secretary Determines Historical Significance; GC §60201
Board Secretary	SEC-023	LAFCO MSR's (Municipal Service Reviews)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Board Secretary	SEC-024	Correspondence with LAFCO / LAFCO Elections- nominations/elections	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Board Secretary	SEC-025	Litigation Files / Lawsuits / Court Case Files	Minimum Final Resolution + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CCP § 337 et seq.; GC §§ 911.2, 60201, PC §832.5(b)
Board Secretary	SEC-026	Minutes: District Board of Directors	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201(d)(3)
Board Secretary	SEC-027	Notes: District Committees / Committee Notes	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: BOARD SECRETARY

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Board Secretary	SEC-028	Notices: Affidavits of Postings and Publications	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
Board Secretary	SEC-029	Oaths of Office (Board of Directors)	Separation + 6 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; GC §§36507, 60201; PC §§801.5, 803(c); 29 USC 1113
Board Secretary	SEC-030	Ordinances	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Board Secretary	SEC-031	Public Records Act Requests	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Board Secretary	SEC-032	Recordings: Audio or Video Recordings of District Board meetings	1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; Audio is required for 30 days; Video is required for 90 days; GC §§53161, 54953.5(b), 60201 et seq.
Board Secretary	SEC-033	Recordings: Audio Recordings of District Committee meetings (if created)	30 days		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 30 days for audio; GC §§54953.5(b), 60201 et seq.
Board Secretary	SEC-034	Records Destruction Authorization Forms / Authorization to Destroy Paper to Rely on the Image as the Original	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Board Secretary	SEC-035	Records Retention Schedules - Authorization for Amendments to Retention Schedules	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Board Secretary	SEC-036	Resolutions	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Board Secretary	SEC-037	Secretary of State Statement of Facts / Roster of Public Officials	1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201 et. seq.

RECORDS RETENTION SCHEDULE: BOARD SECRETARY

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Board Secretary	SEC-038	Subpoenas or Summons	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201

RECORDS RETENTION SCHEDULE: ENGINEERING

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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, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ENGINEERING								
Engineering	ENG-001	Bonds: Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permits, Monitoring Bonds	Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Bonds posted by the contractor. Project Manager determines when contract conditions have been met, and then releases the bond; Security; GC §60201
Engineering	ENG-002	Capital Improvement Projects (CIP) - Administration File: Project Administration, Construction Photos, Cost of Construction, Field Inspection Reports / Inspection Diaries, Preliminary Design Studies, Project Schedules, Real Estate Appraisals, USAs, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	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
Engineering	ENG-003	Capital Improvement Projects (CIP) - Close-Out File: Preliminary Notices, Stop Work Notices, Temporary Permits, Project Calculations, SAMPs, SWPPP, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations is not applicable to these records; GC §60201
Engineering	ENG-004	Capital Improvement Projects (CIP) - Permanent File - Large Format Drawings Design Drawings (finals), Record Drawings ("As Builts")	P	Yes	Mag, Mfr, OD, Ppr	S / I	No	Department preference; for Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Engineering	ENG-005	Capital Improvement Projects (CIP) - Permanent File: Change Orders, Drillers Logs, Deeds, Easements, Environmental Documents (Final EIRs, Categorical Exemptions, Negative Declarations), Materials Testing Reports, NIB (Notice Inviting Bids), Notice of Completion, Regulatory Agency Approvals, RFPs (Request for Proposal), RIB (Request Inviting Bids), Right of Way, Shop Drawings, Specifications, Structural Plans, Submittals, Surveys, Permanent Variances, etc.	P	Yes: Until Completed	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; For disaster preparedness purposes; GC §60201 et seq.
Engineering	ENG-006	Capital Replacement Projects (CIP) - MAINTENANCE-ONLY PROJECTS (Painting, Slip Lining, Re-Roof, etc. - No change in Infrastructure Configuration) All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.)	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §60201
Engineering	ENG-007	CEQA Documents: Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.) Correspondence and Staff Notes that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 180 days		Mag, Ppr			Department preference; Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §60201

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Impprt M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Engineering	ENG-008	Encroachment Permits: Temporary (Banner Permit, Block Park, Excavation, Street Closure Permits, Street Cuts, Street & Sidewalk Repair, Streetlight Repair, Traffic Control, Transportation Permits, Utility Cuts (Installation & Patching), etc.) Includes Insurance Certificates	P	Yes: Until Completion	Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-009	Engineering Studies and Reports / Corrosion Studies and Reports / Pipeline Integrity Studies and Reports / Root Cause Analysis Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-010	Fire Flow Hydraulic Models / Theoretical Fire Flows	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Engineering & Utilities	ENG-011	FOG (Fats, Oil & Grease) Inspections / Pretreatment Annual & Quarterly Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Engineering	ENG-012	Geographic Information System (GIS) / Shape Files	Indefinite - Permanent	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Engineering	ENG-013	Monitoring Well Logs / Water Audits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Engineering	ENG-014	Plans, Reports, & Studies (Engineering)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.
Engineering	ENG-015	Private Development: Administrative Records Construction Inspections, Photos, Progress Meetings, Project Schedules, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §60201

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Engineering	ENG-016	Private Development: Permanent Records Abandonments, Certificate of Acceptance / Approval (copy), Dedications, Deeds (copies) Drainage, Driveway, Easements (copies), Geotechnical and Soil Reports / Hydrology Reports, Private Lab Verifications, Testing Lab Final Reports, Rights of Way (copies), Studies, Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §60201
Engineering	ENG-017	Record of Survey	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Engineering	ENG-018	Reservoirs / Steel Tanks - Dive Videos	15 years	Yes	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §60201 et seq.
Engineering	ENG-019	Reservoirs / Steel Tanks - Major Assessments, Upgrades and Painting	P	Yes	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §60201 et seq.
Engineering	ENG-020	Sanitary Surveys (Potable Water) / Sanitary Survey Inspection Reports and New Well Sanitary Surveys	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	22 CCR §64470 GC §60201
Engineering	ENG-021	Sewer Capacity Studies and Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Engineering & Utilities	ENG-022	Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be updated every 6 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03; & 2022-0103-DWQ; GC §60201
Engineering	ENG-023	Site Surveys / Cross Connection / Site Plans for remodels / new construction, final inspection reports for remodels, backflow for new construction or remodels	P		Mag, Ppr			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Engineering	ENG-024	Standard Drawings / Construction Standards Authored by the District	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Engineering	ENG-025	Subdivision Maps / Parcel Maps	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-026	Surveys, Record of Survey	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-027	Water Rights	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-028	Water Supply Assessments, Studies, Reports / Stream Studies and Flow / Water Planning Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-029	Water System Variances	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-030	Well Construction / Well History / Drilling Logs (including abandoned or destroyed wells)	P		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference; GC §60201
Engineering	ENG-031	Will Serve Letters / Water Availability Letters and Requests	P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §60201 et seq.

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>								
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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE ADMINISTRATION								
Finance / Admin.	FIN-001	_Finance / Utility Billing Database (Springbrook)	Indefinite - Minimum 7 years	Yes	Mag			Data is interrelated; Employee compensation and reimbursements are required for 7 years; GC §60201 et seq.
Finance / Admin.	FIN-002	Actuarial Valuation Reports	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Admin.	FIN-003	Audits - Operational or Single Audits (Grant Audits, Internal Audits)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Admin.	FIN-004	Audits - Working Papers	When No Longer Required		Mag, Ppr			Department Preference; GC §60201
Finance / Admin.	FIN-005	Audits / Audit Reports / Annual Comprehensive Financial Report (ACFR)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Admin.	FIN-006	Bank Statements / Checking Account Reconciliation / Bank Reconciliation (Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Treasury Statements, Trustee & Investment Statements, etc.)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201
Finance / Admin.	FIN-007	Bonds / Debt / COP / Certificates of Participation / Transcripts / Disclosure Reports / Lines of Credit / Promissory Notes / Commercial Paper	Fully Deceased or Matured + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	No	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq.; 337.5(a); 26 CFR 1.6001-1(e); GC §§43900 et seq., 60201
Finance / Admin.	FIN-008	Budget Adjustments	When No Longer Required		Mag, Ppr			Preliminary Drafts Not Retained in the Ordinary Course of Business; GC §60200

RECORDS RETENTION SCHEDULE: FINANCE

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Finance / Admin.	FIN-009	Budgets: Development, Drafts, etc.	When No Longer Required		Mag, Ppr			Preliminary Drafts Not Retained in the Ordinary Course of Business; GC §60200
Finance / Admin.	FIN-010	Budgets: Final (Adopted)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Admin.	FIN-011	Check Registers	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference (a different version is presented to the Board of Directors), includes employee compensation or reimbursement; GC §60201 et seq.
Finance / Admin.	FIN-012	Developer Deposits / Trust Accounts (Deposits for Developer Projects)	Close + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §60201
Finance / Admin.	FIN-013	Financial Reports created by Financial Database: Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Batch Proofs, Trial Balance, (MONTHLY OR PERIODIC)	When No Longer Required		Mag, Ppr			Draft / Preliminary documents (Financial database is the original, and can accurately re-run reports); GC §60201 et seq,
Finance / Admin.	FIN-014	Investments / LAIF Statements(Including Arbitrage)	5 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §60201
Finance / Admin.	FIN-015	Journal Entries / Journal Vouchers	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Admin.	FIN-016	State Controller's Report / Special Districts Financial Transactions Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

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ACCOUNTING								
Finance / Accounting	FIN-017	1099's, 1096's, DE542 (California Report of Independent Contractors)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12); 29 USC 436
Finance / Accounting	FIN-018	Accounts Payable Source Records (includes Invoices, Credit Card Statements, Conference / Seminar Backup, Petty Cash, Purchase Orders, Travel Expense Reimbursements, Water Conservation Rebates, etc.)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; Published articles show 3 - 7 years; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Accounting	FIN-019	Accounts Receivable Source Records including Adjustments, Billings, Cash, Payments, Cash Receipts Damage to District Property / Insurance Payments, Leases, Sale of Surplus Property, etc.	5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201
Finance / Accounting	FIN-020	Checks (Issued by the District, then cashed by the payee - maintained by the Bank)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337
Finance / Accounting	FIN-021	Electronic Fund Transfer Agreements / Authorizations for direct deposit to vendors bank account	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Finance / Accounting	FIN-022	Fixed Asset Retirements - Auction / Disposal / Sales / Surplused	Disposal of Asset + 2 years		Mag, Ppr			Department preference; GC §60201
Finance / Accounting	FIN-022.5	Meeting Room Rental Agreements	Completion + 2 years		Mag, Ppr			Department preference; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Accounting	FIN-023	Prop. 218 Fees & Charges: Ballots and/or protest letters	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)
Finance / Accounting	FIN-024	Prop. 218 Fees & Charges: Master Mailing List	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Finance / Accounting	FIN-025	Prop. 218 Fees & Charges: Undeliverable Mail	3 months		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory records not retained in the ordinary course of business; GC §60201
Finance / Accounting	FIN-026	Returned Payments (NSF, etc.) Checks / ACH (includes Water Payments)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §60201
Finance / Accounting	FIN-026.5	Strike Team Reimbursement (OES / FEMA)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Accounting	FIN-027	Tax Returns (Sales Tax, etc.)	5 years		Mag, Mfr, 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; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), 26 CFR §31.6001-1, R&T §19530, GC §60201
Finance / Accounting	FIN-028	Vehicle Titles ("Pink Slips")	Upon Sale or Disposal		Ppr			Department Preference; GC §60201
Finance / Accounting	FIN-029	W-9's	Vendor Inactive + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS auditing standards; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PAYROLL								
Finance / Payroll	FIN-030	DE-6, DE-9, DE-43, W-3, & DE-166, & 941 Forms - Quarterly Payroll Tax Returns (Federal and State) IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - OASDI, Federal Tax Deposits, Adjustments, etc.	7 years		Mag, Mfr, 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; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201
Finance / Payroll	FIN-031	Employee Payroll File	Separation + 7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.
Finance / Payroll	FIN-032	Garnishments, Child Support, Court Orders regarding Employee Wages	Separation + 7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.
Finance / Payroll	FIN-033	Payroll Checks (retained at bank)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201(d)(12), CCP § 337
Finance / Payroll	FIN-034	Payroll Registers / Payroll Reports	When No Longer Required		Mag, Ppr			Draft / Preliminary documents (Financial database is the original, and can accurately re-run reports); GC §60201 et seq.
Finance / Payroll	FIN-035	PERS Reports, Actuarials, and Statements	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201(d)(12)
Finance / Payroll	FIN-036	Timesheets	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to meet auditing standards; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c); GC §60201 et seq.
Finance / Payroll	FIN-037	W-2's	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §60201(d)(12)

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>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE / UTILITY BILLING / CUSTOMER SERVICE								
Finance / Utility Billing / Customer Service	FIN-038	_Finance / Utility Billing Database (Springbrook)	Indefinite - Minimum 7 years	Yes	Mag			Data is interrelated; Employee compensation and reimbursements are required for 7 years; GC §60201 et seq.
Finance / Utility Billing / Customer Service	FIN-039	Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116910
Finance / Utility Billing / Customer Service	FIN-040	County Assessor Tax Roll Assignments / Collection Agency Assignments & Collections (Statements) / Write-Offs / Uncollectible Accounts	5 years	Yes: Until Paid	Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Utility Billing / Customer Service	FIN-041	Customer Bankruptcies - ALL	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Department preference (account is closed and notes indicate bankruptcy); GC §60201
Finance / Utility Billing / Customer Service	FIN-042	Customer File: Application, (original or copy of ... Fire Occupancy Inspections, Fire Sprinkler Permits, Meter Installations, Meter Size Approvals, Remodels, , etc.)	P	Yes: Until Paid	Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Utility Billing / Customer Service	FIN-043	Hydrant Meters: Applications for Temporary Water Service, rules for Hydrant Meters for Construction Water Service	Expiration + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	District preference; GC §60201
Finance / Utility Billing / Customer Service	FIN-044	Payment Stubs (if not combined with Cash Register Backups)	When No Longer Required	Yes: While Active Issues	Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	District 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, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Utility Billing / Customer Service	FIN-045	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Finance / Utility Billing / Customer Service	FIN-046	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Finance / Utility Billing / Customer Service	FIN-047	Water Billing: Report of Annual Discontinuations of Residential Service	2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §60201

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FIRE ADMINISTRATION								
Fire / Admin.	FR-001	_Fire Incident Database (No Medical Transports nor Fire Inspections) - ESO	Indefinite - Minimum 20 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; If e-PCRs are stored in this database, minors are required until 1 year after age 18, but not less than 7 years - see Patient Care Reports); GC §60201 et seq.
Fire / Admin.	FR-002	Call Log / Summary Report / Station Log Books / Red Books	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Fire / Admin.	FR-003	Fire Investigations - Arson & Capital Crimes Only	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §60201 et seq.
Fire / Admin.	FR-004	Fire Investigations - OTHER Than Arson & Capital Crimes	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CFC §104.6.3; GC §60201 et seq.
Fire / Admin.	FR-005	ISO Insurance Ratings	15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (rated every 10 years); GC §60201
Fire / Admin.	FR-006	Monthly Statistical Reports / Run Statistics	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Considered a preliminary draft / copy (the Fire database is the original); GC §60201 et seq.
Board Secretary	FR-007	Mutual Aid Agreements, Joint Power Authorities (Local and State)	Completion + 2 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Board Secretary is OFR; GC §60201(c)(9)
Fire / Admin.	FR-008	Permits: Construction & Operational Fire Permits: High Piled Storage, Sprinkler Systems, etc.	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; CFC §§ 104.6 – 104.6.4; GC § 60201 et seq.

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Fire / Admin.	FR-009	Plan Approval: Fire Sprinkler, Fire Safety Plans (Final, Approved by the Fire Department Only) Placed in Property File / Customer File	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; CFC §§ 104.6 – 104.6.4, 105.2; GC § 60201 et seq.
Fire / Admin.	FR-010	Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 60201 et seq.
Fire / Admin.	FR-011	Ride-A-Long Waivers	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Fire / Admin.	FR-012	Temporary Occupancy File / Temporary Permits / Special Event Permits (assembly permits, burn permits, candle permits, tent permits, open flame, etc.)	Expiration of Permit + 5 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC §104.6.1; GC §60201 et seq.

RECORDS RETENTION SCHEDULE - FIRE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FIRE / EMERGENCY MEDICAL SERVICES								
Fire / EMS	FR-013	Fire Incident ePCR Database (Medical Transports)	Indefinite - Minimum 20 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated (e-PCRs for minors are required until 1 year after age 18, but not less than 7 years - see Patient Care Reports); GC §60201 et seq.
Fire / EMS	FR-014	Controlled Substance Logs, Inventories / Drug Logs	3 years	Yes	Mag, Ppr			Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04; GC §60201
Fire / EMS	FR-015	EMS Complaints	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for health providers is 3 years; Call Records are required for 3 years; 13 CCR 1100.7, CCP §340.5, GC §60201
Fire / EMS	FR-016	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	45 CFR 164.530(j)
Fire / EMS	FR-017	Patient Care Reports / PCRs / e-PCRs (EMS transportation) Reports: ALL (medical and non-medical.) Includes e-PCR Database / Electronic Patient Care Report Database (ImageTrend)	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; minors are required until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §60201; H&S §§1797.98e 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 73543(a), 74731(a), 75055(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3

RECORDS RETENTION SCHEDULE - FIRE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FIRE MARSHAL / FIRE PREVENTION								
Fire / Fire Prevention	FR-018	_Fire Inspection Database (First Due)	Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; retention is required for Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Modification / Alternative Methods or Materials; CFC §104.6.2; GC §60201 et seq.
Fire / Fire Prevention	FR-019	Defensible Space Inspections	Minimum 5 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.
Fire / Fire Prevention	FR-020	Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Modification / Alternative Methods or Materials / Citations / Notice of Violations	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Required for the Life of the Structure or Activity, or Minimum 5 years whichever is longer for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4; GC §60201
Fire / Fire Prevention	FR-021	Public Information / Education (when produced internally)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

RECORDS RETENTION SCHEDULE - FIRE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
OPERATIONS / SUPPRESSION								
Fire / Ops	FR-022	_Fire Operations Database (ERS / ESO)	Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer		Mag			Data is interrelated; CFC §104.6.2; GC §60201 et seq.
Fire / Ops	FR-023	Equipment Records & Testing	Surplus + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5, GC §60201
Fire / Ops	FR-024	Pre-Fire Plans	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et seq.
Fire / Ops	FR-025	Vehicle History	Surplus + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5, GC §60201
TRAINING								
Fire / Training	FR-026	_Training Database (Vector Solutions / Target Solutions)	Indefinite - Separation + 5 years		Mag			Department preference; Meets OSHA requirements; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b)

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
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HUMAN RESOURCES								
Human Resources	HR-001	Affirmative Action Complaints - California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH) or Equal Opportunity Commission (EEOC) / Harassment Claims	Final Disposition + 4 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 4 years after action is taken; 2 CCR 11013(c); 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, Mfr, OD, Ppr	S	No	Department preference to be consistent with District wide standards; EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 12960, 60201
Human Resources	HR-003	Classification and Compensation Studies / Surveys	When No Longer Required		Mag, Ppr			Department Preference; GC §60201
Human Resources	HR-004	COVID-19 Notifications to Employees, Records of Vaccinations	3 years		Mag, Ppr			LC §6409.6(k), GC §60201
Human Resources	HR-005	DMV Pull Notices	When Superseded or Separation		Mag, Ppr			District preference (DMV record that the District considers a non-record used for reference); DMV audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §60201
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.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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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 4 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c) 8 CCR §11040(7)(c), GC §§12946, 12960, 60201
Human Resources	HR-008	I-9s	Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(i); GC §§12946, 12960, 60201
Human Resources	HR-009	Labor Relations / Negotiations (Notes)	Minimum 10 years		Mag, Ppr			Department preference; GC §60201
Human Resources	HR-010	Legal Opinions (Employment Related)	Minimum 10 years		Mag, Ppr			Department preference; GC §§12946, 12960, 60201
Human Resources	HR-011	Local Government Compensation Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Human Resources	HR-012	OSHA Log 300, 300 A, 301, 301A, etc.	5 years		Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-013	<p>Personnel Files - General File</p> <p>(Includes Application, Awards, Backgrounds, Employee Benefit Enrollment Forms (birth / death / marriage certificates), Disciplinary Actions, Certifications, Commendations, Harassment Prevent Training Certificates for employees, Evaluations, Grievances, Licenses, Performance Reviews, Personnel Action Forms (original), Policy acknowledgements, Disaster Service Workers Oaths, Employee Settlement Agreements W-4's etc. - Excludes Medical Records)</p>	Separation + 7 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to match Payroll requirements; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.14; 1602.31 & 1627.3(b)(ii); GC §§12946, 12960, 60201; 29 USC 1113; GC §3105; GC §53235.2(b), 53237.2(b), LC §1198.5; 26 CFR §31.6001-1
Human Resources	HR-014	<p>Personnel Files - Medical File</p> <p>(Includes background checks, Class B medicals, employee Test Results and Individual Noise Exposure Measurements, Family Medical Leave records, hearing tests (Audiograms), miscellaneous medical records, pre-employment physicals, Pulmonary tests, respirator fit tests, Sharps Injury Logs, etc.</p>	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i); GC §§12946, 12960, 60201
Lead Dept.	HR-015	Safety Committee Minutes	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; ; 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 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); 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 M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-016	Recruitment Files: Applications for Employment or Resumes / Recruitment Files: Solicited: Brochure, advertisement, unsuccessful applications (with or without interviews), selection materials, interview notes, results, etc.	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; ; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq; 2 CCR 11013(c) GC §§12946, 12960, 60201
Human Resources	HR-017	Unemployment Claims	Final Disposition + 5 years		Mag, Ppr			Department preference; GC §§12946, 12960, 60201
Human Resources	HR-018	Verification of Employment or Child Support (from Lenders or outside companies)	When No Longer Required		Mag, Ppr			Not District records (outside companies seeking to verify if an employee is currently employed); GC §60201
Human Resources	HR-019	Volunteer / Unpaid Intern Applications & Agreements - Successful	Inactive / Separation + 3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960, 60201
Human Resources	HR-020	Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful or Pending Applicants	3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960, 60201
Human Resources	HR-021	Workers Compensation Files ALL	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 15400.2, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 12960, 60201, CCP §337 et seq.
RISK MANAGEMENT								
Human Resources / Risk Manage.	HR-022	District Insurance Policies - Liability, Workers Compensation Insurance, etc.	30 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources / Risk Manage.	HR-023	Workers Compensation Loss Runs	Minimum 5 years		Mag, Ppr			Department Preference (actuary wants 10 years of data - these can be acquired from TPA); GC §60201

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
INFORMATION TECHNOLOGY								
Information Technology	IT-001	Backups - All Disaster Recovery Computer Backups	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §60200 et seq.
Information Technology	IT-002	Network Configuration Maps & Plans	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §60201 et seq.
Information Technology	IT-003	Software Licenses, Warrantees, Installation Media	When No Longer Required		Mag.			Department preference; GC §60201 et seq.
Information Technology	IT-004	UNALTERABLE MEDIA / IMMUTABLE MEDIA (Cloud Immutable Backup), WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes	Follows Retention of Official Electronic Record		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 60201, 12168.7, EVC 1550, 2 CCR 22620 et seq.

RECORDS RETENTION SCHEDULE: UTILITIES / OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
UTILITIES / OPERATIONS								
Utilities / Operations	UT-001	SCADA Database (Sewer)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §60201
Utilities / Operations	UT-002	Aboveground Storage Tanks - Diesel or Gasoline (Agency Owned) Inspections, Vapor Testing, Maintenance, Repairs	20 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Tier II tanks are required to have an integrity test every 20 years); GC §60201
Utilities / Operations	UT-003	Air Quality Management District (AQMD) Permits & Applications (Generators, Construct, Operate, etc.)	Expiration + 5 years		Mag, Ppr			40 CFR 70.6; GC §60201
Utilities / Operations	UT-004	Air Quality Management District (AQMD) Reports / Compliance Reports	5 years		Mag, Ppr			40 CFR 70.6; GC §60201
Utilities / Operations	UT-005	Backflow Testing / Cross Connection	3 years		Mag, Ppr			GC §60201; 17 CCR 7605(f)
Utilities / Operations	UT-006	Confined Space Entries / Lockout-Blockout / Energy Control Procedures (ECP) / Air Monitoring Calibrations	5 years		Ppr			Department preference; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §60201
Utilities / Operations	UT-007	Consumer Confidence Report - Annual Water Quality Report	P		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, federal 10 years; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91 40 CFR 141.33(a); GC §60201
Utilities / Operations	UT-007.5	Elevator inspections	2 years		Ppr			GC §60201
Utilities / Operations	UT-007.6	Elevator operating certs	When Superseded		Ppr			GC §60201
Utilities / Operations	UT-008	Fire Hydrant Flushing, Valve Exercises, Maintenance	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: UTILITIES / OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Utilities / Operations	UT-009	Fleet - Pre-Trip Inspections / Vehicle Safety Checks / Vehicle Inspections / Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201; 13 CCR 1234(c)
Utilities / Operations	UT-010	Fleet - Used Oil Disposal Manifests	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Utilities / Operations	UT-011	Fleet - Vehicle & Equipment History Files Maintenance, Brakes, Smog Certificates, etc.	Disposal of Vehicle or Equipment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 13 CCR 1234(f); GC §60201
Utilities / Operations	UT-012	FOG (Fats, Oil & Grease) Inspections / Pretreatment Annual & Quarterly Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Utilities / Operations	UT-013	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §60201
Utilities / Operations	UT-014	Hazardous Waste Manifests	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference (District has "cradle to grave" liability); only 3 years is mandated; 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40; GC §60201
Utilities / Operations	UT-015	Lab Reports & Chains of Custody: Potable Water Bacteriological and Organics	Minimum 5 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Utilities / Operations	UT-016	Lab Reports & Chains of Custody: Potable Water Chemical (Includes Chlorine Residuals)	Minimum 10 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692

RECORDS RETENTION SCHEDULE: UTILITIES / OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Utilities / Operations	UT-017	Lab Reports & Chains of Custody: Potable Water Lead & Copper	Minimum 12 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Utilities / Operations	UT-018	Lab Reports & Chains of Custody: Wastewater	Minimum 5 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department Preference to be consistent with Bacteriological and Organics for Potable Water
Utilities / Operations	UT-019	Lab Reports & Chains of Custody: COMBINED Potable Water (Bacteriological and Organics, Chemical, Lead & Copper)	Minimum 12 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; Only Lead & Copper is Required for 12 years or 2 compliance cycles; Chemical is 10 years, B 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91;
Utilities / Operations	UT-020	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et. seq.
Utilities / Operations	UT-021	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et. seq.
Utilities / Operations	UT-023	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §60201
Utilities / Operations	UT-024	Sewer - CCTV Videos of Sewer Lines	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201

RECORDS RETENTION SCHEDULE: UTILITIES / OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Utilities / Operations	UT-025	Sewer - Sanitary Spills and Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; SWRCB Order 2002-0103-DWQ & 2006-03; 40 CFR 122.41(j)(2); GC §60201
Utilities / Operations	UT-026	Sewer Odor Complaints / Gas Detection Results / Investigations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Utilities / Operations	UT-027	Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be updated every 6 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03; & 2022-0103-DWQ; GC §60201
Utilities / Operations	UT-028	Standard Operating Procedures / SOPs	Superseded		Mag, Ppr			Department preference; GC §60201
Utilities / Operations	UT-029	State Reports (State Water Resources Control Board, etc.)	10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §60201
Utilities / Operations	UT-030	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), 60201
Utilities / Operations	UT-031	Water Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints (Correspondence)	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 64470(a)
Utilities / Operations	UT-032	Water Quality Monitoring Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Utilities / Operations	UT-033	Well Depth to Water Levels / Monthly Reports	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: UTILITIES / OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Utilities / Operations	UT-034	Work Orders / Service Requests / Service Orders - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §60201
Utilities / Operations	UT-035	Work Orders / Service Requests / Service Orders - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §60201
Utilities / Operations	UT-036	Work Orders / Service Requests / Service Orders - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

RESOLUTION 02-09

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SQUAW VALLEY PUBLIC SERVICE DISTRICT
ADOPTING A DISTRICT RECORD RETENTION POLICY**

WHEREAS, the Squaw Valley Public Service District has implemented a project to catalogue, copy, and photograph all District records onto Microfilm; and,

WHEREAS, the storage of District records in their original form creates an ever-increasing space requirement for archival of documents; and,

WHEREAS, the District desires to reduce archival storage space requirements by destruction of documents no longer needed in their original form; and,

WHEREAS, the Record Retention Policy has been reviewed by the General Counsel to the California Special Districts Association and revisions suggested have been incorporated into the attached Policy; and,

WHEREAS, the Board of Directors and Staff desire to have guidelines set forth for the continued storage of vital documents and for the destruction of non-vital documents; and,

WHEREAS the District wishes to ensure compliance with legal and regulatory requirements regarding the retention and disposal of SVPSD records;

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the District hereby adopts the attached Record Retention Policy.

PASSED AND ADOPTED this 30th day of April, 2002, at a Regular Meeting of the Board of Directors duly called and held at the Squaw Valley Fire Station Meeting Room by the following vote:

AYES: Directors Dale Cox, John Moberly, Michael Murphy, Eric Poulsen,
and John Wilcox

NOES: None

ABSENT: None

ABSTAIN: None

APPROVED:



Dale Cox, Board President
SQUAW VALLEY PUBLIC SERVICE DISTRICT

ATTEST:



Valerie Elder, Board Secretary

**SQUAW VALLEY PUBLIC SERVICE DISTRICT
RECORD RETENTION POLICY
Adopted by Board of Directors on April 30, 2002**

PURPOSE

1. The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of Squaw Valley Public Service District records, to provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business, to ensure prompt and accurate retrieval of records, and to ensure compliance with legal and regulatory requirements.

POLICY

1. Vital important records, regardless of recording media, are those having legal, financial, operational, or historical value, or of significance to the District.
2. The General Manager or Clerk of the Board is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers, and documents that meet the qualifications governing the retention and disposal of records, specified below.
3. Pursuant to the provisions of the California Government Code, Section 60200 through 60203 and the guidelines prepared by the State Controller's Office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the Squaw Valley Public Service District:
 - a. Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.
 - b. Original of records, papers and documents more than two (2) years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.
 - c. In no instances are records, papers, or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, et cetera.
4. Records, papers or documents that are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

- a. The record, paper or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in an electronic data processing system, recorded on optical disks, reproduced on film or any other media that is a trusted system and that does not permit additions, deletions, or changes to the original document; and,
 - b. The device used to reproduce the record, paper or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images; and,
 - c. The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.
5. All journals and ledgers shall be retained permanently. Any accounting record except the journals and ledgers which are more than five (5) years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:
- a. There is no continuing need for said record, i.e., long term transactions, special projects, pending litigation, et cetera; and,
 - b. There exists in a permanent file an audit report or reports covering the inclusive period with detail of the financial transactions which are the subject of the accounting record being destroyed; and that,
 - c. Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other state or Federal audit requirements; and that,
 - d. Said audit or audits contain the expression of an unqualified opinion.
6. Any accounting record created for a specific event or action may be destroyed upon authorization five (5) years after said event has in all respects terminated. 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. The following may be destroyed at any time:
- a. Duplicated (original – subject to aforementioned requirements)
 - b. Rough drafts, notes or working papers (except audit)
 - c. Cards, listings, nonpermanent indexes, and other papers used for controlling work or transitory files.

7. All audited financial statements for each fiscal year will be retained as permanent records.
8. All payroll and personnel records shall be retained indefinitely. Originals may, upon authorization, be destroyed after life plus seven (7) years retention, provided said records have been microfilmed and qualify for destruction as stated in #3 above. Payroll and personnel records include the following:

ACCOUNTING:

- a. Time Cards.
- b. Earnings records and summaries.

PERSONNEL:

- a. Accident reports, injury claims and settlements.
- b. Medical histories.
- c. Injury frequency charts.
- d. Applications, changes, and terminations of employees.
- e. Insurance applications of employees.
- f. Classification specifications (job descriptions).
- g. Performance evaluation forms.
- h. Retirement records.
- i. Certificates and licenses.

9. All assessing records may upon authorization be destroyed after seven (7) years retention from lien date: however, these records may be destroyed three (3) years after the lien date when said records are microfilmed as provided for in #3 above.
10. Records of proceedings for the authorization of long-term debt, bonds, certificate of deposits, loans, et cetera, after issuance or execution, may be destroyed if microfilmed as provided for in #3 above.
11. Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may, upon authorization, be destroyed if said minutes are microfilmed as provided for in #3 above. Recording tapes of Board meetings will be kept until approval of minutes, by motion by the Board of Directors, after which they may be destroyed.

12. Construction records, such as bids, correspondence, change orders, et cetera, shall not be kept in excess of ten (10) years from date of completion unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus ten (10) years. As built plans for any public facility or works shall be retained as long as said facility is in existence.
13. Contracts should be retained for life of contract plus ten (10) years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two (2) years old may be destroyed.
14. Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.
15. All insurance policies and fiduciary bonds shall be retained as permanent records.
16. Attached hereto and incorporated in the Record Retention Policy are APPENDIX "A" Definitions for Records Retention and Disposal Policy; APPENDIX "B" DOCUMENT DESCRIPTION – VITAL RECORDS RETENTION DISPOSAL SCHEDULE; and APPENDIX "C" DOCUMENT DESCRIPTION – NON-VITAL RECORDS RETENTION DISPOSAL SCHEDULE.

WORD/POLICIES/RECORD RETENTION
03/30/02/val

APPENDIX "A"

Definitions for Records Retention Policy

1. **AUTHORIZATION** Approval from the Clerk of the Board, as authorized by the District's Board of Directors.
2. **FILES/RECORDS** Includes documents related to one of the twelve areas listed below. For a more detailed description of each area, see Appendix B and C.

VITAL - ACCOUNTING

VITAL - BOARD OF DIRECTORS

VITAL - GENERAL

VITAL - MAINTENANCE

VITAL - OPERATIONS

VITAL - PERSONNEL

VITAL - PROJECTS

VITAL - PROPERTY

VITAL - PURCHASING

VITAL - WATER RIGHTS

NON-VITAL ITEMS RECEIVED BY THE DISTRICT

NON-VITAL ITEMS GENERATED BY THE DISTRICT

3. **LIFE** The inclusive or operational or valid dates of a document. Life shall mean life of a project, parcel, employment, ownership, policy or forms.
4. **RECORD** Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document issued by or received in a department, and maintained and used as information in the conduct of its operations.
5. **RECORDED COPY** A document duly recorded in the Office of the Recorder of Placer County, California.
6. **RECORDED SERIES** A group of records, generally filed together, and having the same reference and retention value.
7. **RECORDS CENTER** The site selected for storage of inactive records.
8. **RECORDS DISPOSAL** The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
9. **RECORDS RETENTION SCHEDULE** The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.

10. **RETENTION CODE** Abbreviation of retention action which appears on the retention schedule.

11. **VITAL RECORDS/FILES** Records which, because of the information they contain, are essential to one or all of the following:

- a. The resumption and/or continuation of operations;
- b. The history of the legal and financial status of the District, in case of a disaster;
- c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records minimum retention times are mandated by government regulations.

Vital records include, but are not limited to, descriptions found in Appendix B.

12. **NON-VITAL RECORDS/FILES** Records which, because of contents, are important to and/or requested by staff, for one or all of the following reasons:

- a. The efficient continuation of operations;
- b. The history of operations.

Non-vital record retention times are recommended by the District and approved by the Board.

Non-vital records include, but are not limited to, descriptions found in Appendix "C."

APPENDIX "B" DOCUMENT DESCRIPTION - VITAL
RECORDS RETENTION SCHEDULE

RECORD DESCRIPTION	Years Record Retained		After Retention Period	
	Office	Archive Room	Micro Storage	Destroy Original
ACCOUNTING RECORDS (ALL DEPARTMENTS)				
Aging Analysis	2	-	No	Yes
Accounts Receivable (Time & Materials)	2	3	Yes	Yes
Accounts Receivable (District Billings)	2	3	Yes	Yes
Audits	Perm.*	-	Yes	No
Balance Sheet	2	-	Yes	Yes
Bank Deposit	2	3	Yes	Yes
Bank Statements	5	3	Yes	Yes
Budgeted Cash Receipts & Disbursements	3	-	Yes	Yes
Budgets	5	-	Yes	Yes
Capital Asset records	2	3	Yes	Yes
Check Copy (With Backup)	2	3	Yes	Yes
Cost accounting Records	3	-	Yes	Yes
Depreciation Schedules	2	3	Yes	Yes
Journal Vouchers	3	7	Yes	Yes
Journals and Ledgers	Perm.*	-	Yes	No
Loans & Grants (After Completion)	3	4	Yes	Yes
Meter Reader's Books	4	3	Yes	Yes
Payroll				
Authorizations, misc.	Life + 3* (Min. 7)	OK*	Yes	Yes
Earnings Records	Life + 3* (Min. 7)	OK*	Yes	Yes
EEOC Form 4	Life* (Min. 7)	OK*	Yes	Yes
Garnishments	Life + 2* (Min. 7)	OK*	Yes	Yes
Time Cards	Life + 3* (Min. 7)	OK*	Yes	Yes
Purchase Orders (Retained Copy)	2	3	No	Yes
Registers				
Cash Receipts	2	5	Yes	No
Security Deposit	2	3	Yes	Yes
Payroll Registers	2	-	Yes	Yes
Checks/Vouchers	5	-	Yes	Yes
Trial Balance (General Ledger)	2	5	Yes	Yes
BOARD OF DIRECTORS				
Agendas	Indef.*	-	Yes	No
Board Packages	Indef.*	-	Yes	No
Campaign Statements	7	-	Yes	Yes
Conflict of Interest Statements	5	5	Yes	Yes
Elections	5	5	Yes	Yes
Minutes of Board Meetings	Indef.*	-	Yes	No
Ordinances	Life*	-	Yes	No
Resolutions	Life*	-	Yes	No
GENERAL (ALL DEPARTMENTS)				
Annexations & Detachments	Indef.*	-	Yes	No
As-Built Drawings	Life + 10*	-	Yes	Yes
Contracts/Agreements	Life*	10	Yes	Yes
Correspondence In Chron Files	3	5	No	Yes
Customer Files	Indef.*	-	Yes	No
Encroachment Permits (By Others)	Life*	-	Yes	Yes
Environmental	3	2	Yes	Yes
Equipment (Office)	Life*	-	-	-
Facility Correspondence	3	5	Yes	Yes

APPENDIX "B" DOCUMENT DESCRIPTION - VITAL
RECORDS RETENTION SCHEDULE

RECORD DESCRIPTION	Years Record Retained		After Retention Period	
	Office	Archive Room	Micro Storage	Destroy Original
Insurance and Fiduciary Bonds (District)	Perm.*	-	Yes	No
Legal				
Notices	5	-	Yes	Yes
Suits and Claims	Life + 2*	-	Yes	Yes
Legal Opinions	10	-	Yes	Yes
Legislation (Special for the District)	Life*	-	Yes	Yes
Licenses & Permits to Operate	Life*	-	No	No
Maps (District)	Life*	-	No	No
Master Plans	10	10	Yes	Yes
Minutes of Commission Meetings	Indef.*	-	Yes	No
Newsletters	10	-	Yes	Yes
News Releases	5	-	-	Yes
Parcels Files (APN Files)	Life*	-	Yes	No
Bankruptcies	Life*	-	Yes	No
Liens	Life*	-	Yes	No
Policies	Life*	-	Yes	No
Policy Statements	Life*	-	Yes	No
Reports & Studies	5	5	Yes	Yes
Reports, Committees	2	2	No	Yes
Reports, Staff	3	2	No	Yes
Restricted Materials Permits	Life*	-	Yes	Yes
Water Availability	3	2	No	Yes
MAINTENANCE RECORDS (ALL DEPARTMENTS)				
Construction Photos/Slides/Videos	5	5	Yes	Yes
Construction Work Orders	3	-	Yes	Yes
Daily Work Reports	2	8	No	Yes
Equipment Certificates OSHA	Life*	-	No	Yes
Underground Service Alert Notices	1	-	No	Yes
Work Requests by Facility	2	5	No	Yes
OPERATIONS RECORDS (ALL DEPARTMENTS)				
Annual Report to State Health (Domestic)	10	-	Yes	Yes
Chemical Analysis Reports	10	-	Yes	Yes
Customer Complaints	5	-	No	Yes
Sanitary Surveys	10	-	No	Yes
PERSONNEL (ALL DEPARTMENTS)				
Accident Reports, Injury Claims & Settlements	Life + 5* (Min. 7)	OK*	Yes	Yes
Applications & Test Scores (Unhired)	2	-	No	Yes
Deferred Comp. Annual Summary	2	-	Yes	Yes
DMV Reports	Life* (Min. 7)	OK*	Yes	Yes
Fidelity Bonds	Life + 1*	3	Yes	Yes
Job Descriptions (Obsolete & Current)	Life* (Min. 7)	OK*	Yes	Yes
Job Postings	3	-	No	Yes
Job Procedures	Life* (Min. 7)	OK*	Yes	Yes
Job Recruitment Packets	3	-	No	Yes
MOUs	Life*	-	Yes	Yes
Personal Employee File	Life + 5* (Min. 7)	OK*	Yes	Yes
Compensation Adjustments	Life + 5* (Min. 7)	OK*	Yes	Yes
District Regulations Acknowledgment	Life + 5* (Min. 7)	OK*	Yes	Yes

APPENDIX "B" DOCUMENT DESCRIPTION - VITAL
RECORDS RETENTION SCHEDULE

RECORD DESCRIPTION	Years Record Retained		After Retention Period	
	Office	Archive Room	Micro Storage	Destroy Original
Education – Certificates/Training Records	Life +5*	-	Yes	Yes
Employee Orientation Check Sheet	Life +5* (Min. 7)	OK*	Yes	Yes
Employment Application, Offer of Employment, Termination	Life + 5* (Min. 7)	OK*	Yes	Yes
Employment Tests & Scores (Hired)	Life +5* (Min. 7)	OK*	Yes	Yes
Immigration Act Affidavits	Life +5* (Min. 7)	OK*	Yes	Yes
Insurance Applications	Life +5* (Min. 7)	OK*	Yes	Yes
Letters of Commendation	Life +5* (Min. 7)	OK*	Yes	Yes
Performance Evaluations & Disciplines	Life +5* (Min. 7)	OK*	Yes	Yes
Physical Exam Results	Life +5* (Min. 7)	OK*	Yes	Yes
Retirement/Pension Information	Life* (Min. 7)	OK*	Yes	Yes
Special Recognitions	Life* (Min. 7)	OK*	Yes	Yes
Verification of Employment	Life* (Min. 7)	OK*	Yes	Yes
Safety (Newsletters/Publications to Employee)	3	-	-	-
PROJECTS (ENGINEERING AND GENERAL)				
Bids & Proposals (Unaccepted) (Gov. Code 60202)	2	-	No	Yes
Facility Improvements Plans	Life*	10	Yes	Yes
Project File	Life*	10	Yes	Yes
Bids & Proposals (Accepted) Grants or Guarantees	Life*	10	Yes	Yes
Bids & Proposals (Accepted) No Grants/Guarantees	Life*	10	Yes	Yes
Bid Spreadsheet	Life*	10	Yes	Yes
Construction Inspections, If Re: Project	Life*	10	Yes	Yes
Construction Photos/Slides/Videos	Life*	10	Yes	Yes
Contract	Life*	10	Yes	Yes
Contract Change Order	Life*	10	Yes	Yes
Contract Drawings	Life*	10	Yes	Yes
Contract Insurance	Life*	10	Yes	Yes
Feasibility Studies Place, If RE: Project	Life*	10	Yes	Yes
Permits	Life*	10	Yes	Yes
Specifications	Life*	10	Yes	Yes
PROPERTY				
Abstracts of Title/Prel. Title Reports/Litigation Guarantees	2	-	Yes	Yes
Acquisitions	Life*	-	Yes	No
Deeds	Life*	-	Yes	No
Encroachments	Life*	-	Yes	Yes
Rights of Way & Easements	Life*	-	Yes	No
PURCHASING RECORDS (ALL DEPARTMENTS)				
Agreements (Maintenance)	Life + 1*	2	No	Yes
Bids & Quotes	3	2	No	Yes
Correspondence	3	-	No	Yes
Disposal of Scrap Materials	2	5	No	Yes
Disposal of Surplus/Excess property	2	5	No	Yes
Inventory (Cards & Tags)	2	-	No	Yes
Inventory (Computer Printouts)	2	5	No	Yes
Purchase Orders (With Backup)	3	5	No	Yes
Requisitions	2	5	No	Yes
State Surplus Acquisition	2	5	No	Yes

APPENDIX "B" DOCUMENT DESCRIPTION - VITAL
RECORDS RETENTION SCHEDULE

RECORD DESCRIPTION	Years Record Retained		After Retention Period	
	Office	Archive Room	Micro Storage	Destroy Original
WATER RIGHTS				
Correspondence	3	-	No	Yes
District	Life*	Indef.*	Yes	No
Individual	Life*	Indef.*	Yes	No
Progress Report by Permittee	3	-	Yes	Yes
Protests	5	-	No	Yes
Report of Licensee	7	-	Yes	Yes
Water Rights Study	Life*	-	Yes	Yes

* RETENTION CODES:

Indef. - Indefinite

Life - Life of project, parcel, employment, ownership, policy, or forms.

Life + - Life of project, parcel, or employment plus the number of years indicated.

OK - May be transferred to "Archive Room" for storage, but must be kept for minimum of 7 years.

Perm. - Permanent

APPENDIX "C" DOCUMENT DESCRIPTION - NON-VITAL
RECORDS RETENTION SCHEDULE

RECORD DESCRIPTION	Years Record Retained		After Retention Period	
	Office	Archive Room	Micro Storage	Destroy Original
ITEMS RECEIVED BY DISTRICT				
Agendas	Current Year +1	-	No	Yes
Bulletins	2	-	No	Yes
Correspondence	2	-	No	Yes
Demographic Information	2	-	No	Yes
Forms (Original, Standard, & Sample Documents)	Life*	-	Yes	Yes
Historical Information (Formation)	5	5	Yes	Yes
Injunctions	2	-	No	Yes
Legislation (Acts, Bills, Amendments)	5	-	No	Yes
Memos	2	-	No	Yes
Minutes	Current Year +1	-	No	Yes
Newsletters	2	-	No	Yes
Permits	5	-	No	Yes
Plans	2	-	No	Yes
Policies	1	-	No	Yes
Policy Statements	1	-	No	Yes
Procedures	1	-	No	Yes
Programs	2	-	No	Yes
Projects	2	-	No	Yes
Proposals	2	-	No	Yes
Publications	2	-	No	Yes
Rate/Billings	2	-	No	Yes
Receipts/TTSA	7	Send to T-TSA After 7 Years		
Records	2	-	No	Yes
Regulations	2	-	No	Yes
Reports	2	-	No	Yes
Studies	5	5	No	Yes
Summaries	2	2	No	Yes
ITEMS GENERATED BY DISTRICT				
Correspondence (Excluding Chron Files)	5	-	No	Yes
Demographic Information	2	-	No	Yes
Forms (Original, Standard, & Sample Documents)	Life*	-	No	Yes
Goals	5	-	No	Yes
Injunctions	2	-	No	Yes
Memos	2	-	No	Yes
Plans	2	-	No	Yes

APPENDIX "C" DOCUMENT DESCRIPTION - NON-VITAL
RECORDS RETENTION SCHEDULE

RECORD DESCRIPTION	Years Record+ Retained		After Retention Period	
	Office	Archive Room	Micro Storage	Destroy Original
Programs	2	-	No	Yes
Publications	2	3	No	Yes
Reports	5	5	Yes	Yes
Sewer/Water Connection Reports (Front Desk Book)	5	-	No	Yes
Sewer/Water Connection Final Inspection Report	5	-	No	Yes
Studies	5	5	Yes	Yes

- *
 Indef. - Indefinite
 Life - Life of project, parcel, employment, ownership, policy, or forms.
 Life + - Life of project, parcel, or employment plus the number of years indicated.
 OK - May be transferred to "Record Center" for storage, but must be kept for minimum of 7 years.
 Perm. - Permanent

NT1/Company/Projects/Archive/Retention Policy/Appenxdix C

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

ADMINISTRATION							
ACCOUNTING/FINANCIAL/PURCHASING							
Admin	Appropriations Limit Guidelines	P	P	P	Y	N	Do Not Archive
Admin	Assessment & General Tax Information (1996)	S	5	S+5	N	N	GC 60201 et seq;
Admin	Assessment Districts	P		P	Y	N	GC 60201 et seq;
Admin	Asset Replacement Program (2006)	CY	P	P	Y	N	GC 60201(B)(2) applies to entire schedule
Admin	Asset Replacement Program (1995-2005)		P	P	Y	N	GC 60201 et seq;
Admin	Asset Replacement Program Bids (2005)	CY	2	3	N	Y	GC 60201 et seq;
Admin	Audit Reports DO NOT EVER DESTROY	P		P	Y	N	GC 60201 et seq. ('07-08 archived)
Admin	Audit RFP Services (1988)	DR		DR	N	Y	
Admin	Auditor RFP (2010)	CY	5	6	Y	Y	
Acctng	Bank Statements	AU	6	AU+6			26 CFR 1.6001-1
Acctng	Bond Information	CY	1	2	Y	Y	" GC 60201 et seq; CCP 337.5
	Bond Account Statements	CL	10	CL10	Y	Y	" GC 43900; 60201 et seq; CCP 337.5
Admin	Budget, District	CY	P	P	Y	N	GC 53901; 60201 et seq;
Admin	CA Budget Legislation (1993-95)	DR		DR	N	Y	GC 60201 et seq; D 02-03-12
Admin	Correspondence, Accounting	2	5	10	N	Y	GC 60201 et seq; new file each year
Admin	Correspondence, Accounting (1997-2008)		5	10	N	Y	GC 60201 et seq; D-02-03-12
Admin	Customer Files	P	P	P	Y	N	CONFIDENTIAL RECORDS
Admin	District Property Loan	P		P	Y	N	GC 60201 et seq;
Admin	Financial Consultants	CY	2	3	N	Y	GC 60201 et seq;
Admin	Financial Svc/Planning (2000)		2	2	N	N	GC 60201 et seq;
Admin	Gov't Code 66000 Reports-Sewer		P	P	Y	Y	GC 60201 et seq;
Admin	Gov't Code 66000 Reports-Water		P	P	Y	Y	GC 60201 et seq;
Admin	Gov't Code 66000 Reports-Water (1985-97)	P	P	P	Y	Y	GC 60201 et seq; D 02-03-12
Admin	Investment Policy	S	7	7	Y	N	GC 60201 et seq;
Admin	Long-Range Planning	5	2	7	N	Y	GC 60201 et seq;
Account Payables	Payables	AU	6	AU+6		Y	GC 60201 et seq; (invoices, checks, registers)
Admin	Proceeds of Taxes Limitations (1999)	P	4	P	Y	Y	CA Constitution Article XIII
Admin	Proceeds of Taxes Limitations Ballot Measure (1988-1990)	P	P	P	Y	Y	CA Constitution Article XIII D02-03-12
Admin	Proposition 1A Securitization Program	P		P	Y	N	GC 60201 et seq
Admin	Proposition 218 Information						See Legal/Legislative
Ea Dept	Purchase Orders and Back-up Documents	AU	6	AU+6			CCP 337; GC 60201 et seq;
Acctng	Reports: Annual Financial Audit	P	P		Y	N	GC 60201 et seq; OMB A-128

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
 10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
	Reports, cont'd: Deferred Compensation Federal and State Tax Investment Transactions Labor Distribution Meter Reading County Controller State Controller						29 CFR 1627.3(2) 29 USC 436; 26 CFR 31.6001.1-4 GC 60201 et seq; 53607; CCP 337 GC 60201 et seq; " " "
Admin	Rate Structure Commercial & Residential (1992)	S	5	S+5	N	Y	Also see Water Rate/Conservation Com
Admin	Rate Structure Surveys (Black & Veach) (1997)	5	5	10	Y	Y	GC 60201 et seq;
Admin	Tax Rate State Loan (Truckee River & SV Interceptor Lines)	CL	10	11	Y	Y	D 02-03-12
Admin	Water Refunding Pool	CL	10	11	Y	Y	

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
 10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

ASSOCIATIONS, CIVIC GROUPS							
Admin	American Water Works Association	3	2	5	N	Y	GC 60201 et seq;
Admin	Area Managers' Meetings (T-TSA)	DR		DR	N	Y	GC 60201 et seq;
Admin	CA Association of Employers		2		N	Y	GC 60201 et seq;
Admin	CA Rural Water Assn	L	4	L+4	N	Y	GC 60201 et seq;
Admin	CA Special District Assn (CSDA) (2008)	L	5	L+5	N	Y	GC 60201 et seq;
Admin	CSDA Gold Country Chapter	L	5	L+5	N	Y	GC 60201 et seq. (agn/mins keep 1 year)
Admin	CSDA (1994-2007)						GC 60201 et seq; D 02-03-12
Admin	CSDA Placer County Chapter Corres (2007)	L	5	L+5	N	Y	GC 60201 et seq;
Admin	CSDA Placer County Chapter (1994-2006)	L	5	L+5	N	Y	GC 60201 et seq;
Admin	CSDA Placer County Chapter Agendas & Mins	1	1	2	N	Y	GC 60201 et seq;
Admin	Friends of Squaw Creek	2	2	4	N	Y	GC 60201 et seq;
Admin	Friends of Squaw Creek (2002-05)		2	4	N	Y	GC 60201 et seq; D 04-03-12
Admin	NLTRA TOT Funds	DR	-	DR	N	Y	GC 60201 et seq;
Admin	CA Water Environment Assn (formerly CA Water Pollution Control Characterization Report						See Grant: SV Groundwater Mgmt Program Implementation
Admin	Squaw Valley Business Community Association	C	2	C+2	N	Y	GC 60201 et seq;
Admin	SV Institute	3	2	5	N	Y	GC 60201 et seq;
Admin	SV Municipal Advisory Council	3	2	52	N	Y	GC 60201 et seq;
Admin	SV Property Owner's Association	3	2	5	N	Y	GC 60201 et seq;
Admin	Tahoe Truckee Regional Economic Coalition	DR		DR	N	Y	GC 60201 et seq;

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
 10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	<u>Retention/Disposition</u>					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

ELECTION INFORMATION							
Admin	Applications for Board, Committees	L	5	L+5	Y	N	GC 40801 (selected; CY+2 if not selected)
	CA, State of, Election Division Correspondence	4	3	7	Y	Y	GC 81009(e)(g)
	CA, State of, Fair Political Practices Commission (FPPC) (Forms 470, 700)	P	P	P	Y	N	GC 81009(e)(g)
	CA, State of, FPPC/Placer Co. Correspondence	5	5	10	Y	Y	
	CA, State of, Sec of State, Statement of Facts	L	7	L+7	Y	Y	
	Election Information, General	D/R		D/R	Y	Y	
	Oath of Office	P	P	P	Y	N	29 USC 1113; Filed in FPPC filings folder for each person
	Placer County Registered Voter List	S	-	S	N	Y	EC 17300
	Placer County Clerk/Election (1992-07)(2 files)	D/R	1		Y	Y	EC 17300

TO BE RESCINDED

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

GENERAL							
Admin	Address Changes, New Addresses	P	P	P	Y	N	Filed in customer files
Admin	Affordable Housing Priority Resolution	S	P	P	Y	N	GC 60201 et seq;
Admin	Alpine Springs County Water District	2	2	4	Y	Y	GC 60201 et seq;
Admin	Alternative Water Supply Project						See Grants: PCWA
Admin	Americans with Disabilities Act	S			N	Y	GC 60201 et seq;
Admin	Aquifer Storage & Recovery Geophysical Evaluation (ASR) (2006)	L	10	L+10	Y	Y	GC 60201 et seq; Rejected bids D 4-3-12
Admin	ASR Project Files (2004-2007)	L	10	L+10	Y	Y	GC 60201 et seq;
Admin	Aquifer Testing Reports, Kleinfelder (1998)	L	10	L+10	Y	Y	GC 60201 et seq;
Admin	Archive Project						See Records Retention in library
Admin	Automated Meter Readings	L	10	L+10	Y	Y	GC 60201 et seq;
Admin	Backflow Prevention	L	10	L+10	Y	Y	GC 60201 et seq;
Admin	Badger Meters						See Automated Meter Reading
Admin	Bike Trail Snow Removal Project	L	10	L+10	Y	Y	GC 60201 et seq.
Admin	Blanket Encroachment Permits						See Placer County
Admin	Board of Directors General Corres & Info						See Legal/Legislative
Admin	Board of Directors Publicity/Historical Info						See Legal/Legislative
Admin	Boundary Maps/Annexations						See Legal/Legislative
Admin	Cafeteria Plan						See Policies: Flexible Benefit Plan
Admin	CA Conservation Corps		10		Y	Y	GC 60201 et seq;
Admin	CA Constitution Revision Commission (1996)		10		Y	Y	GC 60201 et seq;
Admin	CA Employer Advisor Bulletins CA Employer EDD Bulletins						Give to Human Resources "
Admin	California, State of						See Governmental Entities
Project File	Certificates of Completion	P	P	P	Y	Y	GC 60201 et seq;
Admin	Class Action Settlements						
Admin	Cleaners (Office & Meeting Room)	DR	-	DR	N	Y	"
All Depts.	Code Books						See Legal/Legislative
Admin	Conflict of Interest Code, District	S	P	P	Y	Y	GC 60201 et seq;
Admin	Connection Fees, Water (Plant Availability Charge) Ad Hoc Committee	3	2	5	Y	Y	Reports may be destroyed after Board receives & approves them
Admin	Consultants, General	3	-	3	N	Y	GC 60201 et seq;
Admin	Consultants, Engineering Services	3	-	3	N	Y	GC 60201 et seq;
	Contracts & Security Bonds						See Legal/Legislative
Operations	Contract Copies	2	-	2	N	Y	Copy to Project Files; originals to Bd Sec
Admin	Correspondence: Chron Files 2003-08 Chron Files	CY	2	CY+2	N N	Y Y	D 04-03-12 GC 60201 et seq;

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

	Customer Files	P	-	Y	P	N	"
	Subject Files (aka Orange Files)	5	5	10	N	Y	"
	Project Files	L	10	L+10	Y	N	"
Admin	County Water Authority Act	L	10	L+10	Y	Y	"
Admin	Creek-Aquifer Interaction Study	5	5	10	Y	Y	"
Admin	Customer Complaints are filed in Customer Files						Operations keeps copy for follow-up tests
Admin	Disaster Response Plan	S	2	S+2	Y	N	GC 60201 et seq;
Admin	District Purpose Statement	S	P	P	Y	N	GC 60201 et seq;
Admin	Drug & Alcohol Testing Program	S	P	P	Y	N	GC 60201 et seq;
Admin	Easement Abatement Project	DR	-	DR	Y	N	GC 60201 et seq;
Admin	Easements: Licenses & Permits	P	-	P	Y	N	GC 60201 et seq;
Admin	Easements: Poulsen/SV View SAD 2 (1979)	P	-	P	Y	N	GC 60201 et seq;
Admin	E Booster Pump Station Electrical Retrofit Project	L	10	L+10	Y	N	GC 60201 et seq;
Admin	Employee Appreciation Dinner	DR	-	DR	N	Y	GC 60201 et seq;
Admin	Employee Housing Ad Hoc Committee	P	-	P	Y	N	Reports may be destroyed after Board receives & approves them
Admin	Employee Phone List	S	-	S	N	N	Shred old list when list is updated
Admin	Engineering Services: Converse Inspections	L	10	L+10	Y	N	
Admin	Engineering Services: District Engineer: ECO:LOGIC Engineering	S	10	S+10	Y	Y	GC 60201 et seq;
Admin	Equipment: Alarm System (305 SV Rd) Assistive Hearing Back-Up Generators, Correspondence Back-Up Generators (305 SV Rd) Back-Up Generators (1810 SV Rd) Back-Up Generators (Wells) Cell Phones Computer Printers Computer Network System Computer System (Individual Work Stations) Computer Systems: Hansen Computer Systems: Springbrook Dictation Digital Recorder Elevator Contract (305 SV Rd) Elevator Contract (1810 SV Rd) Fax Machines Fire Dept General	UD	-	UD	N	Y	GC 60201 et seq;
		UD		UD	N	N	Licenses are permanent Licenses are permanent GC 60201 et seq;
		UD		UD	N	N	

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

	Furnace (1810 SV Rd) GPS Project Maintenance Dept General Metroscan Minolta Copier Office Furniture Office General Pager System Plotter Printer Postage Meter/Scale Propane Purchased & Sold See Surplus Property Radios Ricoh Copier Sewer Camera, Lateral Sewer Camera System Sewer Cleaner Jet Rodder Stihl Chain Saw Telemetry/SCADA Project, Phase I (2002-03) Telemetry/SCADA Project, Phase I (2001) Telemetry/SCADA Project, Phase II (2003) Telephone/Mobile Verizon Telephone/Voice Mail Partner System Telephone/Voice Mail Toshiba System Transient Voltage Surge Suppression Typewriters Xerox Copy Machine (Fire Dept)	UD		UD	N	N	
Admin	Equipment: Maintenance Agreements (1986-88)	UD	-	UD	N	Y	GC 60201 et seq; D 04-03-12
Admin	Ethics Code of Conduct (District)	S	-	P	Y	N	GC 60201 et seq;
Admin	Ethics Training See CA State of, Ethics Training						State requirement
Admin	Fire Hydrant Meter Use Permits						
Admin	Flood Plain Information	S	P	P	Y	N	GC 60201 et seq;
Admin	Fuel Certificates & Permits	P	-	P	Y	N	GC 60201 et seq;
Admin	Fuel Tanks (1986)	UD	-	UD	Y	N	GC 60201 et seq;
Admin	Garbage: Ad Hoc Committee	3	2	P	Y	N	GC 60201 et seq;
Admin	Tahoe Truckee Sierra Disposal :	3	2	5	Y	Y	GC 60201 et seq;
	Correspondence	3	2	5	Y	Y	
	Contracts (2004)	L	10	L+10	Y	Y	

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	Garbage: Tahoe Truckee Sierra Disposal (98-03)	3	2	5	N	Y	D 02-03-12
Admin	Government: Miscellaneous Agency Corres Grants	2	-	2	N	N	GC 60201 et seq; See Grant Section
Admin	Groundwater Mgmt Act AB 3030						See OV Groundwater Mgmt Plan
Admin	Groundwater Protection Plan	5	5	10	Y	Y	GC 60201 et seq;
Admin	Groundwater Simulations	5	5	10	Y	Y	GC 60201 et seq;
Admin	Groundwater Source Water Assessments	5	5	10	Y	Y	GC 60201 et seq;
Admin	Groundwater Study (1998)	5	5	10	Y	Y	GC 60201 et seq;
Admin	Groundwater Study (1997)	5	5	10	Y	Y	GC 60201 et seq;
Admin	Groundwater Study Proposals Submitted (1997)	2	3	5	N	Y	GC 60202
Admin	Hartford Insurance Co.	S	-	P	Y	Y	Deferred Comp Program
Admin	Hazardous Materials						See Fire & Operations
Admin	Heat Pump Information	DR	-	DR	N	N	GC 60201 et seq; D 02-03-12
Admin	Identity Theft Program/Red Flag Rule	S	P	P	Y	N	GC 60201 et seq;
Admin	Incorporation: North Lake Tahoe						
Admin	I&I (Inflow & Infiltration)						See Sewer
Admin	Injury & Illness Prevention Program (SB 98)	P	P	P	Y	N	GC 60201 et seq;
Admin	Insurance						See Risk Management
Admin	Integrated Regional Water Management Plan, Tahoe Sierra Group (IRWMP)	DR	-	DR	Y	Y	GC 60201 et seq.
Admin	Interest Based Negotiations Seminar 2000						D 04-03-12
Admin	Internet Domain Registration	S	2	S+2	N	N	GC 60201 et seq;
Admin	Investment Policy						See Accounting
Admin	KSL Water Investigation	S	2	S+2	Y	Y	GC 60201 et seq.
Admin	Leak Rate Committee	P		P	Y	N	GC 60201 et seq.
Admin	Magazines & Journals						Read and toss
Admin	Mandated Costs						See CA, State, Local Government Guide
Admin	Maps (Plat/Subdivision Maps)	P	-	P	N	N	GC 60201 et seq.; See Map Cabinet
Admin	Mapping of District Systems	P	-	P	N	N	GC 60201 et seq;
Admin	Martis Valley Groundwater Management Plan	L	10	L+10	Y	N	GC 60201 et seq.
Admin	Meeting Room Rental Agreements Reservation Book	2	2	4	N	Y	GC 60201 et seq; Keep 1 year only
Admin	Metroscan						See Equipment
Admin	MTBE	L	-	DR	Y	Y	GC 60201 et seq;
Admin	Municipal Finance Report						File with CPA Bulletins in Controller's Office
Admin/Fire	Mutual Aid						See Disaster Plan (Operations) and Basin Fire Chiefs Mutual Aid Agrmnt

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
 10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	News Releases, Newsletters, Brochures: District Others	S 2	5	S+5 2	N N	Y Y	Filed in binder in library-historical value GC 60201 et seq;
Admin	N Lake Tahoe Resort Assn. Tourism Development Plan		DR	DR	N	N	
Admin	Office Improvements (1810)	P		P	Y	N	"
Admin	OV Groundwater Management Plan CASGEM Program, see CA, State of, DWR	P	-	P	Y	Y*	Do not destroy agendas/minutes
Admin	OV GMP Advisory Committee OV GMP Implementation Committee	P	-	P	Y	Y	Do not destroy agendas/minutes or written material going to the governing body
Admin	Ordinances	P		P	Y	N	GC 40801; See Board Secretary
Admin	OSHA Illness & Injury Survey						See Office Supervisor
Admin	Paving Contracts	CL	5	CL+5	N	N	GC 60201 et seq;
Admin	Permits and Plans	P		P	Y	N	GC 4003-04, 34909(a), 60201(B)(2); H&S 19850
Admin	Placer County						See Governmental Entities
Admin	Plant Availability Charges						See Accounting, Gov't Code 66000
Admin	POLICIES (Policy & Correspondence in each folder): Administrative Leave Adoption/Amendment of Policies Board Meeting Agenda Board Meetings Cellular Telephone Usage Claims Against the District Compensatory Time Off Computer Security Conflict of Interest Copying Public Documents Credit Card Usage Directors' Code of Ethics Disposal of Surplus Property Donation of Paid Time Off Drug, Alcohol & Substance Abuse Easement Abandonment Easement Acceptance Educational Incentive Plan Emergency Preparedness Employee Longevity Recognition	S	5	S+5	Y	Y	GC 60201 et seq;

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
 10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

	Employment of Outside Contractors Environmental Review Guidelines Ergonomics Ethics Training Executive Officer Expense Reimbursement & Use of Public Funds Flexible Benefit Plan Guidelines of Accepting and Providing, Gifts , Entertainment & Services Harassment HIPAA Compliance Internet, E-Mail & Electronics Communication Ethics, Usage and Security Investment Policy Military Duty Office Hours (Fire) On-Call Duty Overtime Payments Petitions at District Office Public Complaints Public Contributions Purchasing Policies, Procedures & Contracting Regulations Purpose of District Policies Release of Paychecks Release of Public Records Salary Increase Procedure Uniforms Vehicle Cost Reimbursement Will Serve Policies 1975-77 Will Serve Policies Commercial 1979 Will Serve Policies Developers 1978						
Admin	LAFCO						See Gov't Entities, Placer County
Admin	LAIF (Local Agency Investment Fund)						See Controller
Admin	Paving Contracts, Miscellaneous	T	5	T+5	N	Y	GC 60201 et seq
Admin	Property Acquisition (Marillac) 1997-98	P	10	P	Y	Y	GC 60201 (a) et seq
Admin	Property Acquisition (Rees) (Dec 2001-July 02)	P	10	P	Y	Y	GC 60201 et seq

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	Property Acquisition (Rees) (Sept-Nov 01)	P	10	P	Y	Y	GC 60201 et seq
Admin	Property Acquisition (Rees) (June-Aug 01)	P	10	P	Y	Y	"
Admin	Property Acquisition (Rees) (Feb 99–May 01)	P	10	P	Y	Y	"
Admin	Property Acquisition (Rees) Land Loan Docs	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Dec 2001-Apr 2002)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (May-Aug 2002)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Sept 2002)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Oct-Nov 2002)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Dec 2002-Jan 2003)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Feb-March 2003)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (April 2003)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (May 2003)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (June 2003)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (July 2003)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Aug 2003)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Sept 2003)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Oct 2003)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Nov 2003-Feb 2004)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Mar–May 2004)	P	10	P	Y	Y	GC 60201 et seq
Admin	Properties/Facilities (305 SV Road) (June-Aug 2004)	P	10	P	Y	Y	"
Admin	Properties/Facilities (305 SV Road) (Sept-Dec 2004)	P	10	P	Y	Y	"

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	Properties/Facilities (305 SV Road) (Jan-Mar 2005)	P	10	P	Y	Y	"
Admin	Properties/Facilities (305 SV Road) All Rejected Bid Proposals	P	10	P	Y	Y	"
Admin	Properties/Facilities (305) (Nov 2005-Current)	P	10	P	Y	Y	"
Admin	Properties/Facilities (305) (April-October 2005)	P	10	P	Y	Y	"
Admin	Properties/Facilities (305) Carrier/HVAC Issues	P	10	P	Y	Y	"
Admin	Properties/Facilities Financing (305) (Bldg. Loan)	P	10	P	Y	Y	"
Admin	Properties/Facilities Financing (305) 2004	P	10	P	Y	Y	"
Admin	Properties/Facilities Financing (305) 2003	P	10	P	Y	Y	"
Admin	Property/Facilities Financing (305) (Lease) (Jan 2004-)	P	10	P	Y	Y	"
Admin	Property/Facilities Financing (305) (Lease) (Feb-Dec 03)	P	10	P	Y	Y	"
Admin	Property/Facilities Expansion (305) (Financing, Facility Lease & Site Lease-Originals)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305) (Propane Roof Shed)	P	10	P	Y	Y	"
Admin	Property/Facilities Lease (1810) (March 2004-)	P		P	Y	Y	"
Admin	Property/Facilities Lease (1810) (2000-Feb 2004)	P		P	Y	Y	"
Admin	Properties/Facilities Maintenance: 305 SV Road	P		P	Y	Y	"
Admin	Properties/Facilities Maintenance: 1810 SV Road)	P		P	Y	Y	"
Admin	Radon Rule						See: U.S. EPA
Admin	Recorded Documents	P	-	P	Y	N	Filed in Customer Files or Project Files
Admin	Request for Proposals						See Board Secretary or Project File
Admin	Residential Inspections (Possible Multi-Units)	P		P	Y	Y	GC 12946; 60201 et seq; 29 CFR 1627.3(2)
Admin	Resolutions						See Board Secretary; GC 60201 et seq
Admin	Safe Drinking Water Act	S	P	P	N	Y	GC 60201 et seq
Admin	Safety Committee	5	2	7	N	N	GC 60201; 8 CCR 14300.33(a); 29 CFR 1904.33 & 44
Admin	Salary & Benefit Surveys & Studies	5	5	10	Y	Y	GC 60201 et seq
Admin	Sanitary Sewer Management Plan						See CA, State, Water Resources Control Board, Sanitary Sewer Mgmt Plan (SSMP) General Info. 2007
Admin	SEMS						See: Standardized Emergency Management Systems
Admin	Sewage Lift Station Abandonment		P	P	Y	Y	"

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	Sewer Capacity Study	5	5	10	Y	Y	GC 60201 et seq
Admin	Sewer, General Correspondence	5	5	10	N	Y	"
Admin	Sewer Flow Meter Replacement Project (2002)	L	10	L+10	Y	Y	"
Admin	Sewer Flow Meter Replacement Project (2001)	L	10	L+10	Y	Y	"
Admin	Sewer Inflow & Infiltration: Flow Meter Study	5	5	10	Y	Y	"
	General Information	P		P	Y	Y	"
Admin	Sewer Line Realignment: The Aspens						
Admin	Sewer Line Rehabilitation: Squaw Peak Rd & Lanny Lane	L	10	L+10	Y	Y	"
Admin	Sewer Line Rehabilitation: The Aspens	L	10	L+10	Y	Y	"
Admin	Sewer Line Rehabilitation: Tiger Tail	L	10	L+10	Y	Y	"
Admin	Sewer Line Repairs: SV Inn & SV Condos	L	10	L+10	Y	Y	"
Admin	Sewer Lines: SV Interceptor Bank Stabilization	L	10	L+10	Y	Y	"
Admin	Sewer Lines: SV Interceptor Maps/Specifications	L	10	L+10	Y	Y	"
Admin	Sewer Master Plan	S		P	Y	Y	"
Admin	Sewer System Intensive Flow Evaluation Member Agencies T-TSA	L	10	L+10	Y	Y	"
Admin	Sewer System Management Plan	P		P	Y	N	"
Admin	Sewer & Water Connection Fee Analysis	L	10	L+10	Y	Y	"
Admin	Sewer & Water Line Rehabilitation Projects	L	10	L+10	Y	Y	"
Admin	Snowmaking (Ski Corp/Perini/RSC)	P		P	Y	Y	"
Admin	Snow Removal Contracts	L	10	L+10	Y	Y	"
Admin	Social Security Legislation	S	5	S+5	N	Y	"
Admin	Source Water Protection Program Project	L	10	L+10	Y	Y	"
Admin	Squaw Creek Restoration Project (Ski Corp.)	L	10	L+10	Y	Y	"
Admin	SV General Plan						Filed in the Library
Admin	SV Inn Diesel Fuel Leak (Jan 2002)	P		P	Y	Y	GC 60201 et seq; 29 CFR 1926.59
Admin	SV Inn Diesel Fuel Leak (1989-2001)	P		P	Y	Y	"
Admin	SV Institute, General Information & Newsletters	DR		DR	N	N	"
Admin	SV Municipal Advisory Committee	DR		DR	N	N	"
Admin	SV Mutual Water Co. General (2008)	DR		DR	N	Y	"
Admin	SV Mutual Water Co. General (1991-07)	DR		DR	N	Y	"
Admin	SV Mutual Water Co. Audit Reports (73-90)	DR		DR	N	Y	GC 60201 et seq
Admin	SV Mutual Water Co. Audit Reports (71-89)	DR		DR	N	Y	"
Admin	SV Mutual Intertie with SVCWD	P		P	Y	N	"
Admin	SV Mutual Well Exchange	P		P	Y	N	"
Admin	SV Park (Placer County Dept. of Facility Services) (2008-Current)						See Park & Recreation

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	SV Park (Placer County Dept. of Facility Services) (1999-2007)						"
Admin	SV Park Ad Hoc Committee (SVPSD)						"
Admin	SV Park (SVPSD)						"
Admin	SV Property Owners Association (SVPOA)	DR		DR	N	Y	GC 60201 et seq.
Admin	SV POA Sub-Committee on Unification (1970-72)	DR		DR	N	N	"
Admin	SV PSD Backflow Devices	P		P	Y	N	"
Admin	SV Ski Corp. Blyth Arena/PSD Office Space	DR		DR	Y	N	Contains utility easement info, agreements
Admin	SV Ski Corp. Blyth Arena (1977-87)	DR		DR	Y	N	" " " " "
Admin	SV Ski Corp General Correspondence 1973-86	5	5	10	Y	Y	D 02-03-12
Admin	SV Ski Corp. Gold Coast Diesel Spill	P		P	Y	Y	Contains utility easement info, agreements
Admin	SV Ski Corp. Infiltration Trenches-Parking Lot	5	5	10	Y	Y	"
Admin	SV Tourism Development Plan Steering Com	3	2	5	N	Y	D 04-03-12
Admin	SV Technical Review Committee (Water Quality)	P		P	Y	Y	
Admin	SV Technical Review Committee (2004-07)		P	P	Y	Y	
Admin	SV Technical Review Committee (2001-2003)		P	P	Y	Y	
Admin	SV Water Quality						See Water Quality Complaints
Admin	SSO Order Certification						See California, State, Water Resources Control Board Sanitary Sewer
Admin	Standardized Emergency Management System	S		P	Y	N	GC 60201 et seq.
Admin	Storm Drainpipe on Sierra Crest Trail						File in Resort at Squaw Creek
Admin	Storm Drainpipe at Village						File in Intrawest Phase II
Admin	Strategic Planning	DR		DR	Y	Y	GC 60201 et seq.
Admin	Stream Gauging (Creek Flow) Reports	L		10	Y	Y	"
Admin	Surface Water Allocation						See CA, State of, Dept of Water Resources, Truckee River Operating Agreement (TROA)
Admin	Surplus Property Abandonment (right-of-way)	P		P	Y	Y	
Admin	Surplus Property Acquired	AU	6	7	Y	Y	D 02-03-12
Admin	Surplus Property Sold (2006)	AU	6	7	Y	Y	GC 60201 et seq; CCP 335 et seq.
Admin	Surplus Property Sold (1997-05)	AU	6	7	Y	Y	" "
Admin	Surveys/Questionnaires	5	5	10	Y	Y	GC 60201 et seq;
Admin	System Water Audit & Water Testing Project	L	10	L+10	Y	Y	"
Admin	Tahoe City Public Utility District	DR		DR	N	Y	Agendas/Minutes keep 2 years
Admin	Tahoe Truckee Area Emergency Plan	S		P	Y	N	GC 60201 et seq.
Admin	Tahoe Truckee Forest Tract						See: Truckee River Corridor Water System Agreement with TCPUD
Admin	Tahoe Truckee Regional Economic Coalition	DR		DR	N	Y	GC 60201 et seq;

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11; 10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	T-TSA Invoice for 4" Water Line 1976				N	Y	04-03-12
Admin	T-TSA Agendas	2		2	N	Y	"
Admin	T-TSA Consolidation Study	5	5	10	N	Y	" 04-03-12
Admin	T-TSA Financial Consultants	2		2	N	Y	" 04-03-12
Admin	T-TSA Interceptor/Easements Transfer	P		P	Y	N	"
Admin	T-TSA Maps, AB 1749, Certificate of Completion	P		P	Y	N	"
Admin	T-TSA Miscellaneous Correspondence (1992-97)	2	1	3	N	Y	" 04-03-12
Admin	T-TSA Miscellaneous Correspondence (1998)	2	1	3	N	Y	"
Admin	T-TSA Plant Capacity & Correspondence/Policies	P		P	Y	Y	"
Admin	T-TSA Plant Expansion	P		P	Y	Y	"
Admin	T-TSA Sewer Flow Reports	P		P	N	Y	Filed with Board Packets
Admin	Tapes: Audio & Video						See Board Secretary
Admin	Tax Shift	5		5	N	Y	GC 60201 et seq;
Admin	Treasurer's Alert						See Accounting: Investment Policy
Admin	Truckee River Basin Water Group	DR		DR	N	Y	GC 60201 et seq;
Admin	Truckee River Coordinated Resource Management Planning	DR		DR	N	Y	GC 60201 et seq;
Admin	Truckee River Corridor, Tahoe Truckee Forest Tract Agreement: PSD & TCPUD	P		P	Y	N	GC 60201 et seq;
Admin	Truckee River Interceptor	P		P	Y	Y	GC 60201 et seq;
Admin	Truckee River Operating Agreement						See CA, State of, DWR
Admin	Truckee River Siphon						See Sewer Flow Meter Replacement
Admin	Truckee River Watershed						See Truckee River Coordinated Resource Management Planning
Admin	Truckee Sanitary District	3	2	5	N	Y	GC 60201 et seq;
Admin	Underground Service Alert (USA) General	3	2	5	N	Y	GC 60201 et seq;
Admin	USA Notices Misc. (2008)	1	1	2	N	Y	GC 60201 et seq;
Admin	USA Notices Misc. (2007)	1	1	2	N	Y	GC 60201 et seq;
Admin	USA North Placer County Map	S		S	N	Y	GC 60201 et seq;
Admin	Union						See Local 39
Admin	U.S. Census Bureau						See Governmental Entities
Admin	U.S. Dept. of Homeland Security (HITRAC)						"
Admin	U.S. Environmental Protection Agency						"
Admin	U.S. Forest Service Correspondence						"
Admin	U.S. Forest Service Special Use Permits						"
Admin	Used Oil Disposition						See Placer Cnty Environmental Health
Admin	Vehicles (Fire)						See Fire Dept Section
Admin	Vehicles (Operations):	L		UD	N	N	Includes operating permits/licenses

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

	Air Compressor, Ingersoll-Rand (1998) Backhoe JCB 214 Sitemaster (1994) Easement Clearing Machine & Trailer (2010) Ford Dump Truck SD F-750 (2008) Ford Dump Truck SD F-750 BIDS (2008) Ford Explorer (1997) Ford Flatbed (2008) Ford Flatbed (2008 Bids) Ford Jet Rodder (1994) Ford Jet Rodder BIDS (1994) Ford Ranger Pickup (1998) Ford Super Duty F-250 (2003) Ford Super Duty F-250 (2003) Ford Utility F-250 Super Cab (1999) John Deere Loader (1998) New Holland Tractor/Westa Snowblower (2007) New Holland Tractor/Snowblower Bids Trash Pump Trailer (2000) Snoquip Trackless Snowblower (2013) Vac-Con Sewer Cleaner & Rejected Bids (2009)						Equipment sold, see Vehicles Sold " "
Admin	Vehicles: Annual Report on District Fleet	5	5	10	Y	Y	GC 60201 et seq;
Admin	Vehicles: Fleet Account Numbers	S		DR	N	Y	GC 60201 et seq;
Admin	Vehicles: General Correspondence	5	5	10	N	Y	GC 60201 et seq;
Admin	Vehicles Sold (1999)	AU	4	5	N	Y	GC 60201 et seq; CCP 335 et seq.
Admin	Vehicles Sold (1973-98)	AU	4	5	N	Y	04-03-12
Admin	Water Audit & Testing Project 1997-99				N	Y	04-03-12
Admin	Water & Irrigation Conservation	P		P	Y	N	GC 60201 et seq;
Admin	Water Demand Analysis						See Water Supply Capacity Analysis
Admin	Water Industry Technical Action Fund						See American Water Works
Admin	Water Line Extension: Painted Rock / Squaw Creek Loop	L	10	L+10	Y	N	GC 60201 et seq;
Admin	Water Line Extension: Tavern Inn to 7-11	L	10	L+10	Y	N	GC 60201 et seq;
Admin	Water Line Replacement: Granite Chief "A" Line &						
Admin	Water Line Replacement: Hidden Lake / SV Estates	L	10	L+10	Y	N	GC 60201 et seq;
Admin	Water Line Replacement: SV Road (2002-2006)	L	10	L+10	Y	N	GC 60201 et seq;
Admin	Water Line Replacement: SV Road (2001-2002)	L	10	L+10	Y	N	GC 60201 et seq;
Admin	Water Line Replacement: Victor Place, Trails End, Forest Glen Road						See Sewer & Water Line Rehabilitation Project 1996-97

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	Water Line Upgrade: Granite Chief Road (2007)	L	10	L+10	Y	N	GC 60201 et seq;
Admin	Water Line Upgrade: Granite Chief Road Daily Construction Reports (2008)	L	10	L+10	Y	N	GC 60201 et seq;
Admin	Water Main Evaluation Project	P		P	Y	Y	GC 60201 et seq;
Admin	Water Master Plan (2005)	P		P	Y	Y	GC 60201 et seq;
Admin	Water Master Plan (1991-2004)	P		P	Y	Y	GC 60201 et seq;
Admin	Water Quality Complaints (2008)	P		P	Y	N	Filed in Customer Files; GC 60201 et seq;
Admin	Water Quality Complaints (1988-2007)	P		P	Y	N	"
Admin	Water Rate/Conservation Committee (2004)	P		P	Y	N	GC 60201 et seq;
Admin	Water Rate/Conservation Committee (2000-04)	P		P	Y	N	"
Admin	Water Rights Allocation						See CA, State of, Dept of Water Resources, Truckee River Operating Agreement
Admin	Water Resources Investigation & Feasibility Analysis						See Water Supply, Tahoe Truckee Forest Tract
Admin	Water/Sewer Annual Reports	P		P	Y	N	File in Library
Admin	Water/Sewer Committee	P		P	Y	N	GC 60201 et seq;
Admin	Water/Sewer Connection Fee Analysis 1964-86				N	Y	04-03-12
Admin	Water/Sewer Field Report	P		P	Y	Y	GC 60201 et seq;
Admin	Water/Sewer Rate Analysis 1986-87	3	2	5	N	Y	GC 60201 et seq; 04-03-12
Admin	Water/Sewer Rate Analysis 1964-66	3	2	5	N	Y	GC 60201 et seq;
Admin	Water Supply: Alternative Water Supply & Feasibility Study						GC 60201 et seq; See Also Grants, PCWA 2007
Admin	Water Supply Capacity Analysis (Nov 2002-Feb 2003)	P		P	Y	Y	GC 60201 et seq;
Admin	Water Supply Capacity Analysis (March 2003)	P		P	Y	Y	"
Admin	Water Supply Development: SV East End	P		P	Y	Y	"
Admin	Water Supply Development: SV East End incl Truckee River Corridor	P		P	Y	Y	"
Admin	Water Supply Development: Tahoe Truckee Forest Tract	P		P	Y	Y	"
Admin	Water Supply Development: Future Groundwater Development & Utilization Feasibility Study	P		P	Y	Y	" (6 files)
Admin	Water Supply Future Groundwater Development: SV Watershed Sanitary Survey	P		P	Y	Y	GC 60201 et seq;
Admin	Water Supply: Groundwater Technical Memos	P		P	Y	Y	GC 60201 et seq;
Admin	Water Supply: Pumping Effects on Aquifer & Creek	P		P	Y	Y	GC 60201 et seq;

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	Water Supply: Reserve Capacity Policy	P		P	Y	Y	GC 60201 et seq;
Admin	Water Supply: & Storage Augmentation Project	P		P	Y	Y	GC 60201 et seq;
Admin	Water Supply: Ultimate Water Demand Study	P		P	Y	Y	GC 60201 et seq;
Admin	Water System Mapping Project						
Admin	Water Tanks: Resort at Squaw Creek, Zone 3 Dirt Road Resort at Squaw Creek, Zone 3 Booster Station SV East Tank Bids 2002 SV East Tank Booster SV East Tank General SV East Tank, Hood Corp Construction Docs (1980-93) SV East Tank, Hood Corp Contract (1990-91) SV East Tank Recoating Project (2002) SV East Tank Recoating Project (1999-02) West End Storage Tank (1991) West End Storage Tank (1990-91)	P		P	Y	N	GC 60201 et seq; 40 CFR 141.33
Admin	Water Treatment Plant (2006)	L	10	L+10	Y	Y	
Admin	Water Treatment Plant (1999-2005)	L	10	L+10	Y	Y	
Admin	Water Treatment Plant Technical Memos	L	10	L+10	Y	Y	Filed in Library
Admin	Water Wells: Condo Well (1994) East Valley Test Well (Oct 1998) East Valley Test Well (Mar-Sept 1998) East Valley Test Well Abandonment (1999) General Information (1992) Horizontal Well #1 above State Tank (1987) Horizontal Well #2 at RSC, Water Quality Report Horizontal Well at RSC Golf Course (1999) Horizontal Well at RSC Golf Course (1997-98) Horizontal Wells at RSC (1989-92) Horizontal Wells at RSC (1993) Horizontal Wells at RSC Springs Pipeline & Contract Documents Horizontal Wells at RSC Springs Pipeline Erosion Damage (1996) Eco:Logic Research for RSC Water Obligation Stable Well See Projects	P		P	Y	N	GC 60201 et seq; 40 CFR 141.33

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

	V-1 Test Well Well #1 File 2 (Aug 2001) Well #1 File 1 (1979-Jul 2001) Well #1 Contamination (2000) Well #1R (2005) Well #1 Rehabilitation (2005) Well #1 Rehabilitation (1998-2003) Well #1 Rehabilitation (1995) Well #1 Rehabilitation (1994) Well #1 Replacement (2006) Well #1 Replacement (Sept 04-Dec 05) Well #1 Replacement (2003-04) Well #1 Replacement Neg Dec (2004) Well #2 File 2 (Aug 2001) Well #2 File 1 (1960-Jul 2001) Well #2R (2009) Well Construction, Logs, etc. Well #2 Replacement (2008) Well #2 Roof Replacement (2002) Well #3 File 2 (2005) Well #3 File 1 (1958-Apr 2005) Well #3 Contamination (2002) Well #3 Contamination (Feb 00-Dec 01) Well #3 Contamination (1998-99) Well #3 Rehabilitation (1997) Well #3 Replacement (2003) Well #3 Replacement Plans & Specs (See Well 1 for Neg Dec) (2003) Well #4 Well #4R Well #4RII Well #5 (1961) Well #5R File 2 (Aug 2001) Well #5R File 1 (1999-Jul 2001) Well #5R Contamination (2000) Well #5 Rehabilitation Relocation (2002) Well #5 Rehabilitation Relocation (06-99-12-01) Well #5 Rehabilitation Relocation (06-99-12-01) Well #5R 10-Yr Inspection (2010) Well #5 Rehabilitation Relocation (Feb-May 99) Well #5 Rehabilitation (1991-98)						
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RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
 10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
	Well #6 (1989) Well T-4 (2001)						
Admin	Web Site & Information Technology Web Site Management E-Mail Information Systems Inventory Network Systems (LAN/WAN) Program Files & Back-up Tapes	S 60 days	2 1 yr	S+2 1+60 days	N N	N Y	Ltrs, notes & attachments sent or received on District's email network. Emails are not personal or private property and they are open to discovery. Hardware/software inventory logs-manuals Configuration maps and plans Daily, weekly & monthly back-ups
Admin	Well Aquifer Stream Interaction Study	5	5	10	Y	Y	
Admin	Well Building Mandate						See CA, State of, Dept of Health Correspondence
Admin	Zone III Booster						See Water Tanks, Resort at Squaw Creek Zone III Booster

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

GOVERNMENTAL ENTITIES:							
FEDERAL							
Admin	U.S. Census Bureau	P		P	Y	Y	GC 60201 et seq;
Admin	U.S. Dept. of Homeland Security (HITRAC)	P		P	Y	Y	GC 60201 et seq;
Admin	U.S. Environmental Protection Agency	P		P	Y	Y	GC 60201 et seq;
Admin	U.S. Forest Service Correspondence	5	5	10	Y	Y	GC 60201 et seq;
Admin	U.S. Forest Service Special Use Permits (Blyth)	P		P	Y	Y	GC 60201 et seq;
STATE OF CALIFORNIA							
Admin	CA, State of, Board of Equalization (1999)	L	7	L+7	Y	Y	GC 60201 et seq;
Admin	CA, State of, Board of Equalization (1985-98)	L	7	7	Y	Y	GC 60201 et seq; D 02-03-12
Admin	CA, State of, Controller General	L	7	L+7	Y	Y	GC 60201 et seq;
Admin	CA, State of, Controller State Mandated Cost Reimbursement (2005/06-)	L	3	L+3	Y	Y	Open Mtgs/Brown Act Reform GC 60201 et.seq.
Admin	CA, State of, Ethics Training (correspondence)	2	7	2+7	Y	Y	GC 60201 et seq;
Admin	CA, State of, Dept of Forestry & Fire Protection						See SVFD section for Dispatch Agreement
Admin	CA, State of, Dept of Public Health Annual Report & Correspondence	CY	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Health Annual Report & Correspondence (1998-2010)	CY	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Public Health Lead/Copper Rule Corres & Gen Info	S	P	P	Y	N	Op Tech/Inspector files test results by tier number in respective folders. Files are at his work station.
Admin	CA, State of, Dept of Public Health Water Permit	3	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Public Health Water Sample Reports (2008)	3	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Public Health Water Sample Reports (2006-07)	3	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Public Health Water Sample Reports (2004-05)	3	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Public Health Water Sample Reports (1999-2003)	3	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Industrial Relations	P	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Industrial Relations (Consumer Price Index)	S	10	S+10	N	N	GC 60201 et seq;
Admin	CA, State of, Dept of Industrial Relations (Prevailing Wages)	S	10	S+10	N	N	GC 60201 et seq;
Admin	CA, State of, Dept of Transportation (CalTrans)	5	5	10	Y	Y	GC 60201 et seq;

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	CA, State of, Dept of Water Resources 1988 Safe Drinking Water (Bond Information)	5	5	10	Y	Y	GC 60201 et seq;
Admin	CA, State of, Dept of Water Resources Agendas	2	0	2	N	Y	GC 60201 et seq; (now rec'd by email '12)
Admin	CA, State of, Dept of Water Resources CASGEM	P	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Water Resources, General	5	5	10	Y	Y	GC 60201 et seq;
Admin	CA, State of, Dept of Water Resources Future GW Development Grant App & Corres 1997-98	L	7	7	Y	Y	GC 60201 et seq; D 02-03-12
Admin	CA, State of, Dept of Water Resources Prop 204 Funding Grant Application (1998)	L	7	L+7	Y	Y	GC 60201 et seq; D 02-03-12
Admin	CA, State of, Dept of Water Resources Public Water System Statistics Reports	P	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Water Resources Statewide Groundwater Elevation Monitoring Program	S	P	P	N	N	
Admin	CA, State of, Dept of Water Resources TROA Corres (2007)	L	7	L+7	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Water Resources TROA (1990-2006)	L	7	L+7	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Water Resources Truckee River Surface Water Rights Allocation	L	7	L+7	Y	N	See grant application for close-out procedure
Admin	CA, State of, Local Gov't Guide to Mandate Process (2004)	AU	6	AU+6	Y	Y	GC 60201 et seq;
Admin	CA, State of, Local Gov't Guide to Mandate Process (1986-2003)	AU	6	AU+6	Y	Y	GC 60201 et seq; D 02-03-12
Admin	CA, State of, Office of Emergency Services	DR	2		Y	Y	GC 60201 et seq;
Admin	CA, State of, Regional Water Quality Control Board (Lahontan) Agendas/Notices	2	-	2	N	Y	GC 60201 et seq;
Admin	CA, State of, Regional Water Quality Control Board (Lahontan) Correspondence (2008)	5	5	10	Y	Y	GC 60201 et seq;
Admin	CA, State of, Regional Water Quality Control Board (Lahontan) Correspondence (1998-2002)	5	5	10	Y	Y	GC 60201 et seq; D 02-03-12
Admin	CA, State of, Regional Water Quality Control Board (Lahontan) Total Max Daily Load	5	5	10	Y	Y	GC 60201 et seq;
Admin	CA, State of, Public Employees Retirement System (PERS)	P		P	Y	Y	GC 60201 et seq; See also Human Resources section
Admin	CA, State of, Secretary of State, Elections Correspondence	CY	4	5	Y	Y	GC 60201 et seq;

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	CA, State of, Water Resources Control Board, Div of Clean Water Grants (1985-2002)	CL	7		Y	Y	GC 60201 et seq; D 02-03-12
Admin	CA, State of, Water Resources Control Board Sanitary Sewer Mgmt Plan Certifications	S	5	S+5	Y	Y	GC 60201 et seq;
Admin	CA, State of, Water Resources Control Board Sanitary Sewer Mgmt Plan General Information	P	P	P	Y	Y	GC 60201 et seq;
Admin	CA, State of, Water Resources Control Board Correspondence (2003)	5	5	10	Y	Y	GC 60201 et seq;
Admin	CA, State of, Water Resources Control Board Correspondence (1998-2002)	5	5	10	Y	Y	GC 60201 et seq;
Admin	CA, State of, Water Resources Control Board Wastewater User Charge Survey (July 2008)	2	-	2	Y	Y	GC 60201 et seq;
Admin	CA, State of, Water Resources Control Board Wastewater User Charge Survey (1998/99 to May 2006)	2	-	2	Y	Y	GC 60201 et seq; D 04-03-12
PLACER COUNTY							
Admin	Placer County Affordable Housing Project Identification Study	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County Air Pollution Control District's Regional Compliance Agreement	5	5	10	Y	Y	GC 60201 et seq; Agreement and correspondence only; permits filed with equipment
Admin	Placer County Assessor, General	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County Assessor (1991-2002)	5	5	10	Y	Y	GC 60201 et seq; D 02-03-12
Admin	Placer County Auditor's Assessment Valuations (2003)	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County Board of Supervisors Corres	5	5	10	N	Y	GC 60201 et seq;
Admin	Placer County Building Dept Bldg Permit Lists (2006-08)	3	2	5	N	Y	GC 60201 et seq;
Admin	Placer County Building Dept Bldg Permit Lists (2009)	3	2	5	N	Y	GC 60201 et seq;
Admin	Placer County Building Dept Correspondence	5	5	10	N	Y	Project specific is filed either in the Project File or the Customer File
Admin	Placer County CEO/Area Managers Meetings (2005-07)	3	2	5	S	Y	GC 60201 et seq; relinquished to County Feb 2012
Admin	Placer County CEO/Area Managers Meetings (2008)	3	2	5	S	Y	GC 60201 et seq; relinquished to County Feb 2012
Admin	Placer County Clerk/Elections, Conflict of Interest	5	2	7	Y	Y	GC 60201 et seq; D 02-03-12

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

	Code (1976-06)						
Admin	Placer County Clerk/Elections, Conflict of Interest Code (2007)	5	2	7	Y	Y	GC 60201 et seq;
Admin	Placer County Clerk/Elections, Corres (1992-00)						See Election Information
Admin	Placer County Clerk/Elections, Corres (2001)						See Election Information
Admin	Placer County Community Development Resource Agency [planning & zoning] (general)	5	5	10	N	N	GC 60201 et seq;
Admin	Placer County Community Development Resource Agency: SV General Plan Update	5	5	10	N	N	"
Admin	Placer County Counsel	5	5	10	Y	Y	"
Admin	Placer County Encroachment Permits						Give to Operations Specialist III
Admin	Placer County Executive Office	5	2	7	Y	Y	"
Admin	Placer County Facility Services Dept						See SV Park
Admin	Placer County Grand Jury	P		P	Y	Y	GC 60201 et seq;
Admin	Placer County Health Dept Correspondence	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County Health Dept Hazardous Materials (1990-2008)	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County Health Dept Hazardous Materials Business Plan	P		P	Y	N	29 CFR 1926.59; 29 CFR 1926.65(A)
	Disposal	C	10	C+10	Y	N	Cal OSHA; 40 CFR 122.21
	Permits, HazMat Storage	C	2	C+2	Y	N	GC 60201 et seq
	Underground Storage Tanks	P		P	Y	N	GC 60201 et seq
Admin	Placer County LAFCO (2005)	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County LAFCO (2003-04)	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County LAFCO (1995-02)	5	5	10	Y	Y	GC 60201 et seq; D 02-03-12
Admin	Placer County LAFCO Community Services District	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County LAFCO Martis Valley Study-Sphere of Influence	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County LAFCO Municipal Service Review	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County LAFCO Special Districts Advisory Committee	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County LAFCO TSD Sphere of Influence	2	-	2	N	Y	GC 60201 et seq;
Admin	Placer County Middle Fork Project Funding	CY	2	3	N	Y	GC 60201 et seq;
Admin	Placer County Office of Education 49er Regional Occupational Training Agreement	CL		10	Y	Y	GC 60201 et seq;
Admin	Placer County Office of Emergency Services Local Hazard Mitigation Planning Committee	5	5	10	Y	Y	GC 60201 et seq;

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	Placer County Planning Dept/Planning Commission Agendas/Reports Correspondence	2 5	5	2 10	N Y	Y Y	GC 60201 et seq;
Admin	Placer County Public Works Dept 1967-98				N	Y	D 04-03-12
Admin	Placer County Public Works Dept--General Stormwater Management Program 2007-2012	5 P	5 P	10 P	Y Y	Y N	GC 60201 et seq; See Library
Admin	Placer County Recorder	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County SV General Plan	S	10	S+10	N	Y	GC 60201 et seq; On Library Shelves
Admin	Placer County Treasurer/Tax Collector (2008)	5	2	7	Y	Y	GC 60201 et seq;
Admin	Placer County Treasurer/Tax Collector (1979-07)	5	2	7	Y	Y	GC 60201 et seq;
Admin	Placer County Voter List						See Election Info
Admin	Placer County Water Agency Agendas & Minutes	1	0	1	N	Y	D 04-03-12 2007-08
Admin	Placer County Water Agency Correspondence	3	2	5	N	Y	GC 60201 et seq;
Admin	Placer County Water Agency Grants						See Grants
Admin	Placer County Water Agency Truckee River Basin Climate Change & Water Resources Assessment	L		L	Y	Y	GC 60201

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

GRANTS							
Admin	Alternative Water Supply Feasibility Study/PCWA 2007-08	L	10	L+10	Y	Y	See grant application for close-out procedure
Admin	ASR Investigation/PCWA 2004	L	10	L+10	Y	Y	"
Admin	ASR Test Hole/Permitting Phase 3a/PCWA 2006	L	10	L+10	Y	Y	"
Admin	ASR Test Hole Phase 3a/PCWA 2005	L	10	L-10	Y	Y	"
Admin	ASR/NLTRA Funding						See NLTRA TOT Funding File
Admin/Fire	Assistance to Firefighters/SVFD/NLTFPD/FEMA	L	10	L+10	Y	Y	See grant application for close-out procedure
Admin/Fire	Carbon Dioxide Detectors/SVFD/FEMA	L	10	L+10	Y	Y	"
Admin	Clean Air Grant Program /Placer County Air Pollution Control District 2006	L	10	L+10	Y	Y	"
Admin	Correspondence, General	L	2	5	N	Y	GC 60201 et seq;
Admin	Creek Aquifer Interaction Study (AB 303) DWR Local GW Mgmt Assistance Program 2008	L	10	L+10	Y	Y	See grant application for close-out procedure
Admin	Future Groundwater Development & Utilization Feasibility Study/PCWA 2001	L	10	L+10	Y	Y	"
Admin	Future Groundwater Development & Utilization Feasibility Study/DWR 1998-2004	L	10	L+10	Y	Y	"
Admin	Groundwater Implementation/PCWA 2001	L	10	L+10	Y	Y	"
Admin	Prop 50 (IRWMP)						See ASR Grant 50 Application Packet
Admin	Groundwater Management Act (Gen'l Information)						
Admin	Groundwater Mgmt Plan (formerly Truckee River Surface Water Allocation) (PCWA)	L	10	L+10	Y	Y	"
Admin	Groundwater Mgmt Plan (AB 303-B) 2002-06	L	10	L+10	Y	Y	"
Admin	Groundwater Mgmt Plan (AB 303-A) 2004	L	10	L+10	Y	Y	"
Admin	Groundwater Mgmt Plan (AB 303-A) 2003-04	L	10	L+10	Y	Y	"
Admin	Groundwater Mgmt Plan (AB 303) (Sept-Dec 2002)	L	10	L+10	Y	Y	"
Admin	Groundwater Mgmt Plan (AB 303) (April-Aug 2002)	L	10	L+10	Y	Y	"
Admin	Groundwater Mgmt Plan (AB 303-B) (Oct 2002-Current)	L	10	L+10	Y	Y	"

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	<u>Retention/Disposition</u>					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

Admin	Groundwater Monitoring Plan & Management Database/Lahontan (OV GMP) 2009	L	10	L+10	Y	Y	See grant application for close-out procedure
Admin/Fire	SAFER Grant/SVFD/FEMA	L	10	L+10	Y	Y	"
Admin/Fire	SCBA/Compressor/SVFD/FEMA	L	10	L+10	Y	Y	"
Admin	SV Mutual Water Consolidation Evaluation 2001	L	10	L+10	Y	Y	"
Admin/Fire	Thermal Imager/SVFD/FEMA	L	10	L+10	Y	Y	"
Admin	Water Master Plan 2007/PCWA	L	10	L+10	Y	Y	"
Admin	Water Resources Investigation/PCWA 2003	L	10	L+10	Y	Y	"

TO BE RESCINDED

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

HUMAN RESOURCES							
Admin	Applications – Hired, Pending & Not Hired to HR Clerk	CL	3	CL+3			Includes resumes, hiring lists, exam materials/answer sheets, job bulletins; eligibility; GC 12946, 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3
Admin	Labor Negotiations	P		P	Y	N	29 USC 211(c), 203(m), 207(g)
Admin	Payroll						
	Adjustments	AU	6	AU+6			GC 60201 et seq;; 29 CFR 516.5, 516.6
	Employee Time Sheets	AU	6	AU+6			20 CFR 516.6(1); R&T 19530; IRS 31.6001-1; LC 1174(d)=2 yrs
	Expense Reports	L	6	L+6			
	PERS Deduction Reports	P		P			26 CFR 31.6001; 29 CFR 516.5 (3 yrs), 516.6 (2 yrs); LC 1174(d)
	Register	P	3	P			GC 37207
	Salary Records	L		L+3			29 CFR 516.2
Admin	Personnel & Labor Laws	S	DR	DR	N	Y	GC 60201 et seq;
Admin	Public Employees Retirement System (PERS)	P		P	Y	Y	GC 12946; 60201 et seq; 29 CFR 1627.3(2)
Admin	PERS (July 2004-2007)	P		P	Y	Y	"
Admin	PERS (Jan 2000-June 2004)	P		P	Y	Y	" D 02-03-12
Admin	PERS (1995-1999)	P		P	Y	Y	" D 02-03-12
Admin	PERS Actuarials & Contribution Rates (1999-01)	P		P	Y	Y	GC 12946; 60201 et seq; 29 CFR 1627.3(2)
Admin	PERS Actuarials & Contribution Rates (2002-03)	P		P	Y	Y	" D 02-03-12
Admin	PERS Actuarials & Contribution Rates (2004)	P		P	Y	Y	" D 02-03-12
Admin	PERS Actuarials & Contribution Rates (2005)	P		P	Y	Y	"
Admin	PERS Contract Amendments & Related Corres	P		P	Y	Y	"
Admin	PERS GASB Statement	S	5	S+5	Y	Y	GC 60201 et seq;
Admin	PERS 457 Deferred Comp Plan Corres	P		P	Y	Y	GC 12946; 60201 et seq; 29 CFR 1627.3(2)
Admin	PERS 457 Deferred Comp Plan	P		P	Y	Y	"
Admin	PERS SVFD Contract Only	P		P	Y	Y	"
Admin	PERS Side Fund Payoffs	P		P	Y	Y	In Controller's Office

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

LEGAL, LEGISLATIVE, BOARD SECRETARY							
Admin	Agendas, Staff Reports & Minutes (originals filed in Board Secretary's office; copies, as needed, in subject files.)	P	P	P	Y	N	Board of Directors and all committees, posting affidavits, public hearing notices, & communications received & given to Board
Admin	Articles of Incorporation	P		P	Y	N	In Board Secretary's Office, CCP 337.2
Board Sec	Bid Notices/Proof of Publication	L	10	L+10	Y	Y	GC 60201 et seq;(d); 60201(B)(2)
Project File	Bid Plans & Specifications	L	10	L+10	Y	Y	GC 60201 et seq;(d); 60201(B)(2)
Board Sec	Bid Summary Sheets	L	10	L+10	Y	Y	GC 60201 et seq;(d); 60201(B)(2)
Board Sec	Bids, RFQ's & RFP's	AU	4	AU+4			GC 60201 et seq;
	Successful & Related Records	L	10	L+10	Y	Y	CCP 337, GC 25105.1
	Unsuccessful & Related Records	2	3	5	N	Y	GC 60202
Admin	Board of Directors--General	L		L	Y	Y	GC 60201 et seq
All Depts.	Code Books	P	P	P	N	N	Administrative Code (Bd Sec), Fire Code (Fire), Electrical & Plumbing Codes (Operations) (includes supplements)
Board Sec	Contracts & Security Bonds	L	5	L+5	Y	Y	Docs created/received relating to performance of work/services, parcel maps and subdivision work; CCP 337.2, 343;
Board Sec	Legal Advertising						Includes Proof of Publication
"	Legal Agreements, Miscellaneous	4	3	7	N	N	GC 60201 et seq; CCP 337, 343
Admin	Legal Services: Lahontan v Ski Corp	4	3	7	N	N	GC 60201 et seq;
Bd Sec	Legal Services: Downey Brand et al	4	3	7	N	N	GC 60201 et seq;
Bd Sec	Legal Services: Eberle, et al v CWD		P	P	N	N	GC 60201 et seq;
Admin	Legal Services: Government Code Guidelines	S	-	S	N	N	GC 60201 et seq;
Bd Sec	Legal Services: Hardy Erich Brown & Wilson	4	3	7	N	N	GC 60201 et seq;
"	Legal Services: Kronick, Moskovitz, et al.	4	3	7	N	N	GC 60201 et seq;
"	Legal Services: Law Offices of Thomas S Archer	4	3	7	N	N	GC 60201 et seq;
"	Legal Services: Somach Simmons & Dunn	4	3	7	N	N	GC 60201 et seq;
"	Legal Services: SV Lodge v Ski Corp		P	P	N	N	GC 60201 et seq;
"	Legal Services: PSD v Foss		P	P	N	N	GC 60201 et seq;
"	Legal Services: PSD v Poulsen & x-action		P	P	N	N	GC 60201 et seq.
Admin	Legislative Bills (State Assembly & Senate)	DR	-	DR	N	Y	GC 60201, et seq;
Board Sec	Liens and Releases	P		P	Y	N	See customer files or project files
Board Sec	Ordinances	P	P	P	N	N	GC 40806
Board Sec	Proof of Publication	P		P	Y	N	GC 911.2, 60201 et seq; CCP 343-349
Board Sec	Proposition 218 Information	P	P	P	Y	N	
Board Sec	Resolutions	P	P	P	Y	N	GC 40801
Admin	Record Destruction Requests						(file in Records Drawer in library)

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	<u>Retention/Disposition</u>					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

Admin	Request for Public Records	CL	2	CL+2	Y	Y	GC 60201 et seq; filed in Records Drawer in library; GC 60201 et seq; CCP 343
	Disposition Certificates Retention Schedules	P S	4	P S+4			
Board Sec	Tapes: Audio & Video Board Meetings Committee Meetings	C C	1 yr 1 yr	1 yr 1 yr	N N	Y Y	(Retention revised 03-31-2020 per Bd) GC 60201 et seq; GC 54953.5, SOS Records Management Guidelines (Feb 2006) Committee Meetings not routinely recorded.

TO BE RESCINDED

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	<u>Retention/Disposition</u>					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

PARK & RECREATION							
Admin	Park & Recreation (2002)						See SV Park
Admin	Park & Recreation (1998-2002)	5	5	10	Y	Y	GC 60201 et seq;
Admin	Park & Recreation Appraisal Report (1999)	5	5	10	Y	Y	"
Admin	SV Park (Placer County Dept. of Facility Services) (2008-Current)	5	5	10	Y	Y	"
Admin	SV Park (Placer County Dept. of Facility Services) (1999-2007)	5	5	10	Y	Y	"
Admin	SV Park (SVPSD)	5	5	10	Y	Y	"

TO BE RESCINDED

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

	PROJECT FILES	L	10	L+10	Y	Y*	Includes: Development Agreements, conditions, standards, bonds; correspondence; plans; permits; inspection logs & photos * Destroy after project completion
Admin	<p style="font-size: small; margin: 0;"> Aspens, Phase III Carville SV Parcel Split Cascade Housing Christy Hill Restaurant & Inn Creekside Estates Granite Chief Building Hidden Lake Development Hilligoss Sandy Way Subdivision Intrawest Intrawest Phase II Fixture Counts Meadows End Court (Poulsen) Meadows End Court Subdivision Maps Olympic Center Condominiums Olympic Estates Olympic Valley School Olympic Village Inn Painted Rock Estates PlumpJack Squaw Valley Inn Expansion Poulsen Sewer-SV Entrance RSC Phase I Related Files RSC Correspondence (Current) RSC Maintenance Facility RSC Waste Discharge Requirements RSC Water Obligation (EL Research) RSC Water Supply RSC Water Supply Improvements RSC Well Inspections RSC Phase II CEQA Process RSC Phase II Correspondence RSC Phase II Will Serve Request Sena at Squaw Valley Ski Any Mountain Squaw Creek Estates Squaw Creek Villas </p>						

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

	Squaw Creek Condominiums Squaw Ridge Condominiums Squaw Summit Squaw Tahoe Resort SV Academy Expansion SV Academy Expansion Inspector's Reports SV East Subdivision SV Entrance Sewer SV Inn Convention Center SV Lodge (All Phases) SV Meadows Condominiums SVSC Corp SVSC East Parking SVSC Headwall/Gold Coast Lift Improvement SVSC High Camp SVSC Riviera Halfpipe Modification SVSC Shirley Lake Chairlift Upgrade SVSC Snow Storage Run-off Treatment Reports SVSC Village Core SVSC Way Finding Project Phase II Squaw Valley Ski Holdings (SVSH)_Village & Water Investigation (2011) Stable Well Tavern Inn Trails End Valley View Condominiums						
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RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

RISK MANAGEMENT							
Admin	Claims Confidential Items Accident Reports Claims (Property Damage) Incident Reports Risk Management Reports	CL	7	CL+7	N	N	Filed with the Board Secretary 29 CFR 1904.2; 1904.6 GC 25105.5; GC 6254(b) 29 CFR 1904.2; 1904.6; GC 6254(b) OMB 1220-0029; 29 CFR 1904.4 (Federal OSHA forms, loss analysis reports, actuarial studies)
Admin	INSURANCE COVERAGES: Accidental Death & Dismemberment Accidents & Incidents Contractors Certificates Claims Against the District— Forms Only Correspondence, General Disability Insurance, Long & Short Term--Hartford Flexible Benefit Health/Dental (Standard Insurance) Health/Medical (PERS) Health/Vision Service Plan (VSP) Notary Public Bond Policies – See HR Public Employee Dishonesty Bond for GM Special District Risk Management Authority (06) SDRMA (1999-2005) SDRMA Correspondence (1999-2001) SDRMA Safety Meetings (2008-2011) SDRMA Safety Meetings (2012- SDRMA Safety Center Info (1995-2003) SDRMA Worker's Compensation, General 1994 SDRMA Worker's Compensation (1978-1996) SDRMA Worker's Compensation Corres (2002) SDRMA Worker's Comp Minutes (1999-2000) SDRMA Worker's Compensation Rates (2007) SDRMA Worker's Compensation Rates (2001-07) SDRMA Worker's Compensation Rates (98-2001) Standard Life Insurance Co. (1997-06) Worker's Compensation Claim Files Worker's Comp Public Agency Self Insured Annual Report (1985-92) Worker's Comp, State Comp Ins (1978-1996)	S	P	P	Y	N	Unless noted otherwise Claims filed w/open contract w/Office Supervisor; all others filed in Subject Files
		L	10	L+10	Y	Y	
		1	0	1	N	Y	D 04-03-12
		P		P	N	N	Working files: claim files, reports, letters; originals filed with Administrator; Labor Code 110-139.6; See Office Supervisor CCR Title 8 §143.11

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

FIRE DEPT							
ADMINISTRATION							
Admin	ALS Program	S	10	S+10	Y	Y	GC 60201
Admin	Ambulance Service EOA, Truckee Fire	5	5	10	Y	Y	GC 60201
Fire	Books	S	10	S+10	N	Y	Fire Codes (NFPA, UFC), Building Codes
	Fire Prevention Code	S	10	S+10	N	Y	CCP 340.5
Admin	Boundary Map & Legal Description	P		P	Y	N	GC 60201
Admin	Budget Info FY 1991-92	AU	4	5	N	Y	" D 02-03-12 & 04-03-12
Admin	Building Permits & "Notice of Intent"	P		P	Y	Y	"
Admin	Capital Facilities/Mitigation Analysis (2001)	5	5	10	Y	Y	" D 02-03-12
Admin	Condo Lease	DR		DR	N	Y	" D 02-03-12
Admin	Correspondence, General	5		5	N	Y	"
Admin	County OES Capital Facilities Plan	L/S	5	S+5	Y	Y	"
Fire	Daily Station Logs	2	5	7			Handwritten log book;
Admin	Fire Station Addition	L	10	L+10	Y	Y	GC 60201 et seq D 02-03-12
Admin	Fire Station Certificates of Participation 1987	L	10	L+10	Y	Y	" D 02-03-12
Admin	Fire Station Financing	L	10	L+10	Y	Y	" D 02-03-12
Admin	Fire Station Stucco Project	L	10	L+10	Y	Y	" D 02-03-12
Admin	Fire Suppression Assessment	P		P	Y	Y	GC 60201 et seq
Admin	Fuel Storage Information	L	10	L+10	Y	Y	"
Admin	EMT-1 Combi-tube	S	5	S+5	Y	Y	"
Admin	Fire Dept. Committee						SEE ADMINISTRATION
Admin	Fire Hydrant & Meter Use Permits	5	5	10	N	Y	"
Admin	Fire Protection Fees	P		P	Y	Y	"
Admin	Grant Deed Information	P		P	Y	N	"
Admin	Wellness @ Work/Health Maintenance Program (T-F Hospital)	S	10	S+10	Y	Y	GC 60201 et seq
Admin	Indoor Air Quality Assessment	L	10	L+10	N	Y	GC 60201 et seq D 04-03-12
Admin	ISO Rating Information	DR		DR	N	Y	"
Admin	Master Plan	S	10	S+10	Y	Y	"
Admin	Office of Emergency Services (CA)	1	4	5	N	Y	" D 02-03-12
Admin	Organization Chart	S		S	N	Y	"
Admin	Paramedic Training Reimbursable Benefit Program	DR		DR	Y	Y	"
Admin	Radio Communication Maintenance Services	S	10	S+10	Y	Y	GC 60201 et seq
Admin	Safe Surrender Program	P		P	Y	Y	GC 60201 et seq
Admin	Surplus Equipment Donations	P		P	Y	Y	GC 60201 et seq

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	Title Searches (1810 SV Rd)	P		P	Y	N	"
Admin	Truckee River Corridor Annexation	P		P	Y	N	"
	AGREEMENTS & EMERGENCY MANAGEMENT						
Admin	49er Occupational Training Program						See Placer County (Government)
Admin	Alpine Meadows Fire Response Agreements	L/S	5	L/S+5	Y	Y	GC 60201 et seq;
Admin	Basin Fire Chief's Mutual Aid Agreement	L/S	5	L/S+5	Y	Y	"
Admin	CPR Site Agreement	S	5	S+5	Y	Y	"
Admin	Civil Defense Master Mutual Aid Agrmt (CALIF)	L/S	5	L/S+5	Y	Y	"
Admin	Cooperative Fire Protection Agreements (USFS)	L/S	5	L/S+5	Y	Y	"
Admin	County Eastern Division Interagency HazMat Response Team Agreement	L/S	5	S+5	Y	Y	" Filed with Board Secretary
Admin	County Interoperable Communication Systems	L	5	L+5	Y	Y	"
Admin	Dispatch Agreement: Cal Fire	S	5	S+5	Y	Y	"
Admin	Dispatch Agreement: Placer County	S	5	S+5	Y	Y	"
Admin	Eastern Placer County Joint Powers Authority	S	5	S+5	Y	Y	"
Admin	Transfer Agreement: County to SVCWD	P		P	Y	N	"
Admin	Truckee River Corridor Response Zone	L		S	Y	N	"
Admin	Wellness at Work Program (Health Maintenance)	L		S	Y	N	Tahoe Forest Hospital Agreement
	HUMAN RESOURCES						
Fire	DMV Employer Testing Program	P		P	N	N	"
Fire	DMV Pull Notice Program	L	5	L+5	N	N	"
Admin	Employee Rules & Regulations	P		P	N	Y	" D 04-03-12
Admin	Employer/Employee Relations Policy	P		P	Y	Y	"
Fire	Personnel Certifications	L	5	L+5	N	Y	"
Fire	Training Program Information & Reports	L	5	L+5	N	Y	"
	GRANTS						
Admin/Fire	Assistance to Firefighters/FEMA Grant						See Grants (Administration)
Admin	Fire Prevention & Safety Grant (Dept of Homeland Security)						"
Admin	SAFER Grant						"
	REPORTS						
Fire	Incident Reports: Attendance Arson Investigations (PC 799, UFC 104.32) Fire	3	4	7	Y	Y	Incidents involving a minor, keep reports until patient is at least 18 years old.; also includes dispatch and daily logs; CCP 338, 340.5

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
	Medical HazMat						
Fire	Patient Care Reports (EMS Division)	3	4	7	Y	N	Incidents involving a minor, keep reports until patient is at least 18 years old.
Fire	Prevention Inspections, Reports (Sprinkler Systems, Alarms, Defensible Space, Weed Abatement)	P		P	N	N	GC 60201; Includes reports, assessments, resolution documentation;
VEHICLES & PROPERTY							
Fire	Equipment Inventory	UD		UD	N	Y	" Includes supplies and fire gear
Fire	Tires/Warranty	DR		DR	N	Y	"
Admin	Vehicle Financing	UD		UD	N	Y	"
Fire	Vehicle Maintenance	UD		UD	N	Y	Includes inspection reports (daily, weekly, monthly), repairs; CCP 340.5; 8 Cal Code Reg 3203 (b)(1); GC 60201 et seq;
Admin	Vehicle Registration Information	UD		UD	N	Y	GC 60201 et seq;
Admin	Vehicles: 2000 Type I Vehicles 1998 Type II Wildland Fire Engine 1998 Type III Wildland Fire Engine 1999 Type IV Brush/Utility Truck 1998 Water Tender/Pumper (WestMark Pumper Bid Docs 1995)	L		UD	N	N	" D 04-03-12
VOLUNTEERS							
Admin	Volunteer Association	P		P	Y	N	"
Admin	Volunteer Insurance	P		P	Y	N	"
Admin	Volunteer Payroll Information						See HR Staff

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

OPERATIONS DEPT							
Administration							
Operations	Crew Meetings (Agendas & Notes)	DR	-	DR	N	N	GC 60201 et seq.
Operations	Forms Management	C		S	N	Y	Current until superseded
Operations	Master Plans	C		P	Y	N	GC 60201 et seq.
Operations	Purchase Orders (Dept. Copy)	2		2	N	Y	GC 60201 et seq.
Operations	Purchase Catalogs & Information	C		C/S	N	Y	Current until superseded
Operations	Surplus Property—Working file only	2	5	7	Y	Y	Admin retains official lists/documentation
Plans, Permits & Inspections							
Admin	As-Built System Plans	L		P	Y	N	File by subdivision name
Operations	Inspection Logs & Photos, Slides, Videos	L	30	L+30	N	DR	Written records are permanent; DR all else
Operations	Encroachment Permits-Federal	E	3/AE	3/AE	N	Y	Until expiration date; 3 yrs after expiration
"	Encroachment Permits-State	E	3/AE	3/AE	N	Y	"
"	Encroachment Permits-County	E	3/AE	3/AE	N	Y	"
Admin	W&S Permits & Calculations	P		P	Y	N	Filed in customer files
Operations	Reports & Studies, Special	5	5	10	Y	Y	See subject files; library
Operations	U.S. Dept. of Homeland Security Advisories	P		P	N	N	"
Operations	U.S. Dept. of Homeland Security Vulnerability Assessment	P		P	N	N	"
Plant--Facilities & Grounds							
Operations	Aerial Photography, Contour Maps	P		P	Y	N	Permanent for research/historic value
Admin	Cal-OSHA Inspections & Citations Log 300, 301, 301A, etc. (Worker's Comp Info)	7		Y	N	Y	CA Labor Code 6429(c); 8 CCR 14300.33 No Copy in Operations
Operations	Elevator Inspections Operating Certificates	5 P	2	7 P	Y Y	Y N	Cal OSHA: Elevator-Tramway Unit, Sacramento Division Manager Aug 2009
Operations	Fire Safety Inspections (by facility)	C/S	5	C/S	Y	Y	29 CFR 1904.33 & .44
Operations	Propane Tank Inspections (OSHA)	C/S	7	7	Y	Y	See also Plant/Mechanical Equipment
Operations	Work Requests (by facility [1810 & 305 SV Rd])	2	5	7	N	Y	GC 60201 et seq.
Operations	U.S. Dept. of Homeland Security Advisories	P		P	N	N	"
Operations	U.S. Dept. of Homeland Security Vulnerability Assessment	P		P	N	N	"
Plant--Maintenance (Utility System & Vehicles)							
Operations	Projects & Reports (Hydrant/System Flushing)	CY	9	10	Y	Y	1 st Floor Operations
Operations	Air Compressor Permits	E	3	3/AE	N	Y	Until expiration; 3 yrs after expiration
Operations	Daily Work Orders	2	8	10	N	Y	
Operations	Fuel Inventories	AU+1	2	3	N	Y	
Operations	Fuel Logs	S		DR	N	Y	Destroy when no longer relevant
Operations	Hydrant Service Logs	12		P	N	N	

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11; 10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Operations	Inventories—Vehicles	S		P	Y	N	Until superseded; perm fixed asset record
	Inventories—Equipment & Parts	S		S	N	Y	Until superseded
	Inventories—Surplus Listings	AU	2	3	N	N	
Operations	Maintenance/Repair Records (Vehicles)	C		3/AD	N	Y	3 years after disposition of vehicle
Operations	Operating Instructions/Manuals	C		D	N	N	Until disposition of vehicle
Operations	Service Requests	2	3	5	N	N	GC 60201 et seq;
Operations	Smog Certificates	S	3	3/AD	N	N	3 years after disposition of vehicle
Operations	Tire Records	C		DR	N	N	Destroy when no longer relevant
Admin	Underground Service Alert Requests-Customer	P		P	Y	N	Filed in customer files
Admin	Underground Service Alert Requests-General	1	1	2	N	Y	
Operations	Vehicle Inspection Records (Pre-Trip)	D		D	N	Y	Until disposition of equipment
Admin	Vehicle Registration & Title Documentation	UD		D	N	N	Until disposition of vehicle
	Plant--Mechanical Equipment						
Operations	Communications (Cell Phones, Radios, Telemetry)	UD		UD	N	Y	
Admin	Emergency Generator Permits & Reports	5	5	10	Y	Y	17 CCR 93116; H&S 42303
Operations	Emergency Generator Run Logs	5	5	10	Y	Y	" "
Operations	Equipment Certificates (includes SCBA)	UD		UD	N		
Operations	Equipment Inventories	S		P	N		Permanent fixed asset record
Operations	Maintenance/Repair Records	L		3/AD	N		3 yrs after disposition of equipment
Operations	Operating Instructions/Manuals	L		UD	N		Until disposition of equipment
Operations	Work Orders/Service Requests-Utility Copy	2	1	3	N	Y	
Admin	Work Orders/Service Requests- Customer File	P		P	Y	N	
	Safety Training						
Admin	Safety Committee	5	2	7	Y	Y	
Operations	Safety Programs, Regulations/Correspondence	P		P	Y	S	GC 60201
Operations	Safety Programs, Regulations, Memos	P		P	Y	S	GC 60201
	Sewer						
Operations	Sewage Flows and I&I Information	2	4	5	N	N	40 CFR 122.41
Operations	Sewer Overflow Reports	CL	5	CL+5	Y	N	GC 60201
Operations	Sewer System Maintenance & Repairs	1	P	P	N	N	Includes work orders & TV projects; CY in Op Spec III office, then to Crew Room
Admin	Sewer System Map Update/GPS Cleanouts	P	P	P	N	N	40 CFR 141.91; 6 USC133
	Water (Health & Safety)						
Operations	Alpha Analytical Laboratory (Chain of Custody)	12		P	Y	N	(no longer in business, per Jesse)
Admin	Annual Report to CA Dept. of Public Health	12		P	Y	N	40 CFR 141.91
Operations	Aquifer Data	P		P	Y	N	GC 60201 et seq.
Admin	Backflow Customer Letters & Test Reports	3		P	Y	Y	See customer files; 17 CCR 7605(f)

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	Backflow Testing Procedure	C/S		S	Y	Y	
Operations	Badger Meter – Informational						GC 60201 et seq.
Operations	CA Dept of Public Health Bac T Samples & Correspondence	10		P	Y	Y	Filed by year; 40 CFR 141.33
Operations	Calgon Water Treatment – Informational	DR		DR	N	DR	Destroy when no longer relevant
Operations	Caustic Soda Certificates	10		P	Y	N	Filed by year; 40 CFR 141.33
Operations	Confined Space Permits (incl Gas Detector Downloads)	L	3	L+3	N	L+3	District document
Operations	Cranmer Chain of Custody	12		P	Y	N	40 CFR 141.91
Operations	Creek Samples	12		12	N	N	Filed by year
Operations	Emergency Response Plan/Notifications	C/S		C/S	Y	Y	
Operations	Hazardous Materials Business Plan--COPY	P		P	Y	N	29 CFR 1926.59; 29 CFR 1926.65(A)
	Training Materials	S	2	S+2	N	Y	Cal Code Reg 3204(d) et seq
	Underground Storage Tanks	P	2	P	Y	N	GC 60201 et seq
Operations	Lead Information	DR		DR	Y	DR	Informational only
	Lead & Copper Test Results	P		P	Y	Y	
Admin	Leak Detection & Notifications	P		P	Y	N	Filed in customer files
Operations	Material Safety Data Sheets (MSDS)	5/S	P	P	N	N	Copies in Library, Well Sites, Fire Dept; 29 CFR 1627.3(b)(11), 8 CCR 3204(d)(1) et seq., GC 12946, 60201
Operations	Meter Change-Outs	P		P	Y	N	Filed in customer files
Operations	Monthly Meter Reads	AU	3	AU+3	N	Y	Destroy in 4 th year
Operations	Precipitation Data	P		P	Y	N	
Operations	Production Logs	P		P	Y	N	See individual well files; 40 CFR 141.33
Admin	Sanitary Survey Reports, Summaries	P		P	Y	N	40 CFR 141.33 (not less than 10 yrs)
Operations	System Leak Reports	3	4	7	Y	Y	GC 60201 et seq; Binder in Op Spec III Office
Operations	System Map	P	P	P	N	N	40 CFR 141.91; 6 USC133
Operations	Telemetry System (SCADA)	2		2	N	Y	Paper copies only; electronic record is P
Operations	Water Quality—Consumer Confidence Reports	P		P	Y	Y	40 CFR 141.33
Operations	Water Quality Complaints	P		P	Y	Y	Copy to customer files
Operations	Water Sample General Information, Regulations	C/S		C/S	N	D/R	Contains several agencies information
Operations	Water Sample Reports-DOPH Bac T Reports	12		12	Y	N	Filed by year; 40 CFR 141.33
Admin	Water Sample Reports-Chemical Analysis	12		12	Y	N	Filed in each well folder; 40 CFR 141.33
Operations	Water Sample Reports-Chemical Analysis Copy	12		12	Y	N	Includes Chain of Custody; 40 CFR 141.33
Operations	Water Sample Reports-Iron Bacteria/Iron Crypto	12		12	Y	N	Filed by year; 40 CFR 141.33
Operations	Water System Reports-Microscopic Particulate	12		12	Y	N	40 CFR 141.33

AD=After Disposition; Archived=Blue; A/E=After Expiration; AU=Audit; C=Current; CL=Completed; CY=Current Year; D=Destroy; D/R=Destroy when no longer relevant; E=Expiration; L=Life; P=Permanent; S=Superseded; UD=Until Disposition

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	<u>Retention/Disposition</u>					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

Operations	Water Sample Reports-pH & chlorine logs	12		12	Y	N	Done every 5 years; 40 CFR 141.33
Operations	Water Sample Reports-Turbidity Reports	12		12	Y	N	40 CFR 141.33
Operations	Water System Maintenance & Repairs	P		P	N	N	
Operations	Water Tanks—Security, Maintenance	P		P	N	N	

TO BE RESCINDED