

Policy Type: Florin Resource Conservation District Board of Directors
Policy Title: Records Retention and Disposal Policy
Date Adopted: August 17, 2021
Resolution No: 08.17.21.01
Date Amended:

I. PURPOSE

The purpose of this policy is to establish guidelines to staff regarding the retention and disposal of records of the Florin Resource Conservation District (District); provide for the identification, maintenance, storage, safeguarding and disposal of records in the normal course of District operations; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

II. POLICY

This policy prescribes that staff shall review and follow all applicable laws. If there are any conflicts between this policy and the applicable laws, the laws shall prevail.

III. RECORDS RETENTION SCHEDULE

The "Florin Resource Conservation District Records Retention Schedule" is attached hereto and incorporated herein as Exhibit "A" ("Retention Schedule"). The Retention Schedule is intended to be a guideline and is not intended to provide an all-inclusive listing of potential documents.

In addition to any required legal retention period, the District shall retain original records with a lasting historical, administrative, legal, fiscal, or research value.

IV. RECORDS STORAGE AND DISPOSAL

1. Record Storage. All records referenced in the Retention Schedule will be maintained in electronic format via electronic media that conforms with the minimum standards set forth in the California Secretary of State's "Trustworthy Electronic Document or Record Preservation" regulations.
 - a. The District shall use media that is locked and unalterable to store and safeguard official records.
2. Record Disposal. The Board Secretary, or his or her designee, may destroy and discard, by any permanent method that protects the confidentiality of any privileged or confidential information contained therein, any District record after the expiration of the applicable retention period described in the Retention Schedule.
 - a. Prior to destroying the paper version of a record to rely on the image, or the electronic version of a record as the District's official record, requires approval from the Board Secretary's office to ensure compliance with law via an approval form (Appendix A).

V. CHANGES IN STATE AND FEDERAL LAW

As a result of changes to federal and California laws that regulate municipal records retention, the Records Retention and Disposal Policy and Retention Schedule shall be updated as needed to ensure compliance with legal and regulatory requirements.

EXHIBIT “A”

**“FLORIN RESOURCE CONSERVATION DISTRICT
RECORDS RETENTION SCHEDULE”**

[Attached behind this cover page]

**FLORIN RESOURCE CONSERVATION DISTRICT
RECORDS RETENTION SCHEDULE**

Disposal of any record must be authorized in writing by the General Manager, with written consent from District Legal Counsel. (Gov. Code § 60200 *et seq.*)

| Type of Record | Category | Description or Example of Record | Legal Authority | Current Legal Retention Period* |
|--|-----------------|--|------------------------------------|--|
| Accidents/Damage to District Property | Administration | Risk management administration | GC 60201 CCP 337 | 5 years |
| Accounts Payable | Finance | Journals, statements, asset inventories, account postings with supporting documents, vouchers, invoices, reports, investments, purchase orders | GC 60201 | Until audited + 4 years |
| Accounts Receivable | Finance | Checks received, reports, investments, receiptbooks | GC 60201 CCP 337 | Until audited + 4 years |
| Affidavits of Publication/Posting | Administration | Public notices for public hearings, publication of ordinances, etc. | GC 60201, 54960.1(c)(1) | 2 years |
| Agenda/Agenda Packets (Includes Staff Reports) | Administration | Agendas and packets should be imaged immediately. A paper copy should be maintained for one year only. | GC 60201 | Permanent |
| Agreements & Contracts - Non-Capital Improvement | Administration | Original contracts and agreements and back-up materials, including leases, excluding capital improvement projects | GC 60201 CCP 337 CCP 337.2 | Terminated/Completed + 5 years |
| Agreements & Contracts - Capital Improvements | Administration | Construction contracts and agreements | GC 60201 CCP 337 <i>et seq.</i> | Permanent |

Legal Authority Abbreviations

| | | | | | |
|-----|--------------------------------|-----|-----------------------|------|--------------------------|
| CCP | Code of Civil Procedure | GC | Government Code | IRS | Internal Revenue Service |
| CCR | California Code of Regulations | FC | Financial Code | LC | Labor Code |
| CFR | Code of Federal Regulations | H&S | Health & Safety Code | PC | Penal Code |
| EC | Elections Code | IRC | Internal Revenue Code | R&TC | Revenue & Taxation Code |
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|--|-----------------|---|------------------------------------|--|
| Annexations/Formations/Reorganizations | Development | Notices, Resolutions, Certificates of Completion | GC 60201(d)(I) | Permanent |
| Appraisals | Development | For real property owned by District - Not a public record until real estate transaction is complete | GC 60201 | Closed/Completed + 2 years |
| Articles of Incorporation | Administration | | GC 60201 | Permanent |
| Audit Hearing or Review | Finance | Documentation created and/or received in connection with an audit hearing or review | GC 60201 | Until audited + 2 years |
| Backflow Test Reports | Public Works | Reports of testing and maintenance - water supply | 17 CCR 7605 GC 60201 | 3 years |
| Bank Account Reconciliations | Finance | Bank statements, canceled checks, certificates of deposit | GC 60201 26 CFR 31.6001-1(c)(2) | Until audited + 5 years |
| Benchmarks | Development | Horizontal, vertical & control | GC 60201 | Permanent |
| Bids: Accepted | Development | Includes plan and specifications, notices/affidavits | GC 60201 CCP 337,337.1 | Closed/Completed + 4 years |
| Bids: Unaccepted | Development | Unaccepted bid packages only | GC 60201 | Award + 2 years |
| Billing Records | Finance | Utility bill stubs - submitted with payment | GC 60201 | None required |

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|------------------------------------|------------------------|---|---|--|
| Bonds | Finance | Authorization/public hearing records/prospectus/proposals/certificates/notes on transcripts) /registers / statements / paid or cancelled bonds, etc. | GC 60201 CCP 336 et seq. CCP 337.5(a). 26 CFR 1.6001-1(e): GC 43900 et seq. | Defeased + 10 years |
| Bonds - Employee | Finance | Personnel fidelity bonds | GC 60201 CCP 337 et seq. | Termination of employment+ 4 years |
| Bonds – Surety, Labor & Materials | Finance | Bonds or letters of credit submitted by contractors to ensure complete and satisfactory performance of work/services for the District (Financial Instruments) | CCP 337 | Upon Engineer's Release |
| Brochures/Publications | Administration | Retain selected documents only for historic value | GC 60201 | Until superseded + 2 years |
| Budget, Annual | Finance | Adjustments, journal entries, account transfers | GC 60201 | Until audited + 2 years |
| Cal-OSHA Logs | Administration | Personnel-Logs, Supplementary Record, Annual Summary (Federal & State-Cal OSHA) | 8 CCR 14300.33, 8 CCR §3203(b)(1), GC 60201 | 5 years |
| CA Ground Water Corrective Actions | Public Health & Safety | Documentation of corrective actions | 40 CFR 141.33(b)(2); 22 CCR §64470 | Last Action + 5 years |

Legal Authority Abbreviations

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| Type of Record | Category | Description or Example of Record | Legal Authority | Current Legal Retention Period* |
|---------------------------------------|-----------------|---|-----------------------------|--|
| Payroll Tax Records (State & Federal) | Finance | Forms filed annually; quarterly and year-end reports | GC 60201 29 USC 436 | Until audited+ 4 years |
| Capital Improvements, Construction | Public Works | Records on planning, design, construction, conversion or modification of local government-owned facilities, structures, and systems | GC 60201, CCP 337 et seq. | Permanent |
| Certified Payroll | Public Works | Copy of Certified Payroll Report as required by the Dept. of Industrial Relations | GC 60201 | Until audited + 5 years |
| Checks | Finance | Includes payroll, canceled and voided checks | GC 60201 CCP 337 | Until audited + 5 years |
| Citizen Feedback | Administration | General correspondence | GC 60201 | 2 years |
| Claims Against the District | Administration | Paid/Denied | GC 60201 GC 911.2 | Until settled + 5 years |
| Collective Bargaining Agreements | Administration | | GC 60201 CCP 337 et seq. | Completion + 5 years |
| Complaints/Requests | Administration | Various files, not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule | GC 60201 | 2 years |
| Comprehensive Annual Financial Report | Finance | Financial services; internal and/or external reports; independent auditor report | GC 60201 | Permanent |

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|---|-----------------|--|-------------------------------|--|
| Correspondence/Emails (Content relates Substantially to District Business) | Administration | General correspondence, including letters and e-mail if the content relates substantially to District business | GC 60201 | 2 years |
| Deeds, Real Property | Development | File with recorded documents; originals may not be destroyed | GC 60201(d)(8) | Permanent |
| Deferred Compensation Reports | Finance | Finance - pension/retirement funds | GC 60201 26 CFR 31.6001.1 | 5 years |
| Deposits, Receipts | Finance | Checks, coins, currency | GC 60201 | Until audited + 4 years |
| DMV Driver Information Reports | Administration | Personnel - Not a public record | GC 60201 | Superseded or Separation |
| Easement, Real Property | Development | File with recorded documents; original may not be destroyed | GC 60201(d)(8) | Permanent |
| Economic Interest Statements - Form 700 (copies) | Administration | Copies of statements forwarded to Fair Political Practices Commission | GC 81009(f), (g), GC 60201 | 4 years (can image after 2 years) |
| Economic Interest Statements - Form 700 (originals): Not Elected | Administration | Originals of statements of designated employees | GC 81009(e), (g), GC 60201 | 7 years (can image after 2 years) |

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|--|-----------------|---|---|--|
| Economic Interest Statements - Form 700 (originals): Elected | Administration | FPPC filings | GC 81009(b), GC 60201 | Election date + 4 years |
| Election - Administrative Documents | Administration | History of elections, sample ballots, copies of resolutions. | GC 60201 | Permanent |
| Election - Ballots: Prop. 218 (Assessment Districts) | Administration | Property related fees (Assessment Ballot proceeding) | GC 53753(e)(2) | 2 years |
| Employee - Bonds | Administration | Personnel fidelity bonds | GC 60201 GC 36507 PC 801.5, 803(c) 29 USC 1113 | Termination of employment + 4 years |
| Employee – Personnel Files | Administration | Personnel Records - not a public record | | Termination of employment+ 4 years |
| Employee Information – Bi-weekly Payroll Report Records | Administration | Rate of pay, bi-weekly compensation | GC 60201 29 CFR 516.2 | 5 years |
| Employee Information - CEIR / EEOC Forms | Administration | Personnel – EEOC-1, EEOC-4 California Employer Information Report (for employers of 100 or more employees), Data regarding race, sex, national origin of applicants | 2 CCR 11013 et seq. 29 CFR 1602.30 GC 60201, 12946,12960 | 3 years |

Legal Authority Abbreviations

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| Type of Record | Category | Description or Example of Record | Legal Authority | Current Legal Retention Period* |
|--------------------------------------|-----------------|--|--|--|
| Employee - Medical Files | Administration | Includes pre-employment physical clearance, medical records, respirator fit tests, exposure records, etc. | 29 CFR 1910.1020 8 CCR 3204 8 CCR 5144, 8 CCR 15400.2 GC 12946, 12960, 60201 | Termination of employment + 30 years |
| Employee - Personnel Files | Administration | Applications, Release Authorizations; Certifications; Reassignments; outside employment approvals; commendations, disciplinary actions; terminations; Oaths of Office; evaluations | 29 CFR 1627.3 GC 3105 GC 12946, 12960 GC 60201 29 CFR 1602.31 LC 1198.5 26 CFR 31-6001-1 | Termination of employment + 3 years |
| Employee - Programs | Administration | Includes EAP and Recognition | GC 60201 GC 12946, 12960 | 3 years |
| Employee - Recruitment, Applications | Administration | Applications of Unselected potential employees, Alternate lists/logs, ethnicity disclosures, examination materials, examination answersheets, job description and bulletins | GC 12946, 12960 .29 CFR 1602 et seq., 29 CFR 1627.32 CCR 11013(c); | 3 years |

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| Type of Record | Category | Description or Example of Record | Legal Authority | Current Legal Retention Period* |
|---|-----------------|--|--|--|
| Employee - Reports | Administration | Employee statistics, benefit activity, liability loss | GC 60201 GC 12946, 12960 | 3 years |
| Employee Rights – Grievances and Complaints | Administration | Grievances, union requests, complaints | GC 3105, 12946, 12960, 60201 29 CFR 1602 29 CFR, 1627.3(b)(1) LC 1198.5. 26 CFR 31-6001-1 | Termination of employment + 3 years |
| Employment - Eligibility Verification (1-9 Forms) | Administration | Federal Immigration and Nationality Act; Immigration Reform/Control Act 1986 | 8 CFR 274a.2 29 CFR 1627.3(b)(1) GC 12946, 12960, 60201 | Termination of employment + 3 years |
| Employment - Surveys and Studies | Administration | Includes surveys or studies regarding classification, wage rates | GC 12946, 12960 GC 60201 29 CFR 5 I 6.6(2) 29 CFR 1602.14 | 3 years |
| Employment Training - Personnel (by name) | Administration | Documenting internal and external Mandated or Safety training; Ethics Training, Harassment Prevention Training | GC 60201 GC 12946, 12960 8 CCR 3203 et seq. 29 CFR, 1627.3(b)(1) LC §6429(c) GC 53235.2(b) | Termination of Employment + 5 years |

Legal Authority Abbreviations

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| Type of Record | Category | Description or Example of Record | Legal Authority | Current Legal |
|--|-----------------|--|---|------------------------------|
| Employment - Vehicle Mileage Reimbursement Rates | Administration | Annual mileage reimbursement rates | GC 60201 | Until superseded + 2 years |
| Environmental Quality - Air Quality Management District (AQMD) | Development | Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative | AQMD Rule 2202 Guidelines GC 60201 | 3 years |
| Environmental Quality - Asbestos | Development | Documents, abatement projects, public buildings | GC 60201 | Permanent |
| Environmental Quality - California Environmental Quality Act (CEQA) | Development | Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statement of overriding | GC 60201 14 CCR §15095(c) | Permanent |
| Environmental Quality - California Environmental Quality Act (CEQA) – Staff Notes and Correspondence | Development | Correspondence submitted to, or transferred from the agency, and all internal agency communications, including staff notes related to a CEQA action | Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (D076605, D076924, D076993) (4th Dist. 2020) PRC 21167,6 GC 60201 | When CEQA Permit is Finalled |

Legal Authority Abbreviations

CCP Code of Civil Procedure
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code
USC United States Code

GC Government Code
FC Financial Code
H&S Health & Safety Code
IRC Internal Revenue Code

IRS Internal Revenue Service
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|---|-----------------|--|--|--|
| Environmental Quality - Pest Control | Development | Pesticide applications, inspections and sampling documents | GC 60201 3 CCR 6623, 40 CFR 171.11 et seq. | 2 years |
| Environmental Quality - Soil Reports | Development | Final Reports | GC 60201 | Permanent |
| Ethics Training Records, Harassment Prevention Training Records | Administration | Certificates of Completion or proof of attendance at mandated training for Ethics or Harassment Prevention | GC 53235.2(b) GC 53237.2(b) | Completed + 5 years |
| Family and Medical Leave Act (Federal) | Administration | Records of leave taken, notices, communications relating to taking leave (not Workers Compensation) | 29 CFR 825.500 GC 12946, 12960 GC 60201 | Termination of employment+ 3 years |
| Federal Tax Records = 1099 or 1096 (Vendors) | Finance | Forms 1096, 1099 (Miscellaneous Income) | 29 USC 436 GC 60201 | Until audited+ 4 years |
| Federal Tax Records = W-9s (Vendors) | Finance | Form W-9 (Request for Taxpayer Identification) | GC 60201 IRS Guidelines | Vendor inactive + 3 years |
| Federal Tax Records = W-2s (Employees) | Finance | Form W-2 (Wage and Tax Statement) | GC 60201 26 CFR 31-6001-1 | 7 years |
| Federal Tax Records = W-4s (Employees) | Finance | Form W-4 (Employee's Withholding Certificate) | GC 60201 26 CFR 31-6001-1 | Superseded + 5 years, or Employee Separation + 5 years |

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|--|-----------------|--|------------------------|--|
| Financial Audit Records (Not Consolidate Annual Financial Report) | Finance | Internal/external and audit documentation and analysis | GC 60201 | Until audited + 7 years |
| Fixed Assets Inventory | Finance | Reflects purchase date, cost, account number | GC 60201 | Until audited + 4 years |
| Fixed Assets - Surplus Property: Auction | Finance | Listing of property | GC 60201 | Until audited + 4 years |
| Fixed Assets - Surplus Property: Disposal | Finance | Scaled bid sales of equipment | GC 60201 | Until audited + 4 years |
| Fixed Assets - Vehicle Ownership & Title | Finance | Title transfers when vehicle is sold | | Until sold |
| Fund Transfers | Finance | Internal; bank transfers & wires | GC 60201 | Until audited + 7 years |
| General Ledgers | Finance | All annual financial summaries - all agencies | GC 60201 | Until audited + 7 years |
| Gifts/Bequests | Finance | Receipts or other documentation | GC 60201 | Until audited + 4 years |

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|--|-----------------|---|---|--|
| Grants - Community Development Block Grant (CDBG); Urban Development; other Federal and State Grants | Development | Grants documents and all supporting documents; applications, expenditure reports, contracts, project files, proposals, statements, grant documents, | GC 60201 24 CFR 570.502 2 CFR 200.333 24 CFR 91.105(h), 92.505, 570.490 29 CFR 97.42. OMB Circular A- 110 & A-133 GC 8546.7 | Final Expenditure Report + 5 years |
| Hazardous Materials - Hazardous Waste Disposal | | Documents regarding handling and disposal of hazardous waste [Permanent retention of environmentally sensitive materials are recommended] | GC 60201 22 CCR § 66262.40 | Permanent |
| Hazardous Material - Permits, Hazardous Materials Storage | | Permits issued by Regulator Agencies to the District | GC 60201 | Expiration + 2 years |
| Hazardous Materials - Underground Storage Tank | | Compliance; Documents regarding storage, location, installation, removal, | GC 60201 23 CCR 2712(b) | Permanent |
| Information Systems - Computer Backups | Administration | Backups for Disaster Recovery | GC 60200 | None |

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| Insurance – Employee Dishonest / Fidelity Bonds | Finance | Personnel related | GC 60201 EVC 1045, PC 801.5, 803(c) | Expiration + 4 years |
| Insurance - Joint Powers Agreement | Finance | MOU, agreements | GC 60201 CCP 337 et seq. | Permanent |
| Insurance – Certificates / Vendors | Finance | Vendor’s proof of insurance to protect the District, Insurance certificates filed separately from contracts | GC 60201 CCP 337 et seq. | 10 years |
| Insurance - Liability/Property / District Policies | Finance | May include District Policies for liability, property | GC 60201 CCP 337 et seq. | Permanent |
| Insurance - Risk Management Reports | Finance | Loss Analysis Report; Actuarial Studies | 29 CFR 1904.4 GC 60201 | 5 years |
| Investment Reports - Transactions | Finance | Summary of transactions, inventory and earnings report | GC 60201 | Until Audited + 4 years |
| Invoices – Accounts Receivable | Finance | fees owed, billing, related documents | GC 60201 | Until audited +4 years |

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|---|-----------------|--|---|--|
| Legal Notices/Affidavits of Publication | Administration | | GC 60201 GC 54960.1(c)(1) | 2 years |
| Legal Opinions | Administration | | GC 60201 | None |
| Litigation | Administration | Case files | GC 60201 CCP 337 et seq. GC 68150 | Until settled or adjudicated + 5 years |
| Maintenance Manuals | Administration | Equipment service/maintenance | GC 60201 | Until superseded |
| Maintenance/Repair Records / Work Orders / Service Requests | Administration | Equipment Work Orders / Service Requests (may include work performed on potable water systems) | GC 60201 CCP 338, 340, 342 | 5 years |
| Marketing, Promotional | Administration | Brochures, announcements, etc. | GC 60201 | Min. 2 years |
| Meter Operations | Public Works | Reader reports; orders; tests; maintenance reports | GC 60201 | 5 years |
| Meter Reading | Public Works | Reports and rebate reports | GC 60201 | 5 years |
| Minutes | Administration | Minutes of District Board meeting. | GC 60201(d)(3) | Permanent |

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*Unless otherwise noted, year(s) is in addition to current year.

**FLORIN RESOURCE CONSERVATION DISTRICT
RECORDS RETENTION SCHEDULE**

Disposal of any record must be authorized in writing by the General Manager, with written consent from District Legal Counsel. (Gov. Code § 60200 *et seq.*)

| Type of Record | Category | Description or Example of Record | Legal Authority | Current Legal Retention Period* |
|-------------------------------|-----------------|---|--|--|
| Newsletter, District | Administration | May wish to retain permanently for historicreference. | GC 60201 | Min. 2years |
| Notices - Public Meetings | Administration | Special Meetings | GC 60201 GC 54960.1(c)(1) | 2 years |
| Oaths of Office | Administration | Elected and public officials - Board Members | GC 60201 29 USC 1113 GC 3105 | Termination of Employment + 4 years |
| Ordinances | Administration | District laws enacted by the Board of Directors | GC 60201(d)(2) | Permanent |
| OSHA Logs | Administration | OSHA Log 200, 300, etc. | LC 6429(c) 8 CCR 14300.33 8 CCR 3203(b)(1) GC 60201 | 5 years |
| OSHA Citations or Inspections | Administration | Citations or Inspections made by OSHA | GC 60201 8 CCR 3203(b)(1) OMB 1220-0029 LC 6429(c) | 5 years |
| Payroll - Time cards/sheets | Finance | Employee | GC 60201(d)(12)29 CFR516.5, 516.6. 29 CFR 31.6001-1(e)(2), R&T §19530. LC § 1174(d) 8 CCR 11040.7(c) | Until audited + 7 years |

Legal Authority Abbreviations

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|-----|--------------------------------|-----|-----------------------|------|--------------------------|
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| Type of Record | Category | Description or Example of Record | Legal Authority | Current Legal Retention Period* |
|---|-----------------|---|---|--|
| PERS - Employee Benefit Plans | Administration | Retirement Plans, etc. | GC 60201, 29 CFR 1627.3(b)(2) 29 USC 1027 | Termination of Plan + 6 years |
| Personnel Rules and Regulations | Administration | Including employee handbook | GC 60201, 12946, 12960 | Until superseded + 3 years |
| Petitions | Administration | Submitted to legislative bodies | GC 50115 | 1 year |
| Policies - Administrative | Administration | All policies and procedures, directives rendered by the District not assigned a resolution number | GC 60201 | Min. 2 years |
| Policies - District Board | Administration | Original policies adopted by the Board | GC 60201 | Min. 2 years |
| Political Support/Opposition Requests & Responses | Administration | Related to legislation | GC 60201 | 2 years |
| Press Releases | Administration | Related to District actions/activities | GC 60201 | 2 years |
| Procedure Manuals | Administration | Administrative | GC 60201 | Min. 2 years |
| Property - Abandonment | Development | Buildings, condemnation, demolition | GC 60201(d)(8) | Permanent |

Legal Authority Abbreviations

CCP Code of Civil Procedure
CCR California Code of Regulations
CFR Code of Federal Regulations
EC Elections Code
USC United States Code

GC Government Code
FC Financial Code
H&S Health & Safety Code
IRC Internal Revenue Code

IRS Internal Revenue Service
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| Type of Record | Category | Description or Example of Record | Legal Authority | Current Legal Retention Period* |
|--|-----------------|--|------------------------|--|
| Property-Acquisition/Disposition | Development | District owned. Supporting documents regarding sale, purchase, exchange, lease or rental of property by District | GC 60201(d)(8) | Permanent |
| Public Records Request | Administration | Request from the public to inspect or copy public documents | GC 60201 | 2 years |
| Purchasing - RFQs, RFPs | Finance | Requests for Qualifications; Requests for Proposals regarding goods and services | GC 60201 | Min. 2 years |
| Purchasing - Requisitions, Purchase Orders | Finance | Original Documents | GC 60201 CCP 337 | Until audited + 5 years |
| Recordings – Audio meeting of legislative bodies | Administration | Audio recordings of Board meeting - for preparation of Board meeting minutes | GC 54953.5(b), 60201 | Date recorded + 90 days |
| Recordings - Video: meeting of legislative bodies | Administration | Video recordings of public meeting made by or at the direction of the District (e.g., Board meetings) | GC 53160, 60201 | Min. 90 days |
| Records Management - Disposition Authorization & Certification | Administration | Documentation of authorization to destroy District records | GC 60201 | 10 years |

Legal Authority Abbreviations

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| Type of Record | Category | Description or Example of Record | Legal Authority | Current Legal Retention Period* |
|------------------------------------|------------------|--|------------------------|--|
| Records Retention Schedules | Administration | Policy Document that determines how long each record series is retained for official District records. | GC 60201 | Until superseded + 10 years |
| Resolutions | Administration | District laws enacted by the Board of Directors | GC 60201(d)(2) | Permanent |
| Returned Checks | Finance | Finance-NSF (not District checks) | GC 60201 CCP 337 | Until audited + 5 years |
| Safety Data Sheets | Administration | Exposure Records – includes Material Safety Data Sheets | GC 60201 | Permanent |
| State Controller Reports | Finance | Annual reports | GC 60201 | 5 years |
| Stop Payments | Finance | Finance - bank statements | CG 60201 CCP 337 | Until audited + 5 years |
| Taxes, Special | Finance | Special tax levied by a local agency on a per parcel basis | GC 60201 | Until Audited + 5 years |
| Utility Services -Applications | Customer Service | Applications for utility connections, disconnects, registers, services | GC 60201 | Close of Account + 2 years |
| Utility Services - Billing Records | Customer Service | Customer name, service address, meter reading, usage, payments, applications/cancellations | GC 60201 | Until audited + 2 years |

Legal Authority Abbreviations

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| Type of Record | Category | Description or Example of Record | Legal Authority | Current Legal |
|---|---------------------------|--|---|--|
| Utility Services - Utility Rebates, Reports | | Water Conservation rebates (low-flow toilet, landscaping, turf replacement, etc.) | GC 60201 | Until audited + 4 years |
| Warrant Register/Check Register | Finance | Record of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information) | GC 60201 | Until audited + 4 years |
| Water Quality – Chemical Analysis Reports | Public Health & Safety | Records of chemical analyses sampling, for Potable Water, Chain of Custody | 22 CCR 64470 40 CFR 141.33(a) | 10 years |
| Water Quality - Lead and Copper Analysis Reports | Public Health & Safety | Records of sampling data and analyses, reports, for Potable Water, Chain of Custody | 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91 | 12 years |
| Water Quality- Microbiological Analysis Reports | Public Health & Safety | Records of microbiological and turbidity analyses for Potable Water, Chain of Custody | 22 CCR 64470 40 CFR 141.33(a) and (b)(1) | 5 years |
| Workers Compensation Files | Finance | Work-injury claims (including denied claims); Accident or Injury Reports, Toxic Substance Exposure Reports, Final Settlement | 8 CCR 15400.2 8 CCR 10102; 8 CCR 5144, 8 CCR §3204(d)(1) 29 CFR 1910.1020, GC 12946,12960, 60201. CCP §337 et seq. | Termination of employment + 30years |

Legal Authority Abbreviations

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