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	Title: RECORDS RETENTION	
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It is the policy of The District to provide guidelines regarding the retention or disposal of District records; provide for the identification, maintenance, safeguarding, and disposal of records in the normal course of business, ensure prompt and accurate retrieval of records, and ensure compliance with legal and regulatory requirements.

GUIDELINES:


1. The California Secretary of State has issued local government records management guidelines in accordance with Government Code section 60200 et seq., which augments the authority of local governments and districts to establish records retention schedule. The District Board is authorized by the provisions of Government Code section 60200 et seq., to establish a records retention schedule applicable to District records. The records retention policy assists the District in documenting the records that (i) require office or temporary storage, (ii) have historic or research value and (iii) should be destroyed because they no longer have any administrative, fiscal, or legal value.

1.1 Authorization for Destruction of Records. The record retention schedule, Exhibit “A”, is the approved schedule for the District which is in compliance with Government Code sections 60200 et seq. The schedule gives the time periods that documents must remain open/active for the public, the time period documents will remain closed (saved but may be boxed or in storage) and the process for destroying documents.

1.2 Destruction of Records after Scanning. Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored in conformance with the requirements of Government Code section 60203.

1.3 Destruction of Duplicates. Pursuant to Government Code section 60200, any duplicate record, paper, or document which has the original or a permanent photographic copy of in the files of the District, may be destroyed after confirmation that the original or permanent photographic copy remains on file in the District.

1.4 Retention of Records Not Mentioned. All records, papers, and documents not mentioned in this policy may be scanned as archival records or destroyed so long as such disposal is consistent with the recommendations of the Local Government Records

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Management Guidelines as set forth by the Secretary of State as the same may be amended from time to time.

1.5 Retained Records. Pursuant to Government Code section 60201, the District shall retain records that:

- relate to formation, change of organization, or reorganization of the District for should be retained indefinitely.
- District ordinance unless it has been repealed or is invalid or unenforceable for a period of five (5) years;
- minutes of a meeting of the legislative body of the District;
- pending claims and litigation records for two (2) years after the disposition;
- records that are the subject of appending Public Records Act request until the request is granted or two (2) years have passed since denial;
- records of construction projects prior to notice of completion and release of stop notices, if any;
- records related to non-discharged contracts or debts; records of title for District real property;
- unaccepted construction bids/proposals until two (2) years old;
- records that specify the amount of compensation paid to District employees, officers, or independent contractors until seven (7) years old;
- records for which the administrative, fiscal, or legal purpose has not yet been fulfilled.



**EXHIBIT "A"
REVIEW PERIOD**

Record Series (Description)	Open/ Active	Closed	Disposal	NOTES
Accident reports and logs	2 years	2 years	Shred/Delete	
Accounting files, miscellaneous	5 years	5 years	Shred/Delete	
Accounts payable (vendor files, invoices, employee travel and expense records)	1 year	6 years	Shred/Delete	
Accounts receivable	1 year	4 years	Shred/Delete	
Agendas, minutes, and supporting materials for Board/Committee packets	1 year	Indefinite	Archive	
Agreements with agencies, firms, individuals	1 year	5 years	Shred/Delete	Depending on type of agreement, some will be indefinite
Appraisal reports	1 year	5 years	Shred/Delete	Originals to be filed in project file
Audit reports	10 years	10 years	Shred/Delete	
Bank statements (with cancelled checks)	1 year	4 years	Shred/Delete	
Board correspondence	1 year	4 years	Shred/Delete	Dispose after leaving the Board
Budgets, annual	1 year	Indefinite	Archive	
Cash receipt books with backup and deposit tickets	1 year	4 years	Shred/Delete	
Claim or litigation on behalf of District	1 year	Indefinite	Archive	
Claim or litigation against District		Indefinite	Archive	
Computer maintenance files	1 year	3 years	Shred/Delete	
Computer programs	1 year	6 years	Shred/Delete	




Record Series (Description)	Open/ Active	Closed	Disposal	NOTES
Computer tape disks/ backup	2 years	2 years	Shred/Delete	
Computer tracking records	1 year	3 years	Shred/Delete	
Conflict of Interest Statements	1 year	Indefinite	Archive	Include oath of office, economic statements, etc.
General correspondence and preserved electronic documents	1 year	2 years	Shred/Delete	
Deeds	1 year	Indefinite	Archive	
Director's compensation and reimbursement	1 year	4 years	Shred/Delete	Dispose after director leaves the Board
Director's fees	1 year	6 years	Shred/Delete	Dispose after director leaves the Board
Disability Claims	1 year	Indefinite	Archive	
Electronic mail	90 days	90 days	Shred/Delete	
Easements	1 year	Indefinite	Archive	
Employee records	1 year	6 years	Shred/Delete	
Employee records terminated	1 year	6 years	Shred/Delete	
Employee time records (i.e., payroll files) including deduction authorizations and overtime	1 year	6 years	Shred/Delete	
Employee travel and expense records	6 years	6 years	Shred/Delete	
Equipment maintenance records and contracts	1 year	5 years	Shred/Delete	
Financial reports, miscellaneous	10 years	10 years	Shred/Delete	
Financial statements, annual	1 year	Indefinite	Archive	



Record Series (Description)	Open/ Active	Closed	Disposal	NOTES
Historical files (history of the District)	1 year	Indefinite	Archive	
Insurance certificates and policies	1 year	6 years	Shred/Delete	
Inventory records	1 year	6 years	Shred	
Investment portfolio	1 year	Indefinite	Archive	Permanent for research/historical value
Investments documents	1 year	6 years	Shred/Delete	
Lease Agreements	1 year	6 years	Shred/Delete	Permanent for research/historical value
Ledgers, General and Journal	1 year	Indefinite	Archive	
Legal opinions	1 year	Indefinite	Archive	
Policies and Procedures	1 year	Indefinite	Archive	
Resolutions	1 year	Indefinite	Archive	
Retirement plan agreements and related documents	1 year	Indefinite	Archive	Permanent for historic value
Vehicle operation records	1 year	3 years	Shred/Delete	
Vendor files, miscellaneous correspondence	1 year	1 year	Shred	Dispose when no longer relevant
Workers' compensation files	1 year	6 years	Shred/Delete	

***Schedule Instructions**

1. Records are Open/Active files for at least the period stated as a matter of general practice. After the Open/Active period has passed, to the extent possible, records will be identified to the applicable department for closure recommendation via electronic records management systems.

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2. Records placed in closed files will be retained for the scheduled period. Notice to the applicable department will be made prior to disposal.
3. The CEO shall have discretion to retain hard copies or scan the records for retention purposes.