

Sacramento Suburban Water District

Records Management Policy

Adopted: October 20, 2003

Approved with Changes: January 24, 2022

100.00 Purpose of the Policy

This document describes the Sacramento Suburban Water District’s policy concerning records inspection, retention, disposal, and storage (Records Management).

200.00 Inspection

200.10 Purpose and Scope

This section provides criteria for the inspection of records.

200.20 General

Consistent with the California Public Records Act, public records of the District are open to inspection during normal office hours and any person has a right to inspect these records.

200.30 Definitions

As used in this section:

- a. “Public Records” includes any writing containing information relating to the conduct of public business prepared, owned, used, or retained by the District regardless of physical form or characteristics and which is not otherwise exempt from disclosure in accordance with applicable laws.

“Writing” means handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing or any form of communication or representation, including letters, words, pictures, sounds or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. Writing does not include compilations of writings created outside the normal course of business.

200.40 Exemptions

Nothing in this section requires disclosure of the following records:

- a. Preliminary drafts, notes, or intra- or inter-agency memoranda not retained by the District in the ordinary course of business, if the public interest in withholding such records clearly outweighs the public interest in disclosure;
- b. Records pertaining to pending litigation in which the District is a party or to claims made pursuant to Division 3.6 (Commencing with Section 810) of Title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled;
- c. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy or that is otherwise limited by law;
- d. Geological and geophysical data, plant production data, and similar information relating to utility systems development obtained in confidence from any source, related to groundwater well drilling/development;
- e. Test questions, scoring keys, and other examination data used to administer examinations for employment;
- f. The contents of real estate appraisals, engineering, or feasibility estimates and evaluations made for or by the District relative to the acquisition of property, or to prospective supply and construction contracts, until such time as the property has been acquired or the contract agreement has been obtained. The law of eminent domain will not be affected by this provision;
- g. Records exempted or prohibited from disclosure pursuant to provisions of Federal or State Law, including, but not limited to, provisions of the Evidence Code relating to privilege;
- h. Data, plans, drawings, schematics, manuals, and other documents related to the security and protection of the District's water supplies;
- i. Private information pertaining to any customer, director or employee that is explicitly exempt under Government Code sections 6254(c) and 6254.16 or that may be exempt because of personal safety and privacy concerns under Government Code section 6255, including, but not limited to, personal identifying information and private data such as social security numbers, home address, telephone number, credit history, water usage, and confidential personnel and financial records.
- j. Computer software developed by the District for internal use and not otherwise made available to the public except by selling, leasing, or licensing such software for commercial or non-commercial use. The District's proprietary

computer software may include computer mapping systems, computer programs, and computer graphics systems.

- k. Information security, if disclosure of that information would reveal vulnerabilities of, or otherwise increase the potential for an attack on the District's information technology system. This exemption in no way limits the District's obligation to disclose otherwise public records stored within its information technology system; and
- l. Other records the disclosure of which is not required by law.

200.50 Additional Public Records

Notwithstanding the foregoing:

- a. Every employment contract between the District and a public official or public employee is a public record.
- b. An itemized statement of the total expenditures and disbursements of the District provided for in Article VI of the California Constitution will be open for inspection.
- c. Documents concerning an open session item of a noticed public meeting that are provided to all or a majority of the Board or a committee less than 72 hours before that meeting are public records.
- d. Writings involving official District business created, used, or retained on a personal electronic device owned, leased, or possessed by a District Director or employee are public records of the District and must be retained in accordance with this policy and all other applicable District policies. Directors and employees must maintain District records created, used or stored on their personal electronic devices until they can be transferred to the District's records management system. After District records are transferred off the device, the Director or employee may delete the records from their personal device. Directors and employees should avoid retaining District records on a personal device indefinitely to avoid inadvertent destruction or tampering, and should contact the District Secretary or his/her designee as soon as possible to arrange to transfer such records into the District's records management system.

200.60 Justification for Withholding of Records

The District will justify withholding a record by demonstrating the record is exempt under the express provisions of Government Code sections 6254 and 6254.16 and any other applicable statute (including the records listed above in section 200.40) or by demonstrating that the public interest served by not making the record available clearly outweighs the public interest served by disclosing the record. Written notice of intent to withhold records stating the reasons for withholding the records, the person making such

determination, and an estimated time for when disclosable documents will be furnished will be provided to the person requesting the record within ten days, or later if good cause requires, of the request for inspection as required by Government Code sections 6253, subdivision (c) and 6255, subdivision (b).

200.70 Confidentiality of Certain Records

While the District supports and implements the legal principles underlying the “government sunshine laws”, including the Public Records Act and Brown Act, it also recognizes the equally important constitutional principles underlying its customers’, directors’, and employees’ rights to privacy in their personal information. Such information includes those items described in Section 200.40 (i) of this Policy. The District will not disclose private information of any customer, director, or employee unless compelled by a legally-authorized subpoena, court order or order of another government agency with the power to obtain such records or authorized by the customer, director, or employee in writing. In cases where there is no clear exemption from disclosure, the District will attempt to contact the customer, director, or employee whose private information is being requested, inform the customer, director, or employee of the request, and provide that person or entity with the opportunity to object to the request and if desired, to seek a court order to protect the private information being requested from disclosure.

200.80 Copies of Records

- a. A person may obtain copies of identifiable records, by written request on the District’s request form. Upon request, District staff will assist the requestor to identify records and complete the request form. The District Secretary is the custodian of the District’s records and will provide the requestor with copies of all requested records unless a record is in electronic form or in a specialized format, in which case the District will provide the most accurate copy possible within the limits of available technology and the requestor’s instructions and willingness to pay the appropriate costs to retrieve and reproduce copies of such non-standard records, if applicable. Officers, agents, and employees of the District are not required to request records in compliance with this section when acting within the course and scope of employment or office holding. If the District is unable to provide requested copies within ten days of the request, it will advise the requestor in writing of the date when the record will be provided.
- b. The charge for plain paper standard black and white letter or legal size photocopies will be in accordance with the Regulation 3 of the District’s Regulations Governing Water Service, which reflects the District’s direct copying costs. Large format documents, maps, color copies, and similar specialized documents will be charged at cost, which the District will determine and advise the requestor of and receive approval from the requestor before copying begins. Payment for all services is required at the time copies are provided, although the District may require a deposit as provided below in subdivision (c) before beginning copying

or sending the job to an outside copy service, in which case the copy service's actual charges will be passed through to the requestor. No charge will be imposed for research.

- c. The District Secretary or designee may require a person who desires to obtain copies of records to deposit an amount equal to the estimated fees for copying prior to starting reproduction. The portion of the deposit not used for the costs of reproduction will be refunded. If the deposit is insufficient, the District will require the requestor to pay any balance of copying charges due before any records are released.

200.90 Public Counter Records

- a. Except for writings exempt from public disclosure, the District Secretary or designee will maintain a duplicate copy of the last approved Board meeting minutes and the agenda and written materials distributed to the Board for discussion or consideration at the next scheduled Board meeting. These records will be maintained at the public counter located in the District's administrative office. Public records discussed during a public meeting but not previously available will be made available before the commencement of discussion at such meeting or as soon thereafter as practicable.
- b. Public counter records also include those public meeting documents described in subdivision (c) of section 200.50 of this Policy.
- c. No charge will be imposed for the use or review of the records described in this section. However, the District will impose a copy charge if a copy of a public counter record is requested.
- d. The District also posts on its website copies of all public counter records, archived Board meeting minutes and agendas, current Board policies, and other important District documents. Requestors are encouraged to view and obtain copies of available documents on the District's website by visiting: www.sswd.org.

200.95 Recording-Keeping

The District Secretary or designee will maintain a record of all requests for records filed with the District, including those that are denied and the reasons for the denial.

300.00 Retention, Disposal, and Storage

300.10 Purpose and Scope

This section provides criteria for the retention, disposal, and storage of records.

300.20 Records Retention Schedule

The District's Records Retention Schedule has been adopted by the Board of Directors by Resolution 22-04 in accordance with Government Code sections 12236 and 60201, subdivision (b)(2), and reviewed at least biennially. As provided by California law, the District will retain, store, and dispose of its records in accordance with this schedule and the requirements and procedures set forth in this policy.

The Records Retention Schedule is made a part of this policy as Attachment 1.

300.30 Retention of Other Records

- a. The District must retain the following records, regardless of any different destruction policy or schedule as to any identified record or records specified in the records retention schedule set forth in section 300.20 above:
 - i. Any record of the District that is the subject of a pending request made under the California Public Records Act, Government Code sections 6250 through 6276.48, until the District has either (A) complied with the request or (B) waited at least two years after the record was withheld and written notice denying the request was provided to the requestor;
 - ii. Documents related to pending public works projects not accepted by the District or to which a stop notice claim may be legally presented; and
 - iii. Any document that has not yet fulfilled the administrative, fiscal, or legal purpose for which it was created or received by the District.
- b. The District may dispose of the following records at any time, without maintenance of a copy:
 - i. Duplicates, the original or a permanent photographic record of which is retained by the District as required by law;
 - ii. Working drafts, notes, and working papers prepared or kept by any employee or accumulated in the preparation of a communication, study or other document, unless of a formal nature contributing significantly to the preparation of the document after the contents thereof have been transferred to other records;
 - iii. Cards, listings, non-permanent indices, other papers used for controlling work flow and transitory files including letters of transmittal, suspense letters, and tracer letters;
 - iv. Canceled coupon sheets from registered bonds; and
 - v. Shorthand notebooks, telephone messages, and inter-departmental notes.

300.40 Records Storage

All of the records referenced in this section will be maintained at the District's Administrative office located at 3701 Marconi Avenue, Suite 100, Sacramento, California 95821; District facilities at 5331 Walnut Avenue, Sacramento, California 95841; and/or such other repository that the District may designate from time to time. All records requests should be directed to the District's administrative office at 3701 Marconi Avenue, Suite 100, Sacramento, California 95821. In accordance with Government Code sections 60201 and 60203, the District may keep a copy of any record listed in the retention schedule either in its original form or as an electronic record stored in the District's Records Management System, which is a trusted system within the meaning of Government Code section 60203(a).

300.50 Records Disposal

The District 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 above 300.20 – Records Retention Schedule (Attachment 1 to this Policy).

400.00 Policy Review

This policy shall be reviewed at least biennially.

RECORDS RETENTION SCHEDULE LEGEND

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

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

Transitory Records not retained in the ordinary course of business, that do NOT have substantive content: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a “trusted system”, etc.

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

Retention/Disposition:

- Active:** How long the file remains in the immediate office area (*guideline*)
- Inactive:** How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)
- Total Retention:** The total number of years the record will be retained

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

P = Permanent

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

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

Media Options (*guideline*) – the form of the record:

- Mag = Computer Magnetic Media (hard drive, disks, tapes, USB Drives, thumb drives, 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 should be microfilmed

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

Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

USC: United States Code (US)

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)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

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

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the "Lead Dept"; Use District-Wide together with Department schedules</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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
DISTRICT-WIDE (Used by All Departments)								
Lead Dept.	DW-001	Agreements & Contracts (originals) - INFRASTRUCTURE / CAPITAL PROJECTS, JPAs, MOUs, Water Supply and Conveyance	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
Lead Dept.	DW-002	Agreements & Contracts (originals) - PROFESSIONAL SERVICES, CONSULTING (where Errors & Omissions or Professional Liability Insurance required)	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
Lead Dept.	DW-003	Agreements & Contracts (originals) - CUSTODIAL, LEASES, MAINTENANCE (where Errors & Omissions or Professional Liability Insurance is NOT applicable)	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
Lead Dept.	DW-004	Agreements & Contracts - ADMINISTRATIVE RECORDS (All Contracts) (Correspondence, insurance certificates, RFP, Successful Bid or Proposal, etc.)	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=comp. + 5 years, CCP §§336(a), 337 et. seq., GC §60201
Lead Dept.	DW-005	Association Records (external associations - e.g., ACWA, etc.)	When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
Lead Dept.	DW-006	Bids, Unsuccessful / Proposals, Unsuccessful	1 year		Mag, Ppr			Department preference; GC §60201 et. seq.
Lead Dept.	DW-007	Clippings / Newspaper Clippings	When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the "Lead Dept"; Use District-Wide together with Department schedules</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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Lead Dept.	DW-008	Committees, Task Forces, Associations, Commissions, & Boards: External Organizations (e.g. Association of California Water Agencies, etc.)	When No Longer Required		Mag, Ppr			Non-records
Lead Dept.	DW-009	Copies or duplicates of any record	Copies - When No Longer Required		Mag, Ppr			GC §60200
Lead Dept.	DW-010	Correspondence - Regulatory Agencies	Minimum 10 years	Yes: While Active Issues	Mag, OD, Ppr	S / I	Yes: After QC & OD	District preference; some correspondence with Regulatory Agencies needs to be retained for longer periods of time than other types of correspondence; GC §60201
Dept. that Authors Document or Receives the District's Original Document	DW-011	Correspondence - Routine (Content relates in a substantive way to the conduct of the public's business) (e.g. Administrative, Chronological, Communications, General Files, Letters, Memorandums, Miscellaneous Reports, Reading Files, Working Files, etc. Does NOT include Regulatory Agency Correspondence)	Minimum 2 years		Mag, Ppr			Department preference; GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the "Lead Dept"; Use District-Wide together with Department schedules</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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or comple</i>								
Dept. that Authors Document or Receives the District's Original Document	DW-012	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda not retained in the ordinary course of business Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail or social media, invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are 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 by printing them out and placing them in a file folder, or saving them electronically. If not mentioned here, consult the Attorney to determine if a record is considered transitory / preliminary draft. GC §§60201, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	DW-013	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 §6254

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the "Lead Dept"; Use District-Wide together with Department schedules</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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or comple</i>								
Lead Dept.	DW-014	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 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502; OMB Circular A-110 & A-133; GC §60201; GC §8546.7
Lead Dept.	DW-015	Grants: UNSUCCESSFUL (Applications, Correspondence, etc.)	2 years		Mag, Ppr			Department Preference; GC §60201
Human Resources	DW-016	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-017	Personnel Files - Department-level Supervisor's Notes	When No Longer Required	Before Separation	Mag, Ppr			Preliminary Drafts; Supervisors notes should 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 S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the "Lead Dept"; Use District-Wide together with Department schedules</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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or comple</i>								
Lead Dept.	DW-018	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
Authoring Dept.	DW-019	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters, & Reports: Produced by YOUR Department	Minimum of Superseded + 2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	DW-020	Reports and Studies - ADA Studies, White Papers, Issue Papers, Position Papers, Scientific Studies (other than Annual Reports)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	DW-021	Training: ALL COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics 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 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b)
Lead Dept.	DW-022	Visitor Logs / Registers	1 year		Mag, Ppr			Department preference; GC §60201 et. seq.

RECORDS RETENTION SCHEDULE: ADMINISTRATION / SECRETARY OF THE BOARD

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of 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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
ADMINISTRATION / SECRETARY OF THE BOARD								
Admin. / Sec. of the Board	SEC-001	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
Admin. / Sec. of the Board	SEC-002	Conflict of Interest Code (Adopted by Resolution)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Admin. / Sec. of the Board	SEC-003	Board of Directors Correspondence	2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Admin. / Sec. of the Board	SEC-004	Board of Directors Policies	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Admin. / Sec. of the Board	SEC-005	Elections: Correspondence, Notifications & Publications, Certificate of Election, etc.	4 years		Mag, Ppr			District preference (historical purposes); GC §60201
Admin. / Sec. of the Board	SEC-006	Ethics Training Certificates for Board of Directors	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §53235.2(b)
Admin. / Sec. of the Board	SEC-007	FPPC 460, 470, 501, 410 Series Forms - Campaign Disclosures	4 years		Mag, OD, Ppr	S / I	Yes: After 2 years	District maintains original statements; GC §81009(f)&(g)
Admin. / Sec. of the Board	SEC-008	FPPC 700 Series Forms (Statement of Economic Interests): DESIGNATED EMPLOYEES & CONSULTANTS (specified in the District's Conflict of Interest code)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	District maintains original statements; GC §81009(e)&(g)
Admin. / Sec. of the Board	SEC-009	FPPC 700 Series Forms (Statement of Economic Interests): ELECTRONICALLY FILED	10 years		Mag			Statements filed electronically though a FPPC approved system are required for 10 years; District maintains copies only; original statements are filed with FPPC; GC §81009(f)(g); GC §84615

RECORDS RETENTION SCHEDULE: ADMINISTRATION / SECRETARY OF THE BOARD

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of 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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Admin. / Sec. of the Board	SEC-010	FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS (elected & not elected. Includes District Board Members, General Manager)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	District preference (only required for 4 years); GC §81009(f)&(g)
Admin. / Sec. of the Board	SEC-011	FPPC Form 801 (Gift to Agency Report); / FPPC Form 802 (Tickets Provided by Agency Report)	7 years		Mag, Ppr			Must post on website; GC §81009(e)
Admin. / Sec. of the Board	SEC-012	District Procedures	Minimum of Superseded + 2 years	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Admin. / Sec. of the Board	SEC-013	Historical Records	P		Mag, OD, Ppr	S / I	No	District Secretary Determines Historical Significance; GC §60201
Admin. / Sec. of the Board	SEC-014	Minutes: District Board of Directors and Committees (Administration, Communications, Finance, Infrastructure, Liaison, Public Safety Committees) Arcade Water District, Northridge Water District	P	Yes (all)	Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §60201(d)(3)
Admin. / Sec. of the Board	SEC-015	Notices: Affidavits of Postings and Publications	2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
Admin. / Sec. of the Board	SEC-016	Oaths of Office	Term of Office + 4 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Admin. / Sec. of the Board	SEC-017	Ordinances / Regulations / Resolutions	P	Yes (all)	Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Admin. / Sec. of the Board	SEC-018	Public Records Act Requests	2 years		Mag, Ppr			District Preference; GC §60201

RECORDS RETENTION SCHEDULE: ADMINISTRATION / SECRETARY OF THE BOARD

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of 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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Admin. / Sec. of the Board	SEC-019	Recordings: Audio Recordings of District Board meetings	1 year		Mag			District Preference; Legally required for 90 days for Video, 30 days for audio; GC §§54953.5(b), 53161, 60201 et seq.
Admin. / Sec. of the Board	SEC-020	Records Destruction Authorization Forms and Lists	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Admin. / Sec. of the Board	SEC-021	Secretary of State Statement of Facts	1 year		Mag, Ppr			District preference; GC §60201 et. seq.

RECORDS RETENTION SCHEDULE: CONSERVATION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of 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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CONSERVATION								
Conservation	CON-001	Analysis / Studies of Components (Leak Detection Reports, Irrigation Retrofit, etc.)	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.
Conservation	CON-002	Climatological Data	When No Longer Required		Mag, Ppr			Non-records (provided by NOAA); GC §60201
Conservation	CON-003	Conservation Violation Notices / Trickle Notices	When No Longer Required		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Conservation	CON-004	Customer Lists for Conservation Programs (Gardening Classes / Landscaping Classes, etc.)	When No Longer Required		Mag, Ppr			Department preference; GC §60201
Conservation	CON-005	Education Programs / Water Education Programs / Education Tours	Minimum 2 years		Mag, Ppr			Department preference; GC §60201
Conservation	CON-006	Evaluations / Investigations: Water-Wise Home Evaluations, Surveys, & Audits (Conservation Inspection Results, Evaluations, Landscape, etc.)	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing requirements, and may have grant funding; GC §60201
Conservation	CON-007	Forecasts	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Conservation	CON-008	Rebate Requests: ALL Approved	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference to meet auditing standards; GC §60201
Conservation	CON-009	Reports: DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board) Monthly and Annual Water System Reports (Conservation Reports, Water Loss Reports	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: CUSTOMER SERVICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CUSTOMER SERVICE								
Customer Service	CS-001	Adjustments to Customer accounts	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Customer Service	CS-002	Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Customer Service	CS-003	Applications for Service	P		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference to meet auditing standards; GC §60201
Customer Service	CS-004	Bankruptcies - All, whether or not a Claim / Lien is files	10 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; liens for unpaid water bills are good for 10 years, unless extended; GC §60201, R&T §3105; WTR §§36729, 37212
Customer Service	CS-005	Billing / Utility Billing - Documentation for Adjustments, Billings, Cash,, Closed Accounts, Collections, Credit Memos, Deposits, Payments, Rebates	5 years	Yes: Until Paid	Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Customer Service	CS-006	Billing Registers	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Draft / Preliminary documents (financial database is the original); GC §60201
Customer Service	CS-007	Billing Reports / Billing Ledger	5 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Customer Service	CS-008	Collection Agency Assignments / NSF Checks / Write Offs	5 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department Preference (negative information remains on credit reports for 7 years); GC §60201 et seq.
Customer Service	CS-009	Customer Correspondence (letters from and to customers)	2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	GC §60201
Customer Service	CS-010	Customer Service Database - TruePoint	Indefinite		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Data is interrelated; GC §60201
Customer Service	CS-011	Daily Deposit Packets (Includes NSF checks)	5 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Customer Service	CS-012	Deposits / Customer Deposits / Hydrant Meter Deposits	5 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; GC §60201
Customer Service	CS-013	Landscape Incentive Application & Payment Worksheet & Reimbursement	5 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: CUSTOMER SERVICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Customer Service	CS-014	Landscape Incentive Application & Payment Worksheet: Denial Letters	5 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; GC §60201
Customer Service	CS-015	Liens / Certificate of Lien / Releases	Fully Paid or Forgiven + 5 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; liens for unpaid water bills are good for 10 years, unless extended; GC §60201, R&T §3105; WTR §§36729, 37212
Customer Service	CS-016	Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Customer Service	CS-017	Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan + 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116910
Customer Service	CS-018	Payment Stubs (mailed) / Remittance Advice Utility Receipts (when payment is made at the counter) / Checks	After Audit has been completed		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; GC §60201
Customer Service	CS-019	Policy on Discontinuation of Residential Service for Nonpayment	When Superseded; Minimum 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §60201
Customer Service	CS-020	Proof of Ownership - Deeds / Easements of Current Owner	P		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; GC §60201
Customer Service	CS-021	Refunds / Customer Refunds	5 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; GC §60201
Customer Service	CS-022	Report of Annual Discontinuations of Residential Service	Minimum 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §60201
Customer Service	CS-023	Reports: Aging Report	Audit + 1 year		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; GC §60201
Customer Service	CS-024	Shut-off Notices, Undeliverable Mail	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Preliminary drafts; GC §60201
Customer Service	CS-025	Temporary Construction Meters – new applications / transfers / billing	Completion + 2 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	GC §60201

RECORDS RETENTION SCHEDULE: CUSTOMER SERVICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Customer Service	CS-026	Voice Recordings / Customer Service Recordings	When No Longer Required		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; GC §§60201, 12168.7

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ENGINEERING / CAPITAL PROJECTS								
Engineering	ENG-001	Acquisitions / Surplused Property: Real Property owned by the District Final Deeds, Easements, Right-of-Ways, and Encroachments are retained by Board Administration	P		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-002	Capital Improvement Projects (CIP): Large Format Drawings Design Drawings (finals), Record Drawings ("As Built")	Life of Asset	Yes: Until Completed	Mag, OD, Ppr	S/I	Yes: After QC & OD	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.
Engineering	ENG-003	Capital Improvement Projects (CIP): Life Retention Agreement or Contract, Bid Package (Winning Proposal), Change Orders, CEQA / NEPA / Environmental, Final As-Built Drawings (Record Drawings), Inspection Reports, Material Testing, Permits (Design, Environmental), Photographs, Soils / Hydrological / Geotechnical Reports, Specifications, Surveys, etc.	Life of Asset	Yes: Until Completed	Mag, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §60201
Engineering	ENG-004	Capital Improvement Projects (CIP): Administration - NO GRANT FUNDING - 10 year retention Project Administration, Bid Summary, Bonds, Consultant Proposals (Successful) / Unsuccessful), Errors & Omissions, Insurance Certificates, Notifications, Progress Payments, Punch Lists, Videos Post-Construction & Pre-Construction, Bid Bonds (returned), Bond Copies of Drawings, Consultant Proposals (Unsuccessful), Correspondence; Engineer's Estimates, Submittals, etc.	Completion + 10 years	Yes: Until Completed	Mag, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §60201

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Engineering	ENG-005	Capital Improvement Projects (CIP): Administration - WITH GRANT FUNDING Grant Application & Award, Records required by Grant, Project Administration, Bid Summary, Bonds, Consultant Proposals (Successful) / Unsuccessful, Errors & Omissions, Insurance Certificates, Notifications, Progress Payments, Punch Lists, Videos Post-Construction & Pre-Construction, Bid Bonds (returned), Bond Copies of Drawings, Consultant Proposals (Unsuccessful), Correspondence, Engineer's Estimates, Permits (Construction), Submittals, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, OD, Ppr	S/I	Yes: After QC & OD	Some grant funding agencies require audits; Department preference; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §60201
Engineering	ENG-006	CEQA / NEPA - Correspondence submitted to, or transferred from the District, and internal agency communications, including staff notes related to a non-exempt CEQA action Final CEQA documents (Environmental Impact Reports (EIRs), Categorical Exemptions, Negative Declarations are maintained in the CIP Project File Permanently	Completion of CEQA Process		Mag, OD, Ppr	S/I	Yes: After QC & OD	Court ruled 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) (D076605, D076924, D076993) (4th Dist. 2020); PRC 21167,6; GC §60201
Engineering	ENG-007	CEQA / NEPA Documents: Prepared for NON-District Projects (District comments on other's Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc)	When No Longer Required		Mag, OD, Ppr	S/I	Yes: After QC & OD	District Preference; GC §60200
Engineering	ENG-008	Deeds, Easements, Right of Ways, Real Property - District-Owned Real Property	P		Mag, OD, Ppr	S	No	GC §60201

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Engineering	ENG-009	Developer Projects: Large Format Drawings Redlines (finals accepted by the District), Record Drawings ("As Built")	Life of Asset	Yes: Until Completed	Mag, OD, Ppr	S/I	Yes: After QC & OD	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.
Engineering	ENG-010	Developer Projects: Permanent File Inspection Reports, Material Testing, Permits (Design, Environmental), Photographs, Soils / Hydrological / Geotechnical Reports, Specifications, Surveys, Fire Hydrant Flow Tests, etc.	Life of Asset	Yes: Until Completed	Mag, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §60201
Engineering	ENG-011	Developer Projects: Administration - 10 year file Project Administration, Bonds, Insurance Certificates, Notifications, Punch Lists, Videos Post-Construction & Pre-Construction, Correspondence, Submittals, etc.	Completion + 10 years	Yes: Until Completed	Mag, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, CCP §337 et. seq., GC §60201
Engineering	ENG-012	Encroachment Permits required for CIP Projects: Temporary (Street Cuts, Debris Boxes, etc.)	Upon Expiration		Mag, OD, Ppr	S	No	GC §60201
Engineering	ENG-013	Meter Upsizing Applications / Variances to Standards	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-014	Plans: Asset Management Plans, IRWMP (Integrated Regional Water Management Plan), WUEMP (Water Use Efficiency Master Plan), UWMP (Urban Water Management Plans) etc.	P		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §60201
Engineering	ENG-015	Studies & Reports, Investigations (Engineering Studies & Reports, including Seismic Reports, etc.)	Life of Asset		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §60201
Engineering	ENG-016	Vulnerability Assessment / Hazard Mitigation Plan	When Superseded Minimum 2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(c); GC §60201
Engineering	ENG-017	Well Destruction (Well Completion Report, etc.)	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Engineering	ENG-018	Well History (repair, modification, etc.)	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE ADMINISTRATION / GENERAL ACCOUNTING								
Finance / General Accounting	FN-001	Audit Annual Reports / Audited Financial Statements / Comprehensive Annual Financial Report (CAFR) with Audit Management Letters / Audit Reports	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Finance / General Accounting	FN-002	Audit Work Papers (Finals) Includes Depreciation Schedules, Deferred Compensation Statements	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / General Accounting	FN-003	Audits - Single Audits / Grant Audits	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-004	Bank Statements / Checking Account Reconciliation / Fiscal Agent Statements, Trustee Statements, Investment Account Statements, etc.	7 years	Until Audit Completion	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-005	Bond Registers	Fully Defeased + 10 years	Yes: Until Maturity	Mag, OD, Ppr	S / I	No	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq., 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
Finance / General Accounting	FN-006	Bonds / Certificates of Participation / Transcripts / Disclosure Reports / Continuing Disclosure Reports	Fully Defeased + 10 years	Yes: Until Maturity	Mag, OD, Ppr	S / I	No	Department Preference; 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(a)(1) & (2), 337.5(2); GC §43900 et seq. GC §60201 et seq.
Board Admin.	FN-007	Budgets: Adopted	P	Yes: Current Fiscal Year	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60200
Local Resources & Finance / General Accounting	FN-008	Budgets: Proposed, Work Papers, Drafts, etc.	When No Longer Required		Mag, Ppr			Department Preference; Preliminary drafts; GC §60200

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / General Accounting	FN-009	Equipment Inventory	When No Longer Required		Mag, Ppr			Preliminary drafts (the Financial Database is the original); GC §60200
Finance / General Accounting	FN-010	Financial Reports: Journals ONLY	7 years		Mag, Ppr			Draft / Preliminary documents used to produce final year-end general ledger (financial database is the original); GC §60201
Finance / General Accounting	FN-011	Financial Reports: Ledgers, General Ledger, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Budget Adjustments, Edit Lists, (MONTHLY OR PERIODIC REPORTS)	When No Longer Required		Mag, Ppr			Draft / Preliminary documents used to produce final year-end general ledger (financial database is the original); GC §60201
Finance / General Accounting	FN-012	Financial System Database / ERP Database (Great Plains)	Indefinite		Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Finance / General Accounting	FN-013	Fixed Assets Files (Copies of Invoices, etc.)	7 years	Yes: Until Maturity	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq. GC §60201 et seq.
Finance / General Accounting	FN-014	Fund Transfers / Wire Transfers / Adjustments	7 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-015	Insurance Policies - General Liability, etc.	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201(d)(4)
Finance / General Accounting	FN-016	Insurance Policies - Property, Fire, Theft, etc.	Expiration + 2 years	Yes: Until Expired	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / General Accounting	FN-017	Insurance Policies - Workers Compensation Insurance Policy / Plan	Policy Termination + 10 years	Yes: Before Expiration	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference to be consistent with District-wide standards; EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); GC §§12946, 60201
Finance / General Accounting	FN-018	Investment Files	7 years	Yes: Until Maturity	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 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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / General Accounting	FN-019	Investments: LAIF (Local Agency Investment Fund, all other types of investments	7 years	Yes: Until Maturity	Mag, Ppr			Department Preference; GC §60201
Finance / General Accounting	FN-020	Journal Vouchers / Journal Entries / Accounts Payable Support	7 years	Until Audit Completion	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 years; GC §60201, CCP §337
Finance / General Accounting	FN-021	Rate Studies	7 years		Mag, Ppr			Department Preference (consistent with audit work papers); GC §60201
Finance / General Accounting	FN-022	State Reports: State Controllers Report / Local Government Compensation Report, Public Self Insurer Report (SIP Report), etc.	7 years		Mag, Ppr			District Preference; Meets auditing standards; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ACCOUNTS PAYABLE & ACCOUNTS RECEIVABLE								
Finance / Accounts Payable & Receivable	FN-023	1099's 1096's, W-9's	7 years		Mag, Ppr			IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12); 29 USC 436
Finance / Accounts Payable & Receivable	FN-024	Accounts Payable Source Records / Invoices & Receivers / Credit Card Statements / Travel Expense Reimbursement Reports / Petty Cash & Reconciliation / Vehicle Mileage Reimbursement / Purchase Orders	7 years	Yes: Until Paid	Mag, OD, Ppr	S/ I	Yes: After QC & OD	May include records pertaining to independent contractor's compensation, or expense reimbursement; Meets municipal government auditing standards; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Accounts Payable & Receivable	FN-025	Check Copies / Cancelled Checks (retained at bank)	7 years		Mag, Ppr			May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337
Secretary of the Board	FN-026	Check Register / Warrant Register	Copies - When No Longer Required		Mag, Ppr			Presented to the Board in the Board Agenda packet; GC §60200
Finance / Accounts Payable & Receivable	FN-027	Miscellaneous Accounts Receivable / Billing for damage to District property, Insurance Claims, etc.	7 years	Yes: Until Paid	Mag, Ppr			Meets municipal government auditing standards; GC §60201
PAYROLL								
Finance / Payroll	FN-028	Cancelled Payroll Checks	7 years		Mag, Ppr			GC §60201(d)(12), CCP § 337
Finance / Payroll	FN-029	DE-6 & 941 Forms DE-6 & 941 Forms, DE-7, DE-9 DE-43, W-3, & DE-166, IRS 5500 Forms (Employee Benefit Plans) - Quarterly Payroll Tax Returns	7 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201
Finance / Payroll	FN-030	Garnishments	Fully Satisfied or Separated + 2 years		Mag, Ppr			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>								
<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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FN-031	Payroll Checks / Stipends	7 years		Mag, Ppr			GC §60201(d)(12), CCP § 337
Finance / Payroll	FN-032	Payroll Registers / Bi-Weekly Payroll Reports Includes Deferred Compensation Reports, 401A, etc.	7 years		Mag, Ppr			Department preference (Meets Municipal Government auditing Standards); GC §60201(d)(12)
Finance / Payroll	FN-033	Reports: Vacation / Sick Leave Usage	When No Longer Required		Mag, Ppr			Draft / Preliminary documents (financial database is the original); GC §60201
Finance / Payroll	FN-034	Timesheets / Timecards / Timekeeping Database	7 years		Mag, Ppr			GC §60201(d)(12); 29 CFR 516.5 & 516.6(c); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d)
Finance / Payroll	FN-035	W-2's	7 years		Mag, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §60201(d)(12)

RECORDS RETENTION SCHEDULE: GENERAL MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
GENERAL MANAGER								
General Manager's Office	GMO-001	Projects & Issues - Records with Substantive Content (Issues and/or projects will vary over time)	Minimum 2 years		Mag, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
HUMAN RESOURCES								
Human Resources	HR-001	Affirmative Action Complaints - Department of Fair Employment & Housing (DFEH) or Equal Opportunity Commission (EEOC)	Separation + 3 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference (same as the Personnel File); All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 2 CCR 11013(c); GC §§12946, 12960, 60201
Human Resources	HR-002	COVID-19 Notifications to Employees	3 years		Mag, Ppr			LC §6409.6(k); GC §60201
Human Resources	HR-003	District Benefit Contracts & Benefit Plans / Insurance Policies (Health, Dental, Deferred Compensation, Pension, etc.)	Plan Termination + 2 years		Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 9 CFR 1627.3(b)(2); 29 USC 1027; 11 CCR 560; 28 CCR 1300.85.1; GC §60201
Human Resources	HR-004	DMV Pull Notices	When Superseded, or Upon Separation of Employee		Mag, Ppr			District preference (DMV record that the District considers a non-record used for reference) GC §60201
Human Resources	HR-005	Drug and Alcohol Testing / D.O.T files (ALL Files - Random, Post-Accident & Reasonable Suspicion Tests, refusals, annual summaries, etc.)	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 229 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 60201, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Human Resources	HR-006	Employment Verifications	When No Longer Required		Mag, Ppr			Not District records; GC §60201
Human Resources	HR-007	I-9s	Separation + 3 years	Yes: Until Separation	Mag, OD, Ppr	S / I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 60201

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-008	Job Descriptions	Superseded + 3 years	Yes: Before Superseded	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Human Resources	HR-009	Organization Charts - In Budgets and CAFRs	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et seq.
Human Resources	HR-010	Personnel Files - Medical File (Includes pre-employment physicals, medical leaves, etc.)	Whichever is Longer: Separation + 30 years, or Termination of Benefits + 5 years, or Death of Employee + 5 years	Yes: Until Separation	Mag, 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, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 60201; LC §1198.5
Human Resources	HR-011	Personnel Files - Official Personnel file (Includes Application, Awards, Benefit Enrollments, Backgrounds, DMV Reports, Disciplinary Actions, Certifications, Commendations, Disaster Service Workers Oaths, Evaluations, Grievances, Licenses, Personnel Action Forms, Policy acknowledgements, Waiver of responsibility for voluntary activities, Supplemental Life Insurance, 1094, 1095 Forms, Training Certificates (JPIA / Safety Required) W-4s, Limited Term Employment Contracts, etc. - Excludes Medical Records)	Whichever is Longer: Separation + 30 years, or Termination of Benefits + 5 years, or Death of Employee + 5 years	Yes: Until Separation	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.14, 1602.31 & 1627.3(b)(ii); GC §§12946, 12960, 60201; 29 USC 1113; GC §3105; LC §1198.5
Human Resources	HR-012	Recruitment Files / Applications for Employment / : Solicited (Not Hired) (Includes Applications (Unsuccessful), Advertisements, Interview Notes, Job Brochures, Test Data, Rating Sheets, Questions, Eligibility Lists, Reference Checks, etc.)	3 years After Hiring Decision		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq., 2 CCR 11013(c); GC §§12946, 12960, 60201
Human Resources	HR-013	Recruitment Files / Applications for Employment / Not Solicited / No Open Position	When No Longer Required		Mag, Ppr			No open position; not part of hiring practices; GC §§12946, 12960, 60201

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-014	Salary Surveys / Classification or Compensation Studies	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Human Resources	HR-015	Training Certificates (Professional Development)	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics 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 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b)
Human Resources	HR-016	Training Database (Target Solutions)	Minimum 7 years		Mag, Ppr			Department preference; Ethics 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 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b)
Human Resources	HR-017	Training: ALL Human Resource COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES Includes Harassment Prevention, etc.	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics 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 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b)

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-018	Worker's Compensation Claims Files, including Applicable SDS / MSDS, Employee's Training Record, etc.	Whichever is Longer: Separation + 30 years, or Termination of Benefits + 5 years, or Death of Employee + 5 years	Yes: Until Separation	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 15400.2, 8 CCR 5144, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 12960, 60201. CCP §337 et seq.

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
INFORMATION TECHNOLOGY								
Information Technology	IT-001	Backups - DAILY	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	Backups - WEEKLY	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; GC §60200 et seq.
Information Technology	IT-003	Employee Badges	After Separation of Employee		Mag			Department preference; GC §60200 et seq.
Information Technology	IT-004	Enterprise System Catalogue (posted on line)	When Superseded		Mag			Department preference; GC §60200 et seq.
Information Technology	IT-005	Network Configuration Maps & Plans	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §60200 et seq.

RECORDS RETENTION SCHEDULE: OPERATIONS / DISTRIBUTION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
OPERATIONS / DISTRIBUTION								
Operations / Distribution	DIST-001	Encroachment Permits required for Maintenance: Temporary (Street Cuts, Debris Boxes, etc.)	Upon Expiration		Mag, OD, Ppr	S	No	GC §60201
Operations / Distribution	DIST-002	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations / Distribution	DIST-003	Standard Operating Procedures / SOPs	Superseded + 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference for compliance with drinking water / Clean Water Act complaints; GC §60201
Operations / Distribution	DIST-004	Underground Service Alerts (USAs)	3 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (required for 3 years); the warranty period for work done is usually 5 years, the Statute of Limitations for some work may be up to 10 years; CCP §337 et seq., GC §§4216.2(d) & 4216.3(d), 60201
Operations / Distribution	DIST-005	Work Orders / Service Requests / Inspections - CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Mag, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS / FACILITIES & FLEET

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
OPERATIONS / FACILITIES & FLEET								
Operations / Facilities & Fleet	FAC-001	Aboveground Petroleum Storage Tanks Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); EPA recommends that formal test records or reports be retained for the life of the container; GC §60201
Operations / Facilities & Fleet	FAC-002	Building Permits (copies of what was issued by the Local Building Official)	When No Longer Required		Mag, OD, Ppr	S / I	Yes: After QC & OD	Not a District Record (Reference only)
Operations / Facilities & Fleet	FAC-003	CARB Permits (Portable & Off-Road)	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §60201
Operations / Facilities & Fleet	FAC-004	Daily Safety Checks / Pre-Starts / Commercial Vehicle Prestarts and Forklift Inspections	3 months		Mag, OD, Ppr	S / I	Yes: After QC & OD	Required for 3 months from the date of the Report; 49 CFR 396.11 et seq.; GC §60201
Operations / Facilities & Fleet	FAC-005	Elevator Permits, Inspections and Load Tests	When Superseded		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations / Facilities & Fleet	FAC-006	Engine Logs / Generator Logs (Air Quality)	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §60201
Operations / Facilities & Fleet	FAC-007	Equipment and Vehicle History Files	Disposal + 1 year		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations / Facilities & Fleet	FAC-008	Fire Service Inspections (Quarterly, Annual, and Five Year conducted by local Fire Department)	When No Longer Required		Mag, OD, Ppr	S / I	Yes: After QC & OD	Not a District Record (Reference only)
Operations / Facilities & Fleet	FAC-009	Fleet Management / Work Orders / Service Requests / Inspections - All Information Entered in CMMS Database or Fleet Management Database	When No Longer Required		Mag, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS / FACILITIES & FLEET

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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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Operations / Facilities & Fleet	FAC-010	Fleet Management / Work Orders / Service Requests / Inspections - NOT entered in CMMS Database or Fleet Management Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201
Operations / Facilities & Fleet	FAC-011	Fleet Management DATABASE	Indefinite		Mag			Data is interrelated; GC §60201
Operations / Facilities & Fleet	FAC-012	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Drinking water regulations do not apply); GC §60201
Operations / Facilities & Fleet	FAC-013	Pressure Vessel Permits & Tests: Compressors, Propane, Boilers, etc.	When Superseded		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations / Facilities & Fleet	FAC-014	Standard Operating Procedures / SOPs - Facilities and/or Fleet	Superseded + 2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations / Facilities & Fleet	FAC-015	Vehicle Titles ("Pink Slips")	Upon Sale of the Vehicle	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Given to the new owner upon sale of the vehicle; GC §60201 et seq.
Operations / Facilities & Fleet	FAC-016	Vehicles Bit Inspection (CHP Commercial Vehicle Inspection)	3 months		Mag, OD, Ppr	S / I	Yes: After QC & OD	Required for 3 months from the date of the Report; 49 CFR 396.11 et seq.; GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS / PRODUCTION

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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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
OPERATIONS / PRODUCTION								
Operations / Production	PROD-001	Engine Logs / Generator Logs (Air Quality)	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §60201
Operations / Production	PROD-002	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations / Production	PROD-003	PDC Database (Flow Metering, Operations Data, Pumps, Well Runs, etc.)	Indefinite		Mag, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; 40 CFR 122.41(j)(2); 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); GC §60201
Operations / Production	PROD-004	Pressure Vessel Permits & Tests: Compressors, Propane, Boilers, etc.	When Superseded		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations / Production	PROD-005	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Operations / Production	PROD-006	Standard Operating Procedures / SOPs	Superseded + 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference for compliance with drinking water / Clean Water Act complaints; GC §60201
Operations / Production	PROD-007	Tank Maintenance / Water Storage Tanks / Reservoir Maintenance Reports (includes dive and tank inspection reports, other inspection reports, etc.)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Some inspection and maintenance is in CMMS Database; GC §60201
Operations / Production	PROD-008	Videos - Water Wells, Repairs, Reservoirs, Tanks, etc.	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations / Production	PROD-009	Well Depth to Water Levels (both Static and Dynamic)	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Operations / Production	PROD-010	Well History (Includes abandoned or destroyed wells)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations / Production	PROD-011	Work Orders / Service Requests / Inspections CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Mag, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §60201
Operations / Production	PROD-012	Work Orders / Service Requests / Inspections All Information Entered in CMMS Database	When No Longer Required		Mag, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS / SAFETY & RISK MANAGEMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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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, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
OPERATIONS / SAFETY & RISK MANAGEMENT								
Operations / Safety & Risk Manag.	S&RM-001	Accident / Incident Investigations - Not Moved to Personnel File	4 years	Yes: Until Resolution	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 60201
Operations / Safety & Risk Manag.	S&RM-002	Claims - Public Injury, Property Damage	Final Resolution + 7 years	Yes: Until Resolution	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201(d)(4)
Operations / Safety & Risk Manag.	S&RM-003	Confined Space Entries / Hot Work Permits / Lock Out / Tag Out / Energy Control Procedures (ECP) / Air Monitoring Calibrations	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §60201
Operations / Safety & Risk Manag.	S&RM-004	Emergency Exercises / Drills / After Action Reports (Annual)	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Operations / Safety & Risk Manag.	S&RM-005	Illness and Injury Prevention Program	Minimum of Superseded + 7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations / Safety & Risk Manag.	S&RM-006	Loss Runs - JPIA, et	When No Longer Required		Mag, Ppr			Department Preference (JPIA can provide history when required); GC §60201 et seq.
Operations / Safety & Risk Manag.	S&RM-007	OSHA Inspections & Citations	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429c

RECORDS RETENTION SCHEDULE: OPERATIONS / SAFETY & RISK MANAGEMENT

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Operations / Safety & Risk Manag.	S&RM-008	OSHA Log 200, 300, 300A, 301, etc.	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; ; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33;GC §60201 et seq.; LC §6429c
Operations / Safety & Risk Manag.	S&RM-009	Risk Management Plans (RMPs), Including Physical Hazard Analysis	When Superseded		Mag, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(c); GC §60201
Operations / Safety & Risk Manag.	S&RM-010	SDS / MSDS Masters (Safety Data Sheets / Material Safety Data Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used) Provided by On-line Subscription	Superseded + 30 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Provided by on-line service; Previous MSDS may be obtained from a service; 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 910.1020(d)(1)(ii)(B), GC §60201
Operations / Safety & Risk Manag.	S&RM-011	Training: ALL SAFETY COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES, Tailgates All OSHA-required Training, SPPC Counter-Measures Training (Spill Prevention, Control, and Countermeasures), etc.	7 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics 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 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 60201, 53235.2(b), 53237.2(b)

RECORDS RETENTION SCHEDULE: OPERATIONS / WATER QUALITY & ENVIRONMENTAL COMPLIANCE

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OPERATIONS / WATER QUALITY & ENVIRONMENTAL COMPLIANCE								
Operations / Water Quality & Environ. Compliance	WQ-001	Business Plans / Hazardous Materials Inventory / Disclosures / Hot Air Toxics Inventory Plan / Reports and Joint Emission Inventory (for Local Fire Authorities)	Expiration + 5 years		Mag, Ppr			Department Preference (this is performed annually); GC §60201
Operations / Water Quality & Environ. Compliance	WQ-002	Calibration Records: Water Quality (Ph Meters, Chlorine Analyzers, etc.)	3 years		Mag, Ppr			40 CFR §122.41. SRCSD Ordinance Section 2.6.13. NPDES Permit No. CAG140001, Attachment D, Sec IV.; GC §60201
Operations / Water Quality & Environ. Compliance	WQ-003	Consumer Confidence Reports / Annual Water Quality Reports /	P		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 §64470; 22 CCR 64483; GC §60201 et seq.
Operations / Water Quality & Environ. Compliance	WQ-004	Cross Connection Testing / Backflow Testing	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; SWRCB, DDW Cross-Connection Control Policy Handbook; GC §60201; 17 CCR 7605(f); GC §60201
Operations / Water Quality & Environ. Compliance	WQ-005	Customer Concerns: Odor / Taste / Visual Complaints about Potable Water (retained in Cityworks Database)	Minimum 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 66470; GC §60201 et seq.
Operations / Water Quality & Environ. Compliance	WQ-006	Emergency Response Plan (ERP)	When Superseded		Mag, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(c); GC §60201
Operations / Water Quality & Environ. Compliance	WQ-007	FCC Radio Licensing / Two-Way Radio Licensing	Expiration + 5 years	Yes: Until Expired	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC § 60201

RECORDS RETENTION SCHEDULE: OPERATIONS / WATER QUALITY & ENVIRONMENTAL COMPLIANCE

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Operations / Water Quality & Environ. Compliance	WQ-008	Hazardous Waste Manifests / Disposal	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; District has "cradle to grave" liability; 22 CCR § 66262.40; GC §60201
Operations / Water Quality & Environ. Compliance	WQ-009	Incidents / Unauthorized Discharges: Pipeline Breaks, Spills, Investigations and Corrective Actions, Notice to Comply	Last Action + 5 years	Yes: Before Resolution	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b)(2); 22 CCR §64470
Operations / Water Quality & Environ. Compliance	WQ-010	Lab Reports & Chains of Custody / Tabular Summaries, Non-compliance Chemistry and Bacteriological: Groundwater Quality	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (No legal mandate applies); GC §60201
Operations / Water Quality & Environ. Compliance	WQ-011	Lab Reports & Chains of Custody / Tabular Summaries: Wells, Well Heads	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Head; Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Operations / Water Quality & Environ. Compliance	WQ-012	Lab Reports & Chains of Custody: Potable Water - Bacteriological and Organics	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Operations / Water Quality & Environ. Compliance	WQ-013	Lab Reports & Chains of Custody: Potable Water - Chemical (Includes Chlorine Residuals)	P		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
Operations / Water Quality & Environ. Compliance	WQ-014	Lab Reports & Chains of Custody: Potable Water - Lead & Copper	P		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

RECORDS RETENTION SCHEDULE: OPERATIONS / WATER QUALITY & ENVIRONMENTAL COMPLIANCE

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Operations / Water Quality & Environ. Compliance	WQ-015	NPDES Monitoring / Compliance Reports Complaints, Illicit Connections, Illicit Discharge, Stormwater Annual Reports, Watershed Annual Reports, Construction Inspections, etc.	Minimum 3 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Operations / Water Quality & Environ. Compliance	WQ-016	Permits - Air Quality Permits, NPDES Permits	Superseded + 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 40 CFR 60.7(f); 40 CFR §§122.21, 122.41, 122.44; GC §60201
Operations / Water Quality & Environ. Compliance	WQ-017	Permits - Water Quality Permits (DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board, etc.)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Operations / Water Quality & Environ. Compliance	WQ-018	Permits - Wells, County or State Agencies: County Public Health, DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board)	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Operations / Water Quality & Environ. Compliance	WQ-019	Reports: DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board) Monthly and Annual Water System Reports (Water Production Reports, etc.)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations / Water Quality & Environ. Compliance	WQ-020	Sanitary Surveys of Drinking Water Systems / Field Inspections	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 22 CCR §64470; 40 CFR 141.33(c); GC §60201
Operations / Water Quality & Environ. Compliance	WQ-021	Standard Operating Procedures / SOPs	Superseded + 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference for compliance with drinking water / Clean Water Act complaints; GC §60201