

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Human Resources / Safety / Risk Manage.	DW-001	Accident or Damage Reports	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Until Settled	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Field Services maintains originals of all incident reports, Personnel maintains originals of employee injuries (workers compensation); GC §60200
Finance / Accounts Payable	DW-002	Accounts Payable (Invoices, Petty Cash, Travel Expense Reimbursements, etc.)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Also see Grants. copies; GC §60200
General Manager / Board Clerk	DW-003	Agendas, Agenda Packets & Action Summaries (Board of Directors)	Copies - When No Longer Required		Copies - When No Longer Required	Yes, depending upon subject	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	copies; GC §60200

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Lead Dept.	DW-004	<p>Agreements & Contracts - INFRASTRUCTURE - Architectural, Engineering, JPAs, MOUs and MOAs.</p> <p>Agreement or Contract, Insurance Certificates & Notices of Completion. Agreement or Contract includes all contractual obligations (e.g. RFP, Specifications, Successful Proposal / Scope of Work, Certificates of Insurance, and amendments)</p> <p>Examples of Infrastructure: Architects, Treatment Plants, Lines, Buildings, etc.</p>	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	<p>Department Preference; All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §60201 et seq.</p>

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Lead Dept.	DW-005	<p>Agreements & Contracts - NON INFRASTRUCTURE - Equipment Purchases, Consulting Services, Leases, Vehicle Purchases, etc.</p> <p>Agreement or Contract, Insurance Certificates & Notices of Completion. Agreement or Contract includes all contractual obligations (e.g. RFP, Specifications, Successful Proposal / Scope of Work, Certificate of Insurance, and amendments)</p> <p>Examples of Non-Infrastructure: Consultants, Painting, Maintenance, Franchise Agreements, etc.</p>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	<p>Department Preference; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §60201 et seq.</p>
Lead Department	DW-006	<p>Agreements & Contracts - ALL: ADMINISTRATIVE RECORDS</p> <p>Correspondence, project schedules, certified payrolls, etc.</p>	Completion + 10 years		Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	<p>Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers must retain their records for completion + 10 years; CCP §§336(a), 337 et. seq., GC §60201</p>

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Lead Dept.	DW-007	Agreements & Contracts - Leases (Plant & Equipment & Renewed Annually)	Completion	5 years	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; E&O does not apply; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §60201 et seq.
Lead Department	DW-008	Agreements & Contracts: Unsuccessful bids	Bid Opening +2 years		Bid Opening +2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Special Districts are required to keep public works unaccepted bids for 2 years; GC §60201(d)(11)
	DW-009	Association Records (external associations - e.g., ACWA, etc.)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Non-records; GC §60201 et seq.
	DW-010	Bids: See Agreements					Mag, Mfr, OD, Ppr	S / I	Yes: After QC	
	DW-011	Brochures: See Reference Manuals					Mag, Mfr, OD, Ppr	S / I	Yes: After QC	
Finance	DW-012	Budgets - Finals, Drafts, Reports, Worksheets	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §§60200, 53901
Human Resources / Risk Manage.	DW-013	Claims / Litigation	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §§60200, 60201 et seq.
Lead Dept.	DW-014	Clippings / Newspaper Clippings	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Non-records; GC §60201 et seq.

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Lead Dept.	DW-015	Committees or Task Forces: Internal (e.g. Records Management Committee, etc.)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §60201
Lead Dept.	DW-016	Committees, Task Forces, Associations, Commissions, & Boards: External Organizations (e.g. Association of California Water Agencies, etc.)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Non-records
	DW-017	Contracts: See Agreements					Mag, Mfr, OD, Ppr	S / I	Yes: After QC	
	DW-018	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §60200
Lead Dept.	DW-019	Correspondence - Regulatory Agencies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	District preference; some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201
Dept. that Authors Document or Receives the District's Original Document	DW-020	Correspondence - Routine (e.g. Administrative, Chronological, Communications, General Files, Letters, Memorandums, Miscellaneous Reports, Reading Files, Working Files, etc. Does NOT include Regulatory Agency Correspondence)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; GC §60201

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Dept. that Authors Document or Receives the District's Original Document	DW-021	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda not retained in the ordinary course of business (e.g. calendars, checklists, e-mail that does not have a material impact on the conduct of business, invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, transmittal letters, thank yous, requests from other districts, undeliverable envelopes, visitors logs, voice mails, absence slips, etc.)	When No Longer Required		When No Longer Required			Mag, Mfr, OD, Ppr	S / I	Yes: After QC	E-mails that have a material impact on business are saved by printing them out and placing them in a file folder, or saving them electronically; GC §§60201, 6252, 6254(a)
Lead Dept.	DW-022	Displays & Exhibits	When No Longer Required		When No Longer Required			Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Non-records; GC §60201 et seq.
Lead Dept.	DW-023	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required			Mag, Mfr, OD, Ppr	S / I	Yes: After QC	As long as the drafts and notes are not retained in the "Regular Course of Business". GC §60201, GC §6254

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Lead Dept.	DW-024	Grants (SUCCESSFUL - all records, including FEMA claims)	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	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; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133; GC §60201
Lead Dept.	DW-025	Grants: UNSUCCESSFUL (Applications, Correspondence, etc.)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §60201
	DW-026	Invoices - see Accounts Payable					Mag, Mfr, OD, Ppr	S / I	Yes: After QC	
General Manager / Board Clerk	DW-027	Ordinances	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Originals maintained by Clerk of the Board Permanently; GC §60201

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Human Resources	DW-028	Personnel Files - Department-level Copies	Send to Human Resources Upon Separation		Send to Human Resources Upon Separation	Before Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Ensure records kept in Department files comply with District policy; Originals are maintained by Personnel. 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, 60201
Human Resources	DW-029	Personnel Files - Department-level Supervisor's Notes	When No Longer Required		When No Longer Required	Before Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	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, 60201
Lead Dept.	DW-030	Photographs	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §60201
	DW-031	Policies & Procedures - See Reference Manuals					Mag, Mfr, OD, Ppr	S / I	Yes: After QC	
	DW-032	Public Records Act Requests	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §60201(d)(5)

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Lead Dept.	DW-033	Real Estate Appraisals - NOT Purchased Property	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; USPAP (Uniform Standards of Professional Appraisal Practice) ethical standards require appraisers to retain records for at least 5 years, or final disposition + 2 years, if used in a judicial proceeding; GC §60201
Lead Dept.	DW-034	Real Estate Appraisals - Purchased Property	5 years	Disposal of Property	Disposal of Property		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; USPAP (Uniform Standards of Professional Appraisal Practice) ethical standards require appraisers to retain records for at least 5 years, or final disposition + 2 years, if used in a judicial proceeding; GC §60201
General Manager / Board Clerk	DW-035	Records Destruction Lists	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Copies; GC §60200
Lead Dept.	DW-036	Reference Materials: Policies, Procedures, Brochures, Manuals, & Reports: <u>Produced by YOUR Department</u>	When No Longer Required - Minimum of Supersede		When No Longer Required - Minimum of Supersede		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Documents of historical significance should be retained longer; GC §60201
Lead Dept.	DW-037	Reference Materials: Policies, Procedures, Brochures, Manuals, & Reports: <u>Produced by OTHER Departments</u>	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Copies; GC §60200

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Lead Dept.	DW-038	Reference Materials: Policies, Procedures, Brochures, Manuals, & Reports: <u>Produced by OUTSIDE ORGANIZATIONS</u>	When No Longer Required		When No Longer Required			Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Non-Records
Lead Dept.	DW-039	Reports and Studies - White Papers, Issue Papers, Position Papers, Scientific Studies (other than Annual Reports)	Minimum 2 years		Minimum 2 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §60201
General Manager / Board Clerk	DW-040	Resolutions	Copies - When No Longer Required		Copies - When No Longer Required	Yes, depending upon subject		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	copies; GC §60200
Lead Dept.	DW-041	Surveys / Questionnaires (that the District issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed when no longer required.	When No Longer Required		When No Longer Required			Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §§60200, 60201
Finance	DW-042	Time Sheets & Payroll Leave Requests	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §60201
Lead Dept.	DW-043	Variances	Expiration + 2 years		Expiration + 2 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §60201
Lead Dept.	DW-044	Visitor Logs / Registers	2 years		2 years			Ppr			Department preference; GC §60201 et. seq.

RECORDS RETENTION SCHEDULE: GENERAL MANAGER / BOARD CLERK

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General Manager / Board Clerk	GM-001	Agendas & Agenda Packets - District Board of Directors, Subcommittees of the Board (Includes Agenda Staff Reports, Annotated Agendas, etc.)	P		P	Yes: Before Meeting Date	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; GC §60201
General Manager / Board Clerk	GM-002	Permits: Permit to Operate, etc.	P		P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; GC §60201
General Manager / Board Clerk	GM-003	Disaster Plan: Emergency Operations Center (EOC)	When No Longer Required		When No Longer Required	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §60201
General Manager / Board Clerk	GM-004	Association Records (external associations - e.g., ACWA, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
General Manager / Board Clerk	GM-005	Closed Session Agenda / Memoranda / Minutes	2 years		2 years	Yes: Before Meeting Date	Mag, Ppr			Department preference; GC §60201
General Manager / Board Clerk	GM-006	Committees - Subcommittees of the Board	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; GC §60201
General Manager / Board Clerk	GM-007	Copyrights / Patents	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	No	Department preference; GC §60201

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General Manager / Board Clerk	GM-008	District Formation Records	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department preference (historical purposes); GC §60201
General Manager / Board Clerk	GM-009	District Seal, Logo	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department preference (historical purposes); GC §60201
General Manager / Board Clerk	GM-010	Elections - Certificate of Election	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference (historical purposes); GC §60201
General Manager / Board Clerk	GM-011	Elections - Historical (Sample Ballot, Election Results)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference (historical purposes); GC §60201
General Manager / Board Clerk	GM-012	FPPC 700 Series Forms (Statement of Economic Interests): DESIGNATED EMPLOYEES (specified in the District's Conflict of Interest code)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	District maintains original statements; GC §81009(e)(g)
General Manager / Board Clerk	GM-013	FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS (elected & not elected. Includes District Board Members, General Manager)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department preference (only required for 4 years); District maintains copies only; original statements are filed with FPPC; GC §81009(f)(g)
General Manager / Board Clerk	GM-014	Historical Records	P		P		Mag, Mfr, OD, Ppr	S / I	No	District Secretary Determines Historical Significance; GC §60201

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General Manager / Board Clerk	GM-015	Minutes: Board of Directors	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	No	GC §60201(d)(3)
General Manager / Board Clerk	GM-016	Notices: Affidavits of Postings and Publications	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
General Manager / Board Clerk	GM-017	Oaths of Office (with Election File)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §60201
General Manager / Board Clerk	GM-018	Ordinances	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	No	GC §60201 et. seq.
General Manager / Board Clerk	GM-019	Projects & Issues (Issues and/or projects will vary over time)	When No Longer Required		When No Longer Required	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §60201
General Manager / Board Clerk	GM-020	Prop. 218 Ballots or Protest Letters	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department (most ; If uncontested EC §§ 17302, 17306; CA Constitution Art. XIII
General Manager / Board Clerk	GM-021	Records Destruction Lists	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §60201(b)(1)(B)
General Manager / Board Clerk	GM-022	Records Retention Schedules	When Superseded	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §60201(b)(1)(B)

RECORDS RETENTION SCHEDULE: GENERAL MANAGER / BOARD CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
General Manager / Board Clerk	GM-023	Resolutions	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	No	GC §60201 et. seq.
General Manager / Board Clerk	GM-024	Tapes & Recordings (Audio) District Board meetings	30 days, or After Minutes are Approved, whichever is longer		30 days, or After Minutes are Approved, whichever is longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; legally required for 30 days (or adoption of the minutes); GC §54953.5(b)
General Manager / Board Clerk	GM-025	Vehicle Titles ("Pink Slips")	Upon Sale of the Vehicle		Upon Sale of the Vehicle	Yes	Mag, Mfr, OD, Ppr	S / I	No	Given to the new owner upon sale of the vehicle; GC §60201 et seq.

RECORDS RETENTION SCHEDULE - CUSTOMER SERVICE

Office of Record (OFR)	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
Customer Service	CS-001	Bankruptcies (Where District does NOT pursue a claim)	7 years		7 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department preference; GC §60201
Customer Service	CS-002	Bankruptcies (Where District DOES pursue a claim)	Settlement + 7 years		Settlement + 7 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department preference meets auditing standards; GC §60201
Customer Service	CS-003	Card File	Final Billing + 7 years		Final Billing + 7 years	Yes: While Account Active	Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; GC §60201
Customer Service	CS-004	Cash Drawer Reconciliations	7 years		7 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department Preference; preliminary drafts; GC §60201
Customer Service	CS-005	Cash Receipts (White & Yellow)	7 years		7 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department Preference; Meets municipal government auditing standards; GC §60201
Customer Service	CS-006	Check Images	7 years		7 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201
Customer Service	CS-007	Collection Agency Assignments / Write Offs	7 years		7 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department Preference (negative information remains on credit reports for 7 years); GC §60201 et seq.
Customer Service	CS-008	Customer Applications	7 years		7 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Meets auditing standards; GC §60201
Customer Service	CS-009	Customer Correspondence, Appeals, etc. (letters from and to customers)	7 years		7 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department preference (Clean Water Act actions are 5 years); GC §60201
Customer Service	CS-010	Customer Deposits / Customer Refunds & Backup	7 years		7 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	District preference for drinking water regulations; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §60201

RECORDS RETENTION SCHEDULE - CUSTOMER SERVICE

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
Customer Service	CS-011	Customer Service Database - CSR Database	Indefinite		Indefinite		Mag			Data is interrelated; GC §60201
Customer Service	CS-012	Direct Debit Authorizations	7 years		7 years	Yes: Until Account Closed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department Preference; Meets municipal government auditing standards; GC §60201
Customer Service	CS-013	Direct Deposits / Lock Box & Backup (Images, Stubs & Deposit Tickets)	7 years		7 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department Preference; Meets municipal government auditing standards; GC §60201
Customer Service	CS-014	Hydrant Construction Meters – new applications / transfers / billing	Close + 7 years		Close + 7 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; GC §60201
Customer Service	CS-015	Meter Books / Route Books / Meter Sheets	4 years		4 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department Preference; GC §60201
General Manager / Clerk of the Board	CS-016	Monthly Water Use Report	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Copies; GC §60200
Customer Service	CS-017	Payment Receipts (computerized)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Database is the original -- Drafts and Preliminary Documents; GC §60200
Customer Service	CS-018	Payment Stubs (mailed) / Utility Receipts (when payment is made at the counter)	3 years		3 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department preference; Transitory records not retained in the ordinary course of business; GC §60201
Customer Service	CS-019	Registers: Past Due Reports, Door Tag Reports, Final Billing, Trial Balance, Distribution by GL, Data Pro / CSG Reports, etc.	7 years		7 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201

RECORDS RETENTION SCHEDULE - CUSTOMER SERVICE

Office of Record (OFR)	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
Customer Service	CS-020	Returned Checks (NSF, etc.)	7 years		7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; GC §60201
Customer Service	CS-021	Service Requests, Meter Change Requests, etc.	7 years		7 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201
Customer Service	CS-022	Tax Exempt Certificates (from Cities)	Close + 7 years		Close + 7 years	Yes: Until Account Closed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department Preference; Meets municipal government auditing standards; GC §60201
Customer Service	CS-023	Utility Billing / Customer Invoices / Final Bills	7 years		7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201
Customer Service	CS-024	Utility Billing Database	Indefinite		Indefinite	Yes	Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Data Fields / Records are interrelated; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
ADMINISTRATION / CONTROLLER / GENERAL LEDGER										
Finance / Admin.	FIN-001	Adjusting Entries	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After Annual Audit	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Admin.	FIN-002	Audit Work Papers (Finals)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After Annual Audit	Department Preference; GC §60201
Finance / Admin.	FIN-003	Audited Financial Statements / Comprehensive Annual Financial Report (CAFR) with Audit Management Letters / Audit Reports	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After Annual Audit	Department Preference for historical purposes; District Secretary retains original permanently; GC §60201 et seq.
Finance / Admin.	FIN-004	Audits - Operational (Internal Audits)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After Annual Audit	Department Preference; GC §60201
Finance / Admin.	FIN-005	Bank Statements / Checking Account Reconciliation	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After Annual Audit	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201
Finance / Admin.	FIN-006	Bonds / Certificates of Participation / Transcripts / Disclosure Reports	Cancellat., Redemption or Maturity + 10 years		Cancellat., Redemption or Maturity + 10 years	Yes: Until Maturity	Mag, Mfr, 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.

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
Finance / Admin.	FIN-007	Budgets: Adopted, Budget Hearing, etc.	10 years	P	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference; District Secretary maintains originals; longer for administrative value; GC §60200
Finance / Admin.	FIN-008	Budgets: Development, Drafts, etc.	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference; District Secretary maintains originals; longer for administrative value; GC §60200
Finance / Admin.	FIN-009	Utility Billing	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Admin.	FIN-010	Cash Receipts - OTHER THAN Capacity Fees / GL Cash Receipts	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Admin.	FIN-011	Cash Receipts - Capacity Fees	P		P		Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Admin.	FIN-012	Chart of Accounts (Print out if a software change is made in order to retain historical account numbers)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference; GC §60200
Finance / Admin.	FIN-013	Contractor Deposits, Refundable Bonds, Receipts	Close + 5 years		Close + 5 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Admin.	FIN-014	Depreciation Schedules	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference (consistent with audit work papers); Published articles show 7 years after disposal; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>											
Finance / Admin.	FIN-015	Financial Reports: Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Budget Adjustments (MONTHLY OR PERIODIC) Does NOT include year-end General Ledger.	When No Longer Required		When No Longer Required			Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Draft / Preliminary documents used to produce final year-end general ledger (financial database is the original); GC §60201
Finance / Admin.	FIN-016	Financial System Database	Indefinite		Indefinite			Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Finance / Admin.	FIN-017	Fixed Assets - Auction / Disposal / Sales / Surplused	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Consistent with Accounts Receivable; Statute of limitations is 3 years; statewide guidelines propose 2 - 4 years; published articles show 3 - 6 years; GC §60201, CCP §337
Finance / Admin.	FIN-018	General Ledger: Final year-end	When No Longer Required - Minimum 7 years		When No Longer Required - Minimum 7 years			Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference; Published articles show 3 - 7 years; GC §60201
Finance / Admin.	FIN-019	Inventory - Physical Inventory, Worksheets (Fixed Assets)	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference; GC §60200
Finance / Admin.	FIN-020	Inventory Reports	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference; GC §60200
Finance / Admin.	FIN-021	Investments	2 years	5 years	7 years	Yes: Until Maturity		Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference; GC §60201
Finance / Admin.	FIN-022	Journal Entries	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference; Statute of Limitations is 4 years; Published articles show 6-7 years; GC §60201, CCP §337

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>											
Finance / Admin.	FIN-023	Monthly Work Papers	When No Longer Required		When No Longer Required			Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference; GC §60200
Finance / Admin.	FIN-024	Organization Charts - In Budgets and CAFRs	5 years	P	P			Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	GC §60201 et seq.
Finance / Admin.	FIN-025	Petty Cash Reconciliation	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201
Finance / Admin.	FIN-026	Rate Studies	10 years		10 years			Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference (consistent with audit work papers); Published articles show 7 years after disposal; GC §60201
Finance / Admin.	FIN-027	State Controller's Report	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	District Preference; Meets auditing standards; GC §60201
Finance / Admin.	FIN-028	Tax Returns	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
ACCOUNTS PAYABLE										
Finance / Accounts Payable	FIN-029	1099's Issued	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12)
Finance / Accounts Payable	FIN-030	Accounts Payable Source Records (includes Invoices, Receivers, Travel Expense Reimbursements, etc.)	2 years	5 years	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; Sewage Sludge is required for 5 years; Published articles show 3 - 7 years; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Accounts Payable	FIN-031	Bank Reconciliation & Statements (Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Treasury Statements, Trustee & Investment Statements, etc.)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201, 26 CFR 1.6001-1
Finance / Accounts Payable	FIN-032	Check Copies (on CDs)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>											
General Manager / Clerk of the Board	FIN-033	Check Registers	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Copies; GC §60200
Finance / Accounts Payable	FIN-034	Petty Cash	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; GC §60201(d)(12)
Finance / Accounts Payable	FIN-035	W-9's	7 years		7 years			Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	District Preference; Related to independent contractor's compensation; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §60201(d)(12)

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
INFORMATION TECHNOLOGY										
Finance / Information Technology	FIN-036	Backup Tapes / Disks - Daily	When No Longer Required		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.
Finance / Information Technology	FIN-037	Backup Tapes / Disks - Weekly		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; stored off-site; GC §60200 et seq.
Finance / Information Technology	FIN-038	Geographic Information System (GIS)	Indefinite		Indefinite	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Finance / Information Technology	FIN-039	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	Preliminary documents not retained in the ordinary course of business; GC §60201 et seq.
Finance / Information Technology	FIN-040	Software Licenses, Warrantees, Installation Media	When No Longer Used		When No Longer Used		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	Department preference; GC §60201 et seq.
Finance / Information Technology	FIN-041	SOPs (Standard Operating Procedures)	Superseded	10 years	Superseded + 10 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	40 CFR 792.195

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
PAYROLL										
Finance / Payroll	FIN-042	Billing: COBRA and Retiree Medical	Termination of Service + 7 years		Termination of Service + 7 years	Yes: During Service	Mag, OD, Mfr, Ppr	S / I	Yes: After Annual Audit	Retained to cover auditing standards; General rule under ERISA (Employee Retirement Income Security Act) is 7 years; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §60201
Finance / Payroll	FIN-043	DE-6 & 941 Forms - Quarterly Payroll Tax Returns	7 years		7 years		Mag, OD, Mfr, Ppr	S / I	Yes: After Annual Audit	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201
Finance / Payroll	FIN-044	Deferred Compensation Plan (457 Plan - Hartford)	Plan Termination	10 years	Plan Termination + 10 years	Yes: Before Expiration	Mag, OD, Mfr, Ppr	S / I	Yes: After Annual Audit	Department preference to be consistent with District-wide standards; EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 60201
Finance / Payroll	FIN-045	Deferred Compensation Statements / Transactions	7 years		7 years		Mag, OD, Mfr, Ppr	S / I	Yes: After Annual Audit	Department preference; GC §60201 et seq.
Finance / Payroll	FIN-046	Payroll Checks (copies)	7 years		7 years		Mag, OD, Mfr, Ppr	S / I	Yes: After Annual Audit	GC §60201(d)(12), CCP § 337
Finance / Payroll	FIN-047	Payroll Reports - Detail Year End (cumulative)	7 years	P	P		Mag, OD, Mfr, Ppr	S / I	Yes: After Annual Audit	Department preference for PERS Buy-back purposes; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>											
Finance / Payroll	FIN-048	Payroll Reports - Monthly or Periodic	7 years		7 years			Mag, OD, Mfr, Ppr	S / I	Yes: After Annual Audit	Department preference; GC §60201
Finance / Payroll	FIN-049	PERS / Retirement / Pension Records	7 years		7 years	Yes: Until Paid		Mag, OD, Mfr, Ppr	S / I	Yes: After Annual Audit	Department Preference; Statute of Limitations for retirement benefits is 6 years from last action; GC §§12946, 60201; 29 USC 1113
Finance / Payroll	FIN-050	Timesheets	7 years		7 years			Mag, OD, Mfr, Ppr	S / I	Yes: After Annual Audit	Department Preference to meet auditing standards; GC §60201 et seq.
Finance / Payroll	FIN-051	W-2's	7 years	P	P			Mag, OD, Mfr, Ppr	S / I	Yes: After Annual Audit	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: ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
ADMINISTRATION										
Engineering / Admin.	ENG-001	Correspondence with Regulatory Agencies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr			District preference; some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201
Engineering / Admin.	ENG-002	Urban Water Management Plans (UWMP)	10 years		10 years	Yes	Mag, Mfr, OD,			Department Preference (copies) GC §60201.7
Engineering / Admin.	ENG-003	Water Master Plans	10 years		10 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference (updated every 5 years); GC §60201 et seq.
Engineering / Admin.	ENG-004	Water Supply Assessments (WSAs)	P		P	Yes	Mag, Mfr, OD,	S	Yes: After QC	Department Preference; GC §60201 et seq.
ENGINEERING - PLANNING & DESIGN & CONSTRUCTION										
Engineering	ENG-005	Annexations / Boundary Changes Index, Maps, Documents	Upon Completion	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC	GC §60201 et seq.
Engineering	ENG-006	Asbestos Pipe Records and Remediation	P		P		Mag, Mfr, OD,	S/I	Yes: After QC'd	Department Preference; GC §60201
Engineering	ENG-007	CCTV Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings - On-Going Condition Assessment	10 years		10 years		Mag, OD			Department preference; Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
Engineering	ENG-008	CCTV Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings - POST-CONSTRUCTION	P		P		Mag, OD			Department preference; Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201
Engineering	ENG-009	CEQA / NEPA Documents: Prepared by others for NON-District Projects (District comments) (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc)	When No Longer Required		When No Longer Required	Yes: Until Project Completed	Ppr			Non-records; GC §60200
Engineering	ENG-010	CEQA / NEPA Documents: Prepared for District Projects (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc)	P		P	Yes: Until Project Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Usually filed in Project File; GC §60201
Engineering	ENG-011	Connection Permits / Repair Permits	P		P	Yes	Mag, Mfr, OD,	S	Yes: After QC	Department Preference; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
Engineering	ENG-012	Job Files / Engineering Project Files / CIP (Capital Improvement Project) Files - Permanent File - Large Format Drawings Design Drawings (finals), Record Drawings ("As Builts")	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After QC	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-013	Job Files / Engineering Project Files / CIP (Capital Improvement Project) Files - Permanent File: Capacity Fee Charges, Construction Photos, Correspondence, Close-Out/Acceptance, Deeds, Easements, Encroachment Permits, Field Inspection Reports, Materials Testing Reports, Bills of Material / Substitutions Environmental Documents, Soils Reports, Structural Calculations, Surveys, Submittals, Materials Submittals, SAMPs, SWPPP, Variances, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After QC	For disaster preparedness purposes; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
Engineering	ENG-014	Private Development Files - Administration File: Project Administration, Complaints (project-related), Fee & Deposit Reimbursements, Insurance Certificates, Performance Bonds/Surety, Permit Authorizations, Project Schedules, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After QC	Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703
Engineering	ENG-015	Private Development Files - Permanent File - Large Format Drawings Design Drawings (finals), Record Drawings ("As Builts")	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After QC	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
Engineering	ENG-016	Private Development Files - Permanent File: Specifications, RFIs/RFPs, Capacity Fee Calculation, Change Orders, Construction Photos, Correspondence, Close-Out/Acceptance, Deeds, Easements, Encroachment Permits, Field Inspection Reports, Materials Testing Reports, Bills of Material / Substitutions Environmental Documents, Notice of Completion, Regulatory Agency Approvals, Right of Way, Shop Drawings, Soils Reports, Structural Calculations, Surveys, Submittals, Materials Submittals, SAMPPs, SWPPP, Variances, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After QC	For disaster preparedness purposes; GC §60201 et seq.
Engineering	ENG-017	Recycled Water Program Permits	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference (installation of lines are in CIP project files); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years; CCP §§336(a), 337 et. seq., GC §60201 et seq.
Engineering	ENG-018	Sewer Improvement Districts / Assessment Districts	P		P	Yes	Mag, Mfr, OD,	S	Yes: After QC	GC §60201 et seq.
Engineering	ENG-019	Special Purpose Maps / Tracts with Survey Notes	P		P	Yes	Mag, Mfr, OD,	S	Yes: After QC	Department Preference; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
Engineering	ENG-020	Subdivisions / Tract Files (contains drawings of our easements)	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference (Tracts maintained by appropriate County and/or City); GC §60201
Engineering	ENG-021	Trunk Lines	P		P	Yes	Mag, Mfr, OD,	S	Yes: After QC	Department Preference; GC §60201 et seq.
Engineering	ENG-022	Will-Serve Letters	P		P	Yes	Mag, Mfr, OD,	S	Yes: After QC	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins 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		Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	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; GC §§12946, 60201
Human Resources	HR-002	Applications for Employment or Resumes / <u>Recruitment Files</u> : Solicited: Brochure, advertisement, unsuccessful applications (with or without interviews), selection materials, interview notes, results, etc.	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; State Law requires 2 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287 et seq., 8 CCR §11040.7(c), GC §§12946, 60201
Human Resources	HR-003	Applications for Employment, Interest Cards or Resumes: Unsolicited (no open position) , candidates not hired	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	No positions open; therefore not deemed part of District recruitment practices; considered a transitory record not materially impacting the conduct of the public's business; GC §60201
Human Resources	HR-004	Classification and Compensation Studies / Surveys	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §60201
Human Resources	HR-005	DMV Pull Notices	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	District preference (DMV record that the District considers a non-record used for reference); DMV audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §60201

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>											
Human Resources	HR-006	Drug and Alcohol Testing / D.O.T files (ALL Files - Random, Post-Accident & Reasonable Suspicion Tests, refusals, annual summaries, etc.)	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC	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; 29 CFR 1627.3(b)(v), 49 CFR 382.401 et seq.; GC §§12946, 60201, 49 CFR 653.71 et seq.
Human Resources	HR-007	Insurance Policies - Employee Benefit Policies (Benefits: Health, Eye, Dental, Life Insurance, Long Term Disability, State Disability, Unemployment Insurance, etc) Includes Policies	Plan Termination	10 years	Plan Termination + 10 years	Yes: Before Expiration		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference to be consistent with District-wide standards; EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 60201
Human Resources	HR-008	Insurance Policies - Workers Compensation Insurance Policy / Plan	Policy Termination + 10 years		Policy Termination + 10 years	Yes: Before Expiration		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	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
Human Resources	HR-009	Job Descriptions	P		P	Yes: Before Superseded		Mag, Mfr, OD,	S / I	Yes: After QC	Department Preference; GC §60201
General Manager / District Clerk	HR-010	Memoranda of Understanding (MOUs)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Completion		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Copies; §60200 et seq.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
Human Resources	HR-011	Personnel Files - Medical File / Workers Compensation File (Includes pre-employment physicals, hazmat exposure records, pulmonary tests, Class B medicals, and backgrounds & fingerprint clearances)	Separation + 30 years		Separation + 30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 60201
Human Resources	HR-012	Personnel Files (Personnel file, I-9 file, Training file) (Includes Application, Awards, DMV Reports, Disciplinary Actions, Certifications, Commendations, Employment Verifications, Evaluations, Grievances, I-9s, Licenses, Personnel Action Forms, Policy acknowledgements, Waiver of responsibility for voluntary activities, etc. - Excludes Medical Records)	Separation + 30 years		Separation + 30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	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 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 60201; 29 USC 1113

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>											
Human Resources	HR-013	Training (In-house training - Attendance Rosters, Outlines and Materials) Safety Training, Safety Meetings, etc.	7 years		7 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC	District preference (the department that conducts the class maintains the records; certificates for individuals are kept in Safety; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 60201

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
RISK MANAGEMENT										
Human Resources / Risk Manage.	RM-001	Claims	Final Resolution	5 years	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 60201, 60201.6; PC §832.5
Human Resources / Risk Manage.	RM-002	Insurance Policies - General Liability, etc.	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 60201, 60201.6; PC §832.5
Human Resources / Risk Manage.	RM-003	Insurance Policies - Property, Fire, Theft, etc.	Expiration + 2 years		Expiration + 2 years	Yes: Until Expired	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §60201
Human Resources / Risk Manage.	RM-004	Illness and Injury Prevention Program	Superseded + 7 years		Superseded + 7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference (may be related to safety training or employee accident reports); GC §60201
Human Resources / Risk Manage.	RM-005	Lawsuits / Litigation	Final Resolution	5 years	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 60201, 60201.6; PC §832.5

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
SAFETY										
Human Resources / Safety	SAF-001	Cal-OSHA Inspections & Citations, Log 200, 300, 300A, 301, etc.	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	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
Human Resources / Safety	SAF-002	Illness and Injury Prevention Program	Minimum of Superseded + 2 years		Minimum of Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Consistent with District-wide standards; GC §60201
Human Resources / Safety	SAF-003	Loss Runs - State Fund, Workers Compensation, etc.	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference (actuary wants 10 years of data); GC §60201 et seq.
Human Resources / Safety	SAF-004	Safety Committee / Safety Steering Committee	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: LABORATORY

Office of Record	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
Laboratory	LAB-001	Chemical Hygiene Plans	2 years	P	P		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	Unit preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 14300.33(a); GC §§12946, 60201
Laboratory	LAB-002	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints	5 years		5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Laboratory	LAB-003	Drinking Water Reports and Sampling / Chain of Custody / Lab sheets -- Bacteriological and Organics	5 years		5 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	40 CFR 141.33(a)
Laboratory	LAB-004	Drinking Water Reports and Sampling / Chain of Custody / Lab sheets -- Chemical	5 years	5 years	10 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	40 CFR 141.33(a)
Laboratory	LAB-005	Drinking Water Reports and Sampling / Chain of Custody / Lab sheets -- Lead & Copper	18 years		18 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	Lead and Copper are required for 12 years or 2 compliance cycles (some compliance cycles are nine years); 22 CCR 64400.20; 22 CCR 64690.80; 40 CFR 141.91
Laboratory	LAB-006	Environmental Agencies / Regulatory Agencies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	Department Preference; 40 CFR 792.195; GC §60201

RECORDS RETENTION SCHEDULE: LABORATORY

Office of Record (OFR)	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Laboratory	LAB-007	Equipment Calibration / SOPs (Standard Operating Procedures)	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	EPA / Good Laboratory Practice Standards for studies relating to health effects, environmental effects, and chemical fate tests require 10 years for Lab records, raw data, master schedule sheets, protocols, quality assurance inspections, training, experience, job descriptions, maintenance and calibration records and reports; 40 CFR 792.195
Laboratory & Operations	LAB-008	Hazardous Waste Manifests	5 years	P	P	Yes: Before Resolution	Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2); GC §§12946, 60201
Laboratory	LAB-009	Laboratory Certification	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	District preference (consistent with EPA Good Laboratory Practices); GC §60201, 40 CFR 792.195
Laboratory	LAB-010	Laboratory Log Books, Notebooks, Corrective Action Logs, etc.	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	40 CFR 792.195
Laboratory	LAB-011	Laboratory Testing Procedures / SOPs (Standard Operating Procedures)	Superseded	10 years	Superseded + 10 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	40 CFR 792.195
Laboratory	LAB-012	Manuals - Operation and Maintenance for various equipment	Life of Equipment		Life of Equipment		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	Administrative value; GC §60201

RECORDS RETENTION SCHEDULE: LABORATORY

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Laboratory	LAB-013	NPDES Monitoring Reports	3 years		3 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.; GC §60201
Laboratory	LAB-014	NPDES Permits	Expiration + 3 years		Expiration + 3 years	Yes: Until Expiration	Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.; GC §60201
Laboratory	LAB-015	Public Notifications (Boil Water, Corrective Actions, etc.)	5 years		5 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	Department preference (Clean Water Actions can be brought for 5 years); GC §60201
Laboratory	LAB-016	Regional Board Pollution Prevention Reports and Audits	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	Department Preference; 40 CFR 792.195; GC §60201
Laboratory	LAB-017	Reports to the State (Water Quality)	10 years		10 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	Meets California Department of Health requirements; GC §60201
Laboratory	LAB-018	Waste Water Reports and Sampling / Reclamation / Wastewater Treatment Plant -- ALL	5 years		5 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	22 CCR 64453(b) et seq.; 40 CFR 141.33(a)
Laboratory	LAB-019	Water Quality Reports / Consumer Confidence Reports	12 years	P	P		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC	Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a)

RECORDS RETENTION SCHEDULE: OPERATIONS & MAINTENANCE

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OPERATIONS ADMINISTRATION										
Operations / Admin.	O&M-001	Cross-Connection Reports	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; Meets California Department of Health requirements; GC §60201
Operations / Admin.	O&M-002	Emergency Exercises / Drills / After Action Reports	When No Longer Required		When No Longer Required	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §60201
Operations / Admin.	O&M-003	Environmental Agencies / Regulatory Agencies (EPA, DHS, etc.)	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §60201
Operations / Admin.	O&M-004	FOG Reports (Fat, Oil & Grease)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference (meets State requirements); GC §60201 et seq.
Laboratory & Operations	O&M-005	Hazardous Waste Manifests	5 years	P	P	Yes: Before Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2); GC §§12946, 60201
Operations / Admin.	O&M-006	Incidents / Unauthorized Discharges: Main Breaks, Spills, Investigations and Corrective Actions - ALL	Last Action + 5 years		Last Action + 5 years	Yes: Before Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b)
Engineering	O&M-007	Manuals: Operations and Projects	When No Longer Required		When No Longer Required	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Copies; GC §60200

RECORDS RETENTION SCHEDULE: OPERATIONS & MAINTENANCE

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
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Operations / Admin.	O&M-008	Regulatory Agency Reports / Compliance Reports: Monthly and Quarterly Reports, including backup data	When No Longer Required - Minimum 5 years		When No Longer Required - Minimum 5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department Preference; Hazmat discharge records are required for 3-5 years; 40 CFR 122.41(j)(2)
Operations / Admin.	O&M-009	Sanitary Sewer Overflows (SSOs)	5 years		5 years	Yes: Before Resolution	Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department preference; plans must be updated every 5 years, audits are required every 2 years; SWRCB Order 2006-03 GC §60201
Operations / Admin.	O&M-010	Sewer System Management Plans (SSMP) and Audits	5 years		5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department preference; plans must be updated every 5 years, audits are required every 2 years; GC §60201
Operations / Admin.	O&M-011	Underground Service Alerts (USAs)	3 years		3 years		Ppr			GC §4216.2(d) & 4216.3(d); GC §60201
Operations / Admin.	O&M-012	Weed and Brush Abatement, Verification of Work	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Covers various statute of limitations; CCP§337 et seq., GC §60201
Operations / Admin.	O&M-013	Work Orders / Service Requests / Service Tracker CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated; GC §60201
Operations / Admin.	O&M-014	Work Orders / Service Requests / Service Tracker - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts (the database is the original); GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS & MAINTENANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
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Operations / Admin.	O&M-015	Work Orders / Service Requests / Service Tracker - NOT entered in CMMS Database (or partial information entered into CMMS Database)	5 years		5 years			Mag, Mfr, OD, Ppr	S/I	Yes: After QC	District Preference - Clean Water Act Actions can go back 5 years; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS & MAINTENANCE

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			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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MAINTENANCE - WASTEWATER										
Lead Division	O&M-016	AQMD Permit & Monitoring / Generator Operation Logs	Expiration + 2 years		Expiration + 2years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference (log indicates run time only); GC §60201
Lead Division	O&M-017	Bit Inspection (CHP Commercial Vehicle Inspection)	Life of the Vehicle (minimum 2 years)		Life of the Vehicle (minimum 2 years)		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	49 CFR 396.11(c)(2); GC §60201
Maintenance / Wastewater	O&M-018	CCTV Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings - Maintenance (Identified problems are sent to Engineering)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department preference; GC §60201
Maintenance /	O&M-019	Collections	3 years		3 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference; GC §60201
Maintenance / Wastewater	O&M-020	Confined Space Entries (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	3 years		3 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
Lead Division	O&M-021	Daily Safety Checks / Pre-Starts / Commercial Vehicle Prestarts and Forklift Inspections	2 years		2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department preference; If a motor carrier, required for 3 and 14 months; 49 CFR 396.11(c)(2); 49 CFR 396.21(b)(1); GC §60201
Lead Division	O&M-022	Equipment Repair Orders (Pumps, Pump Stations, Well Logs, etc.)	Life of Equipment		Life of Equipment		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS & MAINTENANCE

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Lead Division	O&M-023	Vehicle and Equipment Folders: Includes Maintenance History, Inspections, etc.	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years			Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference to cover all statute of limitations; If a motor carrier, required for 18 months after vehicle is sold; Covers all statute of limitations; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS & MAINTENANCE

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MAINTENANCE - WATER										
Lead Division	O&M-024	AQMD Permit & Monitoring / Generator Operation Logs	Expiration + 2 years		Expiration + 2years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference (log indicates run time only); GC §60201
Maintenance / Water	O&M-025	Backflow Testing / Fire Inspections, Maintenance	2 years		2 years		Mag, Mfr, OD,	S/I	Yes: After QC'd	Department Preference; GC §60201
Lead Division	O&M-026	Bit Inspection (CHP Commercial Vehicle Inspection)	Life of the Vehicle (minimum 2 years)		Life of the Vehicle (minimum 2 years)		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	49 CFR 396.11(c)(2); GC §60201
Maintenance / Water	O&M-027	Calibration Records (Chlorine Analyzers)	10 years		10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Consistent with Lead & Copper Analysis; 40 CFR 141.33(a); 22 CCR §64692
Maintenance / Water	O&M-028	Cleaning of Main Lines	P		P		Mag, Mfr, OD,	S/I	Yes: After QC'd	Department Preference; GC §60201
Lead Division	O&M-029	Daily Safety Checks / Pre-Starts / Commercial Vehicle Prestarts and Forklift Inspections	2 years		2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department preference; If a motor carrier, required for 3 and 14 months; 49 CFR 396.11(c)(2); 49 CFR 396.21(b)(1); GC §60201
Lead Division	O&M-030	Equipment Repair Orders (Pumps, Pump Stations, Well Logs, etc.)	Life of Equipment		Life of Equipment		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference; GC §60201
Maintenance / Water	O&M-031	Equipment Repair Orders (Pumps, Pump Stations, Well Logs, etc.)	Life of Equipment		Life of Equipment		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference; GC §60201
Maintenance / Water	O&M-032	Facility Inspections	2 years		2 years		Mag, Mfr, OD,	S/I	Yes: After QC'd	Department Preference; GC §60201
Maintenance / Water	O&M-033	Hazardous Materials Inventory / Disclosures (for Local Fire Authorities / Districts)	5 years		5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference (this is performed annually); GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS & MAINTENANCE

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Maintenance / Water	O&M-034	Hazardous Waste Manifests / Disposal (includes batteries)	5 years	P	P	Yes: Before Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC'd	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22CCR 64453(a); GC §§12946, 60201
Maintenance / Water	O&M-035	Hydrant Maintenance Logs / Exercises and Flushes	5 years		5 years		Mag, Mfr, OD,	S/I	Yes: After QC'd	Department Preference; GC §60201
Maintenance / Water	O&M-036	Inspection Schedule and Logs	3 years		3 years		Mag, Mfr, OD,	S/I	Yes: After QC'd	WC §13263.2(b) et seq.; GC §60201
Maintenance / Water	O&M-037	Log Inspections	5 years		5 years		Mag, Mfr, OD,	S/I	Yes: After QC'd	Department Preference; GC §60201
Engineering	O&M-038	Manuals: Operations & Maintenance / Project Manuals	When No Longer Required		When No Longer Required	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Copies; GC §60200
Maintenance / Water	O&M-039	Material Data Safety Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S	Yes (after inactive)	MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3)
Maintenance / Water	O&M-040	Meter Changes / Pump Meters	Upon Change of Meter		Upon Change of Meter		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference; GC §60201
Maintenance / Water	O&M-041	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment		Mag, Mfr, OD,	S/I	Yes: After QC'd	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS & MAINTENANCE

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Maintenance / Water	O&M-042	Pressure Tests / Hydrant Flow Tests	10 years		10 years		Mag, Mfr, OD,	S/I	Yes: After QC'd	Department preference; GC §60201
Maintenance / Water	O&M-043	Preventative Maintenance System (for cross-connection locations and backflow tests)	Indefinite		Indefinite		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Maintenance / Water	O&M-044	Repairs of Lines	P		P		Mag, Mfr, OD,	S/I	Yes: After QC'd	Department Preference; GC §60201
Maintenance / Water	O&M-045	Reservoir Maintenance (includes corrosion reports, surveillance reports, etc.)	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Infrastructure; GC §60201
Maintenance / Water	O&M-046	SCADA Alarm & Status Printouts / Charts	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Database is original, printouts are drafts / copies. Data is interrelated; system qualifies as a "trusted system"; GC §§60200, 12168.7
Maintenance / Water	O&M-047	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes	Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Maintenance / Water	O&M-048	Two-Way Radio Licensing and Information	Expiration + 2 years		Expiration + 2 years	Yes: Until Expired	Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Covers statute of limitations for written contracts (4 years); Statewide guidelines propose Permanent; CCP § 337 et. Seq.; GC § 60201
Maintenance / Water	O&M-049	Used Oil Disposal	3 years		3 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq. GC §60201 et seq.

RECORDS RETENTION SCHEDULE: OPERATIONS & MAINTENANCE

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			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Maintenance / Water	O&M-050	Vector Control / Pesticide Records (usage records are filed with the County Agriculture Department)	3 years		3 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference; pesticide companies are required to retain logs and other records for 3 years; 8 CCR §3204(d)(1) et seq., 16 CCR 1970; GC §60201,
Lead Division	O&M-051	Vehicle and Equipment Folders: Includes Maintenance History, Inspections, etc.	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference to cover all statute of limitations; If a motor carrier, required for 18 months after vehicle is sold; Covers all statute of limitations; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §60201
Maintenance / Water	O&M-052	Videos - Water Wells, Repairs, Reservoirs, Tanks, etc.	P		P		Mag			Department preference; GC §60201
Maintenance / Water	O&M-053	Water Pressure Charts	5 years		5 years		Mag, Mfr, OD,	S/I	Yes: After QC'd	Department Preference; GC §60201 et seq.
Maintenance / Water	O&M-054	Water Production Reports (to State DHS & DWR)	Life of Well		Life of Well		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference; Meets California Department of Health requirements (3 years); GC §60201
Maintenance / Water	O&M-055	Wells, Depth to Water measurements, Sounding, Compiled reports	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: CONSERVATION

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention begins after settlement or completion).</i>										
Water Conservation	WC-001	Conservation Violation Notices / Door Hangers / Trickle Notices	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; meets municipal government auditing requirements, and may have grant funding; GC §60201
Water Conservation	WC-002	Correspondence (Conservation Inspection Results, Water Theft, Street Sweepers, etc.)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; meets municipal government auditing requirements, and may have grant funding; GC §60201
Water Conservation	WC-003	County of Monterey Water System Reports	P		P		Mag, Mfr, OD,	S / I	Yes: After QC	Department preference; GC §60201
Water Conservation	WC-004	CUWCC Best Management Practices Report	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; meets municipal government auditing requirements, and may have grant funding; GC §60201
Water Conservation	WC-005	DWR Annual Water System Reports	P		P		Mag, Mfr, OD,	S / I	Yes: After QC	Department preference; GC §60201
Water Conservation	WC-006	Emergency Response Plan	When Superseded		When Superseded		Mag, Mfr, OD,	S / I	Yes: After QC	Department preference; GC §60201
Water Conservation	WC-007	Landscape Incentive Application & Payment Worksheet	10 years		10 years		Mag, Mfr, OD,	S / I	Yes: After QC	Department preference; GC §60201
Water Conservation	WC-008	Landscape Incentive Application & Payment Worksheet: Denial Letters	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; GC §60201
Water Conservation	WC-009	Rebate Requests: Denial Letters (All Rebates)	2 years		2 years		Mag, Mfr, OD,	S / I	Yes: After QC	Department preference; GC §60201
Water Conservation	WC-010	Rebate Requests: High-Efficiency Toilet Rebate, Water-Free Urinal Rebate, Clothes Washer Rebate, Hot Water Recirculation System Rebate, etc.	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: CONSERVATION

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Engineering / Admin.	WC-011	Vulnerability Assessment	When Superseded - Minimum 2 years		When Superseded Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Confidential; GC §60201
Water Conservation	WC-012	Water Audit - Customer Information	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; meets municipal government auditing requirements, and may have grant funding; GC §60201
Water Conservation	WC-013	Water Conservation Certification (by Address)	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; meets municipal government auditing requirements; GC §60201
Water Conservation	WC-014	Water Conservation Commission Agendas	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; GC §60201
Water Conservation	WC-015	Water Conservation Commission Minutes	P		P		Mag, Mfr, OD,	S / I	Yes: After QC	Department preference; GC §60201
Water Conservation	WC-016	Water Conservation Surveys (by Address)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; meets municipal government auditing requirements, and may have grant funding; GC §60201
Water Conservation	WC-017	Water Service Assessments (WSA) for Large Projects	7 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; meets municipal government auditing requirements, and may have grant funding; GC §60201

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a Board of Directors meeting (then it is the District Secretary.) “Lead Depart.” refers to the division or department that maintains the original of a record where the records series is common to many departments (e.g. correspondence.)

Classification: The method of filing and retrieving records (File Number). This number may be tied into other systems to ensure accuracy.

Records Description / Folder Subject: The record series (a group of like records). “Records” shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

Transitory Records not retained in the ordinary course of business: 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.

Retention/Disposition: **Active:** How long the file remains in the immediate office area
 Inactive: How long the file is in off-site storage, stored on Optical Disk or Microforms
 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: The form of the record - Mag = Computer Magnetic Media (hard drive, disks, tapes, etc.)
 Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
 Ppr = Paper
 OD = Optical Disk, CD, DVD or other media which does not allow changes

Scan / Import: “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: QC’d=Quality Checked. “Yes” indicates the paper version may be destroyed if the document has been imaged (microfilmed, scanned or imported onto Optical Disk – CD-R, WORM or DVD-R), and then each page Quality Checked (“QC’d”).

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)
UBC: Uniform Building Code
USC: United States Code (US)
WC: Water Code (CA)

B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
R&T: Revenue & Taxation Code (CA)
UFC: Uniform Fire Code
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. Atty. Gen.: Attorney General Opinions (CA)
UAC: Uniform Administrative Code
UPC: Uniform Plumbing Code
W&I: Welfare & Institutions Code (CA)