

## **ZONE 7 BOARD OF DIRECTORS ADMINISTRATIVE COMMITTEE**

DATE: May 7, 2025  
TIME: 4:00 p.m.  
LOCATION: Boardroom  
Zone 7 Administration Building  
100 North Canyons Parkway, Livermore

Director Benson  
Director Figuers  
Director Green

### **AGENDA**

1. Call Meeting to Order
2. Public Comment on Items Not on the Agenda
3. Revised Records Retention Schedule
4. Consider Action to Increase the Compensation of Zone 7 Board Members
5. Adjournment

**DATE:** May 7, 2025

**TO:** Administrative Committee

**FROM:** Donna Fabian/Valerie Pryor

**SUBJECT:** Revised Records Retention Schedule

**SUMMARY:**

As part of the Agency's ongoing records management initiative, staff, in collaboration with Gladwell Governmental Services, Inc., has developed a revised Records Retention Schedule. This schedule reflects input from all departments and has been reviewed by General Counsel and Department Heads.

The proposed update ensures compliance with current legal standards, supports operational efficiency, and aligns with Goal F, Initiative #18 of the Strategic Plan, developing and implementing an agency-wide strategy for document management.

Key drivers for the update include:

- Recent legislative changes impacting public agency records
- Managing the growing volume of permanent and historical records
- Rising storage costs
- Leveraging modern digital solutions

Staff presented the revised schedule to the Board on March 19, 2025; however, at the request of Director Figuers, this item was referred to the Administrative Committee for further discussion prior to returning to the Board for final adoption.

**FUNDING:**

No funding is required.

**RECOMMENDED ACTION:**

Review the proposed Records Retention Schedule and provide input and/or recommendation for approval by the full Board at the May 21, 2025, Board meeting.

**ATTACHMENT:**

Proposed Records Retention Schedule

## HOW TO USE RETENTION SCHEDULES

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

**Copies** or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required. This applies to all electronically stored locations and email folders. Under no circumstances should an email "Drafts" folder or other folders be used to store or retain copies or duplicates of records otherwise subject to destruction under this schedule.

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

### **STRUCTURE: DISTRICT-WIDE, DEPARTMENTS & DIVISIONS**

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

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

### **AUTHORIZATION TO DESTROY RECORDS:**

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

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

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

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

On every page of the schedules (near the top, just under the column headings) there are important instructions, including instructions regarding holds on destroying records.

**"Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or resolution)."**

## RECORDS RETENTION SCHEDULE LEGEND

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

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

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

**Retention/Disposition: Active:** How long the file remains in the immediate office area (*guideline*)

**Inactive:** How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)

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

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

**P = Permanent**

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

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

**Media Options** (*guideline*) terms used in State law: Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)

Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets) Ppr = Paper

OD = Optical Disk, Immutable Cloud Media, CD-r, DVD-r, WORM (Write Once, Read Many) media), or other **Unalterable Media** which does not allow changes.

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

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

### **Legend for legal citations**

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

PRC: Public Resources Code

USC: United States Code (US)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

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

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

# RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>DISTRICT-WIDE (Used by All Departments)</b>								
Lead Dept. (managing the contract)	DW-001	Agreements & Contracts - <b>ADMINISTRATIVE RECORDS</b> (Correspondence with contractor where the Content relates in a substantive way to the performance of the contract, etc.) Send all Originals to Administration / General Manager, who is the Office of Record	Completion + 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, CCP §§336(a), 337 et. seq., GC §60201
Lead Dept.	DW-002	Agreements & Contracts: <b>UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS, or RESPONSES to RFPs</b> (Request for Proposals) <b>and/or RFQs</b> (Request for Qualifications) that don't result in a contract	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Lead Dept.	DW-003	Association Records (external associations- e.g., ACWA, etc.)	When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
Lead Dept.	DW-004	Clippings / Newspaper Clippings	When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
Lead Dept.	DW-005	Committees, Task Forces, Associations, Commissions, & Boards: <b>External</b> Organizations (e.g. Association of California Water Agencies, etc.)	When No Longer Required		Mag, Ppr			Non-records
Lead Dept.	DW-006	Copies or duplicates of any record	Copies - When No Longer Required		Mag, Ppr			GC §60200

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<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	DW-007	Correspondence - <b>Regulatory Agencies</b>	Minimum 10 years	Yes: While Active Issues	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; some correspondence with Regulatory Agencies needs to be retained for longer periods of time than other types of correspondence; GC §60201
Dept. that Authors Document or Receives the District's Original Document	DW-008	Correspondence – ROUTINE (Content relates in a SUBSTANTIVE way to the conduct of the public's business). (e.g. e-mail, Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.)  IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years		Mag, Ppr			ONLY IF the Content relates in a substantive way to the conduct of the public's business; District of San Jose vs. Superior Court, 5 Cal. 5th 608 (2017). GC §60201
Dept. that Authors Document or Receives the District's Original Document	DW-009	Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business.  Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference. (e.g. calendars, checklists, e-mail or social media posting, invitations, instant messaging, logs, mailing lists, meeting room registrations, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from others, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult District Counsel to determine if a record is considered transitory / preliminary draft. GC §§60201, 7927.500, 7928.705; 64 Ops. Cal. Atty. Gen. 317 (1981)); District of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017

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<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	DW-010	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". GC §60201, GC §§7927.500
Lead Dept.	DW-011	GIS (Geographic Information System) / ESRI / Arc Info	Indefinite Permanent	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Lead Dept.	DW-012	Grants (SUCCESSFUL - all records, including FEMA or OES claims (Federal Emergency Management Agency or Office of Emergency Services Claims)	After Funding Agency Audit, if required - Minimum 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502; OMB Circular A-110 & A-133; GC §60201; GC §8546.7
Lead Dept.	DW-013	Grants: UNSUCCESSFUL (Applications, Correspondence, etc.)	2 years		Mag, Ppr			Department Preference; GC §60201
Human Resources	DW-014	Personnel Files - Department-level Supervisor's Notes  Ensure current Supervisors notes / Oral Counseling, etc. are forwarded to an employee's new Supervisor when transferring.	After Incorporation into Documented Discipline, or Performance Appraisal	Before Separation	Mag, Ppr			Preliminary Drafts; Supervisors notes should maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 60201

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<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	DW-015	Photographs, Videos (other than Board Meetings)	When No Longer Required		Mag, Ppr			Preliminary Drafts (retention is placed on the record the photograph is used in - Brochure, Report, etc.); destroy unnecessary photographs. GC §60201
Lead Dept.	DW-016	Reference Materials: Policies, Procedures / Handbooks, Manuals, Standard Operating Procedures (SOPs), Studies, Reports: Produced by <b>OTHER Departments</b>	When Superseded		Mag, Ppr			Copies; GC §60200
	DW-017	Reference Materials: Policies, Procedures / Handbooks, Manuals, Standard Operating Procedures (SOPs), Studies, Reports: Produced by <b>OUTSIDE ORGANIZATIONS</b> (ACWA, CSDA, etc.)	When No Longer Required		Mag, Ppr			Non-Records
Authoring Dept.	DW-018	Reference Materials: Policies, Procedures / Handbooks, Manuals, Standard Operating Procedures (SOPs), Studies, Reports: Produced by <b>YOUR</b> Department	Minimum of Superseded + 2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
	DW-019	Reference or Working Files: See Correspondence						
Lead Dept.	DW-020	Reports and Studies - ADA Studies, White Papers, Issue Papers, Position Papers, Scientific Studies (other than Annual Reports)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	DW-021	Reports and Studies ( <b>Historically significant</b> )	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §60201
Lead Dept.	DW-022	Reports and Studies (other than Historically significant reports)	10 years		Mag, Ppr			Department preference; Information is outdated after 10 years; GC §60201



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<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	DW-023	Special Projects / Subject Files	Minimum 2 years		Mag, Ppr			Department Preference; GC §60201 et seq.
Lead Dept.	DW-024	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 as drafts (When No Longer Required)	2 years		Mag, Ppr			GC §60201
Lead Dept.	DW-025	Training Presented by District Staff - COURSE RECORDS  (Attendance Rosters or Sign-in Sheets, Outlines and Materials; includes Ethics, Harassment, & Safety Training & Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets OSHA requirements; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b)
Lead Dept.	DW-026	Visitor Logs / Registers	1 year		Mag, Ppr			Department preference; GC §60201 et. seq.

# RECORDS RETENTION SCHEDULE: ADMINISTRATION / OFFICE OF THE GENERAL MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>ADMINISTRATION - GENERAL MANAGER</b>								
Admin / General Manager	GM-001	Agreements & Contracts (originals) - <b>ALL</b>  Agreement or Contract includes all contractual obligations, Insurance Certificates (e.g. Scope of Work or Successful Proposal, Amendments, Change Orders, Task Orders)	Completion + 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq., GC §60201
Admin / General Manager	GM-002	Projects & Issues (Issues and/or projects will vary over time)	When No Longer Required		Mag, Ppr			GC §60201
<b>ADMINISTRATION / BOARD SECRETARY</b>								
Admin. / Board Secretary	GM-003	Agendas, Agenda Packets, Agenda Staff Reports - District Board of Directors and Committees (Ad-Hoc Subcommittees and Standing Subcommittees)	P	Yes: Before Meeting Date	Mag, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Admin. / Board Secretary	GM-004	Annexations or Acquisitions	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201
Admin. / Board Secretary	GM-005	Board of Directors Correspondence	2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Admin. / Board Secretary	GM-006	Board of Directors Vacancies (Affidavit of Posting, Applications, Correspondence, Notices, etc.)	2 years		Mag, Mfr, OD, Ppr			GC §60201
Admin. / Board Secretary	GM-007	Chronological History of Board Members	P		Mag, Ppr			Historical Value; GC §60201

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Board Secretary	GM-008	District Formation, Changes to Director's Boundaries (Redistricting),	P		Mag, Mfr, OD, Ppr	S / M / I	No	Part of the Agenda Packet, which is maintained permanently; Required for formal changes to the district approved by the Board only; GC §60201
Admin. / Board Secretary	GM-009	Economic Interest Filings (FPPC Form 602 / 635) - <b>Lobbyist Authorization / Reporting</b>	5 years		Mag, Ppr	S / I	Yes: After 2 years	2 CCR 18615(f)
Admin. / Board Secretary	GM-010	Elections - GENERAL, <b>WORKING</b> or ADMINISTRATION Files (Correspondence, Notices, Postings, Precinct Workers, County Election Services, etc.)	2 years		Mag, Ppr			Used for a model for the next election, GC §60201
Admin. / Board Secretary	GM-011	Elections - <b>HISTORICAL</b> File (Sample ballot, copies of results / resolution declaring results)	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §60201
Admin. / Board Secretary	GM-012	Elections - Petitions (Initiative, Recall or Referendum)	Results or Final Examination if No Election + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election. Applies unless a legal/FPPC proceeding. EC §§17200, 17400
Admin. / Board Secretary	GM-013	Elections: Correspondence, Notifications & Publications, Certificate of Election, etc.	4 years		Mag, Ppr			District preference (historical purposes); GC §60201
Admin. / Board Secretary	GM-014	Ethics Training Certificates for Board of Directors	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §53235.2(b)
Admin. / Board Secretary	GM-015	FPPC 460, 470, 501, 410 Series Forms - <b>Campaign Disclosures</b>	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	County ROV maintains original statements; GC §81009(f)&(g)

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Board Secretary	GM-016	FPPC 700 Series Forms (Statement of Economic Interests): <b>DESIGNATED EMPLOYEES &amp; CONSULTANTS</b> (specified in the District's Conflict of Interest code)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	District maintains original statements; GC §81009(e)&(g)
Admin. / Board Secretary	GM-017	FPPC 700 Series Forms (Statement of Economic Interests): <b>PUBLIC OFFICIALS</b> (elected & not elected. Includes District Board Members, General Manager)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	District preference (only required for 4 years); GC §81009(f)&(g)
Admin. / Board Secretary	GM-018	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr			Must post on website; GC §81009(e)
Admin. / Board Secretary	GM-019	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		Mag, Ppr			Must post on website for 4 years; GC §81009(e)
Admin. / Board Secretary	GM-020	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr			GC §81009(e); FPPC Regulation 18734(c)
Admin. / Board Secretary	GM-021	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr			Must post on website; 2 CCR 18702.5; GC §60201; GC §81009(e)
Admin. / Board Secretary	GM-022	Historical Records: Copyrights, Logo, Patents, Name Changes, Awards, Trademarks, etc.	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	District Secretary Determines Historical Significance; GC §60201
Admin. / Board Secretary	GM-023	Litigation Files / Lawsuits / Court Case Files	Minimum Final Resolution + 5 years	Yes: Until Settlement	Mag, Ppr			Department preference; CCP § 337 et seq.; GC §§ 911.2, 60201, 60201.6; PC §832.5(b)
Admin. / Board Secretary	GM-024	Minutes: District Board of Directors and Committees	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201(d)(3)

# RECORDS RETENTION SCHEDULE: ADMINISTRATION / OFFICE OF THE GENERAL MANAGER

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<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Board Secretary	GM-025	Notices: Affidavits of Postings and Publications, Legal Advertising, Proof of Publication	4 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
Admin. / Board Secretary	GM-026	Oaths of Office (Board of Directors)	Separation + 6 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; GC §§36507, 60201; PC §§801.5, 803(c); 29 USC 1113
Admin. / Board Secretary	GM-027	Ordinances / Regulations	P	Yes (all)	Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Admin. / Board Secretary	GM-028	Prop. 218 Fees & Charges: <b>Ballots and/or protest letters</b>	2 years		Ppr			GC §53753(e)(2)
Admin. / Board Secretary	GM-029	Prop. 218 Fees & Charges: <b>Master Mailing List</b>	2 years		Ppr			GC §60201
Admin. / Board Secretary	GM-030	Prop. 218 Fees & Charges: <b>Undeliverable Mail</b>	3 months		Ppr			Transitory records not retained in the ordinary course of business; GC §60201
Admin. / Board Secretary	GM-031	Public Records Act Requests	2 years		Mag, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Admin. / Board Secretary	GM-032	Recordings: Audio or Video Recordings of District Board meetings	Indefinite - Minimum 4 years		Mag			District Preference; Legally required for 90 days for Video, 30 days for audio; GC §§54953.5(b), 53161, 60201 et seq.
Admin. / Board Secretary	GM-033	Records Destruction Authorization Forms / Authorization to Destroy Paper to Rely on the Image as the Original	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.

# RECORDS RETENTION SCHEDULE: ADMINISTRATION / OFFICE OF THE GENERAL MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Board Secretary	GM-034	Records Retention Schedules - Authorization for Amendments to Retention Schedules	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Admin. / Board Secretary	GM-035	Resolutions	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Admin. / Board Secretary	GM-036	Secretary of State Statement of Facts	1 year		Mag, Ppr			District preference; GC §60201 et. seq.
Admin. / Board Secretary	GM-037	Subpoenas or Summons	2 years		Mag, Ppr			GC §60201
<b>COMMUNICATIONS</b>								
Admin / General Manager / Commun.	GM-038	Annual Agency Reports	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Admin / General Manager / Commun.	GM-039	Brochures, Flyers, Newsletters	When No Longer Required		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Content Not Substantive); GC §60201
Admin / General Manager / Commun.	GM-040	Consumer Confidence Reports / Annual Water Quality Reports	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Required for 12 years or 2 compliance cycles; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91; GC §60201
Admin / General Manager / Commun.	GM-041	Education Programs - Contests	When No Longer Required	Yes: While Active Issues	Mag, Ppr			GC §60201

# RECORDS RETENTION SCHEDULE: ADMINISTRATION / OFFICE OF THE GENERAL MANAGER

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<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin / General Manager / Commun.	GM-042	Events (Public / Workshops, Tours etc.)	When No Longer Required	Yes: While Active Issues	Mag, Ppr			GC §60201
Admin / General Manager / Commun.	GM-043	Newsletters	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Admin / General Manager / Commun.	GM-044	Newspaper Clippings / Display Advertising	When No Longer Required		Mag, Ppr			Non-records
Admin / General Manager / Commun.	GM-045	Photos & Videos (Event-related)	When No Longer Required		Mag, Ppr			Drafts; final photos may become part of a final document; GC §60201
Admin / General Manager / Commun.	GM-046	Press Releases / Media Alerts	2 years		Mag, Ppr			Department preference; GC §60201
Admin / General Manager / Commun.	GM-047	Public Notices - Potable Water (Tier 1, 2, or 3)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	5 years is required; GC §60201, 22 CCR §64470
<b>GOVERNMENT RELATIONS</b>								
Admin / General Manager / Government Relations	GM-048	Legislative Platforms / Legislation / Advocacy - Correspondence, Reports	4 years		Mag, Ppr			Department preference; GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>FINANCE</b>								
Finance / Lead Div.	FIN-001	Financial System Database (Tyler)	Indefinite - Minimum 7 years	Yes	Mag			Data is interrelated; Employee compensation and reimbursements are required for 7 years; GC §60201 et seq.
Finance	FIN-002	Bonds / Debt / COP / Certificates of Participation / Transcripts / Disclosure Reports / Lines of Credit / Promissory Notes / Commercial Paper	Fully Defeased or Matured + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I		Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq.; 337.5(a); 26 CFR 1.6001-1(e); GC §§43900 et seq., 60201
Finance	FIN-003	Budget Adjustments	7 years		Mag, Ppr			Preliminary Drafts Not Retained in the Ordinary Course of Business; GC §60200
Finance	FIN-004	Budgets: Development, Drafts, etc.	When No Longer Required		Mag, Ppr			Preliminary Drafts Not Retained in the Ordinary Course of Business; GC §60200
Finance	FIN-005	Budgets: Final (Adopted - Includes Organization Charts)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance	FIN-006	Check Registers	7 years		Mag, Ppr			Department Preference (a different version is presented to the Board of Directors), includes employee compensation or reimbursement; GC §60201 et seq.
Finance	FIN-007	Financial Ratings & Correspondence	5 years		Mag, Ppr			Department Preference; GC §60201
Finance	FIN-008	Flood Control Endowments Trust Fund	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §60201
Finance	FIN-009	Investments (Including Arbitrage)	5 years	Yes: Until Maturity	Mag, Ppr			Department Preference (meets auditing standards); GC §60201
Finance	FIN-010	Long Range Financial Plans & Reports	5 years		Mag, Ppr			Department Preference (meets auditing standards); GC §60201



## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance	FIN-011	State Controller's Report / Special Districts Financial Transactions Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §60201
<b>ACCOUNTING</b>								
Finance / Lead Div.	FIN-012	Financial System <b>Database</b> (Tyler)	Indefinite - Minimum 7 years	Yes	Mag			Data is interrelated; Employee compensation and reimbursements are required for 7 years; GC §60201 et seq.
Finance / Accounting	FIN-013	1099's, 1096's, DE542 (California Report of Independent Contractors)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12); 29 USC 436
Finance / Accounting	FIN-014	Accounts Payable Source Records (Invoices, Credit Card Statements, Conference / Seminar Backup, Petty Cash, Travel Expense Reimbursements, etc.)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Accounting	FIN-015	Accounts Receivable Source Records including Billings, Adjustments, Cash, Payments, Cash Receipts Damage to District Property / Insurance Payments, Leases, etc.	5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Accounting	FIN-016	Audits - Operational or Single Audits (Grant Audits, Internal Audits)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §60201
Finance / Accounting	FIN-017	Audits - Working Papers	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Accounting	FIN-018	Audits / Audit Reports / Annual Comprehensive Financial Report (ACFR)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Accounting	FIN-019	Bank Statements / Checking Account Reconciliation / Bank Reconciliation (Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Treasury Statements, Trustee & Investment Statements, etc.)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201
Finance / Accounting	FIN-020	Checks (Issued by the District, then cashed by the payee - maintained by the Bank)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337
Finance / Accounting	FIN-021	Checks deposited to Bank (District scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Mag, Ppr			These are bank instruments, and not District records; per bank agreement.
Finance / Accounting	FIN-022	Electronic Fund Transfer Agreements / Authorizations for direct deposit to vendors bank account	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Finance / Accounting	FIN-023	Journal Entries / Journal Vouchers	7 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Accounting	FIN-024	Reports, Finance Reports created from Database Journals, Ledgers, Reconciliations, Registers, <b>Reports</b> , Transaction Histories, Balance Sheets, Budget Adjustments ( <b>ANNUAL, MONTHLY OR PERIODIC</b> )	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Draft / Preliminary documents' financial database is the original and can re-create reports; GC §60201
Finance / Accounting	FIN-025	Returned Payments (NSF, etc.) Checks / ACH (includes Water Payments)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §60201
Finance / Accounting	FIN-026	Tax Returns (Sales Tax, etc.)	5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); CA. FTB: 3 years; IRS Reg §31.6001-1(e)(2), 26 CFR §31.6001-1, R&T §19530, GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Accounting	FIN-027	W-9's	Vendor Inactive + 3 years		Mag, Ppr			Meets IRS auditing standards; GC §60201
<b>PURCHASING</b>								
Finance / Purchasing	FIN-028	Purchase Order <b>Database</b> (OpenGov)	Indefinite - Minimum 5 years		Mag			Department preference; meets municipal government auditing standards; GC §60201 et seq.; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Purchasing	FIN-029	Purchase Orders - Includes copies of bids and quotes, NIB (Notice Inviting Bids), RFPs (Request for Proposal), RIB (Request Inviting Bids)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; GC §60201 et seq.; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Purchasing	FIN-030	Vehicle Titles ("Pink Slips")	Upon Sale or Disposal		Ppr			Department Preference; GC §60201
<b>RISK MANAGEMENT</b>								
Finance / Risk Manage.	FIN-031	Accident / Incident / Injury / Damage Reports: <b>PUBLIC</b> - Not Resulting in a Claim (Employees - see Workers Compensation)	2 years		Mag, Ppr			Department preference; GC §60201
Finance / Risk Manage.	FIN-032	BIT Inspection & Audits (Biennial Inspection of Terminals) / DOT Program / CHP Inspections	2 years		Mag, Ppr			Department Preference (CHP audits every 25 months); GC §60201
Finance / Risk Manage.	FIN-033	Claims / Liability Claims	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201
Finance / Risk Manage.	FIN-034	District Insurance Policies - Liability, Workers Compensation Insurance, etc.	30 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201
Finance / Risk Manage.	FIN-035	Insurance Appraisals	10 years		Mag, Ppr			Department preference; GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Risk Manage.	FIN-036	Loss Runs	Minimum 5 years		Mag, Ppr			Department Preference (actuary wants 10 years of data - these can be acquired from TPA); GC §60201

# RECORDS RETENTION SCHEDULE: FLOOD PROTECTION ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>ENGINEERING - FLOOD PROTECTION</b>								
Lead Dept.	FLOOD-001	Computer Aided Design (CAD) database	Indefinite - Permanent	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Lead Dept.	FLOOD-002	Geographic Information System (GIS)	Indefinite - Permanent	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Flood Protection Engineering	FLOOD-003	<p>Flood Protection Engineering: <b>CEQA Documents:</b> Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.)</p> <p><b>Correspondence and Internal Staff Notes</b> that provide insight into the project or the agency's CEQA compliance with respect to the project</p> <p>The final is retained Permanently - see Engineering Project Files / CIP (Capital Improvement Project) Files - Permanent</p>	Project Approval or Denial + 180 days		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project—are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal. App. 5th 733); PRC 21167,6; GC §60201
Flood Protection Engineering	FLOOD-004	<p>Flood Protection Engineering: CIP (Capital Improvement Project) Files - <b>Close-Out:</b></p> <p>Preliminary Notices, Stop Work Notices, Temporary Permits, Certified Payrolls, etc.</p>	Upon Completion	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations is not applicable to these records; GC §60201
Flood Protection Engineering	FLOOD-005	<p>Flood Protection Engineering: CIP (Capital Improvement Project) Files - <b>Administration:</b></p> <p>Project Administration, Construction Photos, Cost of Construction, Preliminary Design Studies, Project Schedules, Real Estate Appraisals, USAs, Field Inspection Reports / Inspection Diaries, Insurance Certificates, Project Calculations, SAMPs, SWPPP, etc.</p>	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703

## RECORDS RETENTION SCHEDULE: FLOOD PROTECTION ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Flood Protection Engineering	FLOOD-006	Flood Protection Engineering: CIP (Capital Improvement Project) Files - <b>Permanent:</b>  Change Orders, Drillers Logs, Deeds, Easements, Environmental Documents (Final EIRs, Categorical Exemptions, Negative Declarations), Materials Testing Reports, NIB (Notice Inviting Bids), Notice of Completion, Regulatory Agency Approvals, RFPs (Request for Proposal), RIB (Request Inviting Bids), Right of Way, Shop Drawings, Specifications, Structural Plans, Submittals, Surveys, Permanent Variances, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.
Flood Protection Engineering	FLOOD-007	Flood Protection Engineering: CIP (Capital Improvement Project) Files or Private Development Infrastructure - <b>Permanent File - Large Format Drawings</b> Design Drawings (finals), Record Drawings ("As Builts")	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.
Flood Protection Engineering	FLOOD-008	Flood Protection Engineering Studies and Reports / Corrosion Studies and Reports / Pipeline Integrity Studies and Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Flood Protection Engineering	FLOOD-009	Flood Protection Engineering Hazard Maps / Inundation Maps	When Superseded		Mag, Ppr			Not a District record (Federal / FEMA records)
Flood Protection Engineering	FLOOD-010	Flood Protection Engineering Plans, Reports, & Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>HUMAN RESOURCES (with Alameda County)</b>								
Human Resources	HR-001	Affirmative Action Complaints – California Civil Rights Department / Department of Fair Employment & Housing or Equal Opportunity Commission (EEOC) / Harassment Claims	Final Disposition + 4 years		Mag, Ppr			Department preference (same as the Personnel File); All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after action is taken; 2 CCR 11013(c); GC §§12946, 12960, 60201
Human Resources	HR-002	Benefit Plans - Employee Benefit Policies (Benefits: Health, Eye, Dental, Life Insurance, Long Term Disability, State Disability, Unemployment Insurance, etc.)	Plan Termination + 10 years	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	No	Department preference to be consistent with District-wide standards; EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 12960, 60201
Human Resources	HR-003	Classification and Compensation Studies / Surveys	When No Longer Required		Mag, Ppr			Department Preference; GC §60201
Human Resources	HR-004	DMV Pull Notices	When Superseded or Separation		Mag, Ppr			District preference (DMV record that the District considers a non-record used for reference); DMV audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §60201
Human Resources	HR-005	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		Mag Ppr			D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(v), GC §§12946, 12960, 60201, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-006	Employee Investigations & Complaints	Separation + 6 years		Mag, Ppr			Department preference; State Law requires 4 years from last action; EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c) 8 CCR §11040(7)(c), GC §§12946, 12960, 60201
Human Resources	HR-007	Employee Relations – program administration/documents related to employee engagement activities, employee surveys, suggestion box, participation waivers, etc.	Minimum 2 years		Mag, Ppr			GC §60201
Human Resources	HR-008	I-9s	Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 4 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(i); GC §§12946, 12960, 60201
Human Resources	HR-009	Labor Relations / Negotiations, Meet and Confers, Labor Management Team Meetings, etc.	Minimum 10 years		Mag, Ppr			Department preference; GC §60201
Human Resources	HR-010	Legal Opinions (Employment Related)	Minimum 10 years		Mag, Ppr			Department preference; GC §§12946, 12960, 60201
Human Resources	HR-011	Occupational Health and Safety – Ergonomic Program	Minimum 2 years		Mag, Ppr			GC §60201
Human Resources	HR-012	OSHA Log 300, 300 A, 301, 301 A, etc.	5 years		Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §60201 et seq.



## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-013	Personnel Files - <b>General File</b> (Includes Application, Awards, Backgrounds, Employee Benefit Enrollment Forms (birth / death / marriage certificates), Disciplinary Actions, Certifications, Commendations, Ethics Training Certificates, Evaluations, Grievances, Licenses, Performance Reviews, Personnel Action Forms (original), Policy acknowledgements, Disaster Service Workers Oaths, Employee Settlement Agreements etc. - Excludes Medical Records)	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.14; 1602.31 & 1627.3(b)(ii); GC §§12946, 12960, 60201; 29 USC 1113; GC §3105; GC §53235.2(b), 53237.2(b), LC §1198.5
Human Resources	HR-014	Personnel Files - <b>Medical File</b> (Includes background checks, Class B medicals, employee Test Results and Individual Noise Exposure Measurements, Family Medical Leave records, hearing tests)	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i); GC §§12946, 12960, 60201
Human Resources	HR-015	Recruitment Database / Applicant Tracking System (NeoGov)	4 years		Mag, Ppr			Department preference; State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq; 2 CCR 11013(c) GC §§12946, 12960, 60201
Human Resources	HR-016	Recruitment Files: Applications for Employment or Resumes / Recruitment Files: <b>Solicited:</b> Brochure, advertisement, unsuccessful applications (with or without interviews), selection materials, interview notes, results, etc.	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq; 2 CCR 11013(c) GC §§12946, 12960, 60201
Human Resources	HR-017	Verifications of Employment, Child Support, etc. (From lenders or other outside companies)	When No Longer Required		Mag, Ppr			Not District records (outside companies seeking to verify if an employee is currently employed); GC §60201

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Human Resources	HR-018	Workers Compensation Files ALL	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 15400.2, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 12960, 60201, CCP §337 et seq.
Human Resources	HR-019	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.	5 years		Mag Ppr			LC §6401.9(f), GC §60201

## RECORDS RETENTION SCHEDULE: MAINTENANCE & SAFETY (Electrical / Instrumentation, Fleet, Flood, Mechanical)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<b>MAINTENANCE / ELECTRICAL - INSTRUMENTATION</b>								
Lead Dept.	MNT-001	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Division Providing Service / Work	MNT-002	Work Orders / Service Requests – <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - (Permanent)		Mag			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Division Providing Service / Work	MNT-003	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	MNT-004	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201
<b>MAINTENANCE / FLEET</b>								
Maint. / Fleet	MNT-005	Air Pollution Control District (APCD) <b>Permits</b> (for Generators, etc.)	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §60201
Lead Dept.	MNT-006	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Maint. / Fleet	MNT-007	Pre-Trip Inspections / Vehicle Safety Checks / Daily Equipment Checks	90 days		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	13 CCR 1234(e); GC §60201
Maint. / Fleet	MNT-008	Vehicle & Heavy Equipment Maintenance (Backhoes, Cars, Trucks, Vac Trucks, etc.)	Sale or Disposal + 1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 13 CCR 1234(f); GC §60201

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## RECORDS RETENTION SCHEDULE: MAINTENANCE & SAFETY (Electrical / Instrumentation, Fleet, Flood, Mechanical)

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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Division Providing Service / Work	MNT-009	Work Orders / Service Requests – <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - (Permanent)		Mag			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Division Providing Service / Work	MNT-010	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	MNT-011	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201
<b>MAINTENANCE / FLOOD</b>								
Lead Dept.	MNT-012	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Division Providing Service / Work	MNT-013	Work Orders / Service Requests – <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - (Permanent)		Mag			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Division Providing Service / Work	MNT-014	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	MNT-015	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

## RECORDS RETENTION SCHEDULE: MAINTENANCE & SAFETY (Electrical / Instrumentation, Fleet, Flood, Mechanical)

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<b>MAINTENANCE / MECHANICAL</b>								
Maint. / Mechanical	MNT-016	Aboveground Storage Tanks - Diesel or Gasoline (Agency Owned) <b>Maintenance, Repairs</b>	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Tier II tanks are required to have an integrity test every 20 years); GC §60201
Maint. / Mechanical OR Engineering / Water	MNT-017	Backflow Testing / Cross Connection Testing	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets SWRCB, DDW requirements; 17 CCR 7605(f); GC §60201
Maint. / Mechanical	MNT-018	Generator Operation Logs (for <b>Fixed or Portable /Emergency Generators</b> )	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions, GC §60201
Lead Dept.	MNT-019	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Division Providing Service / Work	MNT-020	Work Orders / Service Requests – <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - (Permanent)		Mag			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Division Providing Service / Work	MNT-021	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	MNT-022	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

## RECORDS RETENTION SCHEDULE: MAINTENANCE & SAFETY (Electrical / Instrumentation, Fleet, Flood, Mechanical)

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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>SAFETY</b>								
Maint. / Safety	MNT-023	Accident / Incident / Injury Reports - <b>Employees: Near Misses, First Aid, etc.</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for consistency with OSHA regulations; 8 CCR 14300.33(a); 8 CCR 5144, 8 CCR 15400.2; GC §§12946, 12960, 60201
Maint. / Safety	MNT-024	Accident Prevention Files / Loss Control / Safety Files (contains safety correspondence)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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)(1), 8 CCR 14300.33(a); GC §§12946, 12960, 60201
Maint. / Safety	MNT-025	Air Pollution Control District (APCD) <b>Reports</b> / Compliance Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §60201
Maint. / Safety	MNT-026	Business Plans / Hazardous Materials Inventory / Disclosures / Hot Air Toxics Inventory Plan / Reports and Joint Emission Inventory (for Local Fire Authorities)	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (this is performed annually); GC §60201
Maint. / Safety	MNT-027	Cal-OSHA Inspections & Citations, Log 200, 300, 300 A, 301, etc.	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429(c)
Maint. / Safety	MNT-028	Confined Space Entries / Hot Work Permits / Lockout - Blockout / Lockout - Tagouts / Energy Control Procedures / Air Monitoring Calibrations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §60201

## RECORDS RETENTION SCHEDULE: MAINTENANCE & SAFETY (Electrical / Instrumentation, Fleet, Flood, Mechanical)

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Maint. / Safety	MNT-029	Emergency Response Plan (ERP)	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(c); GC §60201
Maint. / Safety	MNT-030	Hazardous Waste Manifests / Disposal	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; District has "cradle to grave" liability; 22 CCR § 66262.40; GC §60201
Maint. / Safety	MNT-031	Illness and Injury Prevention Program	Minimum of Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with District-wide standards; GC §60201
Maint. / Safety	MNT-032	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 910.1020(d)(1)(ii)(B); GC §60201
Maint. / Safety	MNT-033	Safety Inspections: Facility Inspection Records / Equipment Inspections Records / Hazardous Waste Inspections, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

## RECORDS RETENTION SCHEDULE: OPERATIONS

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<b>OPERATIONS</b>								
Operations	OPS-001	SCADA <b>Database</b> (Supervisory Control and Data Acquisition)	Indefinite - Minimum 5 years	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §§60201
Operations	OPS-002	Calibration Records (Ph Meters, Chlorine Analyzers, etc.)	3 years		Mag, Ppr			40 CFR §122.41; GC §60201
Operations	OPS-002.5	Meter Reading Reports / Highs, Lows, Errors (stored in Tyler database)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Draft / Preliminary documents (database is the original); GC §60201
Operations	OPS-003	Operating Permits - Treatment Plants	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	OPS-004	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations	OPS-005	Permits - <b>Treatment Plant</b> SWRCB (State Water Resources Control Board.)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Operations	OPS-006	Plant Diaries	5 years		Mag, Ppr			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Operations	OPS-007	Standard Operating Procedures / SOPs	Superseded + 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference for compliance with drinking water / Clean Water Act complaints; GC §60201
Operations	OPS-008	Tank Maintenance / Water Storage Tanks / Reservoir Maintenance Reports (includes dive and tank inspection reports, other inspection reports, etc.)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Some inspection and maintenance is in CMMS Database; GC §60201
Operations	OPS-008.5	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), GC §60201 et seq.
Operations	OPS-009	Videos - Water Wells, Repairs, Reservoirs, Tanks, etc.	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

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## RECORDS RETENTION SCHEDULE: WATER QUALITY (Laboratory)

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<b>WATER QUALITY</b>								
Water Quality	WQ-001	Cross Connection Testing / Backflow Testing	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; exceeds SWRCB; Cross-Connection Control Policy Handbook Section 3.5.1 requires records be retained for the previous three calendar years; GC §60201
Water Quality	WQ-002	Permits - <b>Wells</b> (DDW (Division of Drinking Water))	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Water Quality	WQ-003	Sanitary Surveys of Drinking Water Systems / Field Inspections	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference (10 years is required); 22 CCR §64470; 40 CFR 141.33(c); GC §60201
Water Quality	WQ-004	Water Quality Monitoring Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
<b>WATER QUALITY / LABORATORY</b>								
Water Quality / Lab	WQ-005	LIMS <b>Database</b> / Laboratory Information Management System Database / Excel Spreadsheets (Tabular Summaries)	Indefinite - Permanent	Yes	Mag			Data is Inter-related; Lead and Copper for Potable Water is required for 12 years; Exceeds TNI Standards for accreditation of environmental laboratories; TNI V1M2 4.13.3.b; CA ELAP regulation (Title 22 Ch 19) 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91; GC §60201
Water Quality / Lab	WQ-006	Customer Concerns: Odor / Taste / Visual Complaints about Potable Water (retained in Database)	Minimum 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 5 years is required in State and Federal law for any complaints; CA ELAP regulation (Title 22 Ch 19) and TNI standards. 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 66470; GC §60201 et seq.

## RECORDS RETENTION SCHEDULE: WATER QUALITY (Laboratory)

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Water Quality / Lab	WQ-007	Lab Reports & Chains of Custody / Tabular Summaries, Non-compliance Chemistry and Bacteriological: <b>Groundwater Quality</b>	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Lab report and Chain of Custody (COC) are maintained for not less than 5 years; ELAP/TNI requirements; 22 CCR §64470
Water Quality / Lab	WQ-008	Lab Reports & Chains of Custody / Tabular Summaries: <b>Wells, Well Heads</b>	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Lab report and Chain of Custody (COC) are maintained for not less than 5 years; ELAP/TNI requirements; 22 CCR §64470
Water Quality / Lab	WQ-009	Lab Reports & Chains of Custody: <b>Potable Water - Bacteriological and Organics</b>	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (5 years is required); 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Water Quality / Lab	WQ-010	Lab Reports & Chains of Custody: <b>Potable Water - Chemical</b> (Includes Chlorine Residuals, Disinfectant Residuals, Disinfection Byproducts, and Disinfection Byproduct Precursors)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference (10 years is required); 40 CFR 141.33(a); 22 CCR §§64470, 64537 64692
Water Quality / Lab	WQ-011	Lab Reports & Chains of Custody: <b>Potable Water - Lead &amp; Copper</b>	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Required for 12 years; 22 CCR 64400.25; 22 CCR §64470; 22 CCR 64690.80; 40 CFR 141.33(a); 40 CFR 141.91
Water Quality / Lab	WQ-012	Laboratory Certification	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Maintain the Laboratory Certification for not less than 5 years; and ELAP/TNI requirements 22 CCR §64470
Water Quality / Lab	WQ-013	Laboratory Chemical Hygiene Plans	30 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department 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, 12960, 60201

## RECORDS RETENTION SCHEDULE: WATER QUALITY (Laboratory)

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Water Quality / Lab	WQ-014	Laboratory Equipment Calibration / Proficiency Test Results / Certifications	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CA ELAP/TNI requirements. Equipment calibration data and sample analysis data are maintained in the instrument computer , corrective Action Logs, complaints logs, and other data inquiry logs are maintained for not less than 5 years and ELAP/TNI requirements; 22 CCR §64470
Water Quality / Lab	WQ-015	Laboratory Log Books, Notebooks, Corrective Action Logs, etc.	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CA ELAP/TNI requirements. Corrective Action Logs, complaints logs, Notebooks, and other data inquiry logs are maintained for not less than 5 years and ELAP/TNI requirements; 22 CCR §64470
Water Quality / Lab	WQ-016	Laboratory Testing Procedures / SOPs (Standard Operating Procedures)	Superseded + 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CA ELAP/TNI requirements. All TNI required documents, testing or admirative Standard Operating Procedures (SOP), Quality Manual, Audit Reports, Management Review Reports, Certificate of Analysis of Standards are maintained for not less than 5 years and ELAP/TNI requirements; 22 CCR §64470

## RECORDS RETENTION SCHEDULE: WATER RESOURCES (INTEGRATED PLANNING, GROUNDWATER)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>WATER RESOURCES / INTEGRATED PLANNING</b>								
Water Resources / Integrated Planning	WR-001	CEQA Documents: Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.)  <b>Correspondence and Staff Notes</b> that provide insight into the project or the agency's CEQA compliance with respect to the project	Completion of Project		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal. App. 5th 733); PRC 21167,6; GC §60201
Water Resources / Integrated Planning	WR-002	CEQA Documents: Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.)  <b>Final Permits, Mitigation and Monitoring Reports</b>	P		Mag, Ppr			Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201
Water Resources / Integrated Planning	WR-003	Comment Letters / Conditions for Development (In response to a Development Application from an outside agency)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Resources / Integrated Planning	WR-004	Conservation Reports to SWRCB (Annual and 5-year update)	10 years		Mag, Ppr			District Preference; GC §60200
Water Resources / Integrated Planning	WR-005	Demand Databases	Indefinite (Perm.)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201

## RECORDS RETENTION SCHEDULE: WATER RESOURCES (INTEGRATED PLANNING, GROUNDWATER)

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<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water Resources / Integrated Planning	WR-006	Models, Calculations, Projections	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Resources / Integrated Planning	WR-007	Plans: Integrated Regional Water Management Plan (IRWMP), Water Use Efficiency Master Plan (WUEMP), Long-Term Planning, Master Plans, Water Infrastructure Plans, Reports, Studies, etc..	P		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201
Water Resources / Integrated Planning	WR-008	Project Studies, Plans, Reports, Feasibility Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Resources / Integrated Planning	WR-009	Reports: California Urban Water Conservation Council (CUWCC), Conservation, etc.	20 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference (Commercial baseline is 10 years); GC §60201
Water Resources / Integrated Planning	WR-010	Urban Water Management Plans (UWMP)	20 years		Mag, Ppr			Department Preference (copies) GC §60201
<b>WATER RESOURCES / GROUNDWATER</b>								
Water Resources / Groundwater	WR-011	Basin Management Data (Data collected and notes for groundwater reporting. Includes well water levels, groundwater quality data, climatological, surface water flows, surface water quality, land use, groundwater storage, well ordinance program, toxic site program)	Indefinite (Perm.)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Resources / Groundwater	WR-012	Groundwater Databases: Aquarius for Surface water / HydroGeo Analyst for Groundwater quality	Indefinite (Perm.)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201

## RECORDS RETENTION SCHEDULE: WATER RESOURCES (INTEGRATED PLANNING, GROUNDWATER)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water Resources / Groundwater	WR-013	Groundwater Modeling	Indefinite (Perm.)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Resources / Groundwater	WR-014	Groundwater Studies & Reports / Annual Groundwater Monitoring Report / Hydrogeological Analysis, etc.	P	Yes	Mag, Mfr, OD, Ppr	S / I	No	District Preference; GC §60201 et seq.
Water Resources / Groundwater	WR-015	Permits - Groundwater / Drilling Permits and OWTS commercial use approvals / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board, etc.)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Water Resources / Groundwater	WR-016	Plans: Ground Water Management Plan (GWMP) / Well Master Plan & Salt Management Plan	P		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201
Water Resources / Groundwater	WR-017	Reports - <b>Groundwater</b> Department of Water Resources (DWR) / State Water Resources Control Board (SWRCB) Monthly and Annual Water System Reports (Water Production Reports, etc.)	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Water Resources / Integrated Planning	WR-018	Septic Comments / Environmental Comments about Septic (Permitted by the County)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Resources / Groundwater	WR-019	Surface Water Studies & Reports / Field Notes and Data	P	Yes	Mag, Mfr, OD, Ppr	S / I	No	District Preference; GC §60201 et seq.
Water Resources / Groundwater	WR-020	Well Depth to Water Levels (both Static and Dynamic)	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Water Resources / Groundwater	WR-021	Well Destruction (Well Completion Report, etc.)	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.

## RECORDS RETENTION SCHEDULE: WATER RESOURCES (INTEGRATED PLANNING, GROUNDWATER)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water Resources / Groundwater	WR-022	Well History (repair, modification, etc.)	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Water Resources / Groundwater	WR-023	Well Logs & Reports / Well reports and Boring Logs (Includes Well Completion Report for destroyed or abandoned wells)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201

# RECORDS RETENTION SCHEDULE: WATER SUPPLY ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>WATER SUPPLY ENGINEERING</b>								
Lead Dept.	WS-001	Computer Aided Design (CAD) database	Indefinite - Permanent	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Lead Dept.	WS-002	Geographic Information System (GIS)	Indefinite - Permanent	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Water Supply Engineering	WS-003	Incidents / Unauthorized Discharges: Pipeline Breaks, Spills, Investigations and Corrective Actions, Notice to Comply	Last Action + 5 years	Yes: Before Resolution	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b)(2); 22 CCR §64470
Water Supply Engineering	WS-004	New Water Service Connection Permits / Connection Permits, Applications	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Water Supply Engineering	WS-005	NPDES Monitoring / Compliance Reports Complaints, Illicit Connections, Illicit Discharge, Stormwater Annual Reports, Watershed Annual Reports, Construction Inspections, etc.	Minimum 3 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Water Supply Engineering	WS-006	NPDES Permits	Minimum Superseded + 3 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 40 CFR 60.7(f); 40 CFR §§122.21, 122.41, 122.44; GC §60201
Water Supply Engineering	WS-007	Reservoirs / Steel Tanks - Assessments, Inspection Reports, Upgrades and Painting	P	Yes	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §60201 et seq.
Water Supply Engineering	WS-008	Standard Drawings / Construction Standards Authored by the District	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Supply Engineering	WS-009	Water Supply Engineering Hazard Maps / Inundation Maps	When Superseded		Mag, Ppr			Not a District record (Federal / FEMA records)
Water Supply Engineering	WS-010	Water Supply Engineering Plans, Reports, & Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.



## RECORDS RETENTION SCHEDULE: WATER SUPPLY ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water Supply Engineering	WS-011	Water Supply Engineering Studies and Reports / Corrosion Studies and Reports / Pipeline Integrity Studies and Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Supply Engineering	WS-012	Water Supply Engineering: <b>CEQA Documents:</b> Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.)  <b>Correspondence and Internal Staff Notes</b> that provide insight into the project or the agency's CEQA compliance with respect to the project  The final is retained Permanently - see Engineering Project Files / CIP (Capital Improvement Project) Files - Permanent:	Project Approval or Denial + 180 days		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal. App. 5th 733); PRC 21167,6; GC §60201
Water Supply Engineering	WS-013	Water Supply Engineering: CIP (Capital Improvement Project) Files - <b>Close-Out:</b> Preliminary Notices, Stop Work Notices, Temporary Permits, Certified Payrolls, etc.	Upon Completion	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations is not applicable to these records; GC §60201
Water Supply Engineering	WS-014	Water Supply Engineering: CIP (Capital Improvement Project) Files - <b>Administration:</b> Project Administration, Construction Photos, Cost of Construction, Preliminary Design Studies, Project Schedules, Real Estate Appraisals, USAs, Field Inspection Reports / Inspection Diaries, Insurance Certificates, Project Calculations, SAMPs, SWPPP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703

## RECORDS RETENTION SCHEDULE: WATER SUPPLY ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water Supply Engineering	WS-015	Water Supply Engineering: CIP (Capital Improvement Project) Files - <b>Permanent:</b> Change Orders, Drillers Logs, Deeds, Design Changes, Easements, Environmental Documents (Final EIRs, Categorical Exemptions, Negative Declarations), Materials Testing Reports, NIB (Notice Inviting Bids), Notice of Completion, Regulatory Agency Approvals, Requests for Information (RFIs), Request for Proposal (RFPs), Request Inviting Bids (RIB), Right of Way, Shop Drawings, Specifications, Structural Plans, Submittals, Surveys, Permanent Variances, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.
Water Supply Engineering	WS-016	Water Supply Engineering: CIP (Capital Improvement Project) Files or Private Development Infrastructure - <b>Permanent File - Large Format Drawings</b> Design Drawings (finals), Record Drawings ("As Builts")	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.

**DATE:** May 7, 2025

**TO:** Administrative Committee

**FROM:** Osborn Solitei, Treasurer/Assistant General Manager – Finance

**SUBJECT:** Consider Action to Increase the Compensation of Zone 7 Board Members

**SUMMARY:**

- Pursuant to the “Zone 7 Board of Directors’ Compensation and Expense Reimbursement Policy” adopted by the Board on March 15, 2006, and most recently amended June 16, 2021 (Resolution No. 21-50), a review of the Board’s remuneration is conducted on a biennial basis.
- Board Members will be compensated at the rate determined by the Board consistent with applicable law for attendance at regular and special meetings of the Board, including Board committee meetings and for attendance at biennial AB 1234 required ethics training courses approved by the Fair Political Practices Commission & Attorney General’s Office.
- Each member of the Board of Directors is encouraged to participate in outside activities and organizations which, in the judgment of the Board, further the interests of Zone 7. Board Members may request compensation for attending non-Zone 7 Board meetings, events or activities, including conferences and organized educational programs, pursuant to the Board Compensation and Expense Reimbursement Policy.
- The Board’s current compensation, effective July 1, 2023, is \$216.93 per meeting with a maximum of ten (10) days per month.
- In February 2025, staff conducted a Board of Directors’ compensation and benefits survey of local comparable water agencies.
- The annual Consumer Price Index (CPI) increase for the San Francisco-Oakland-San Jose area for 2022 was 6.5% and for 2024 was 3.8%.

## **DISCUSSION:**

Water Code Section 20200, *et seq.*, governs compensation levels for Zone 7 Board Members. The statute provides the directors can be paid \$100.00 per day of service rendered. If the Board members already make \$100.00 per day, the amount can be increased by an amount not to exceed 5% for each year following the last adjustment. The last adjustment took effect 60 days after Ordinance No. 2023-01 dated June 21, 2023, was passed, increasing the compensation by 10% to \$216.93 per day of service rendered.

Based on past practice, the Board has considered the mean of comparable water agencies as the benchmark for compensation. Staff conducted a board of director's compensation and benefits survey on the following local comparable water agencies:

- Alameda County Water District
- Contra Costa Water District
- Dublin San Ramon Services District
- East Bay Municipal Utility District
- Marin Municipal Water District
- Valley Water District (Formerly Santa Clara Valley Water District)

**Table 1:** The Compensation and benefit survey results from the comparable water agencies.

Although the survey data includes the monthly cost for group benefits provided to directors of each agency, under the Alameda County system, the Zone 7 Board of Directors are not currently eligible to receive medical or retirement benefits.

AGENCY	Amount per	Group Benefit Cost		
	Meeting	Minimum to Maximum Per Month		
Alameda County Water District	\$290.00	\$1,174.50	to	\$3,053.70
Contra Costa Water District	\$100.00	\$914.27	to	\$2,893.54
Dublin San Ramon Services District	\$195.00	\$914.27	to	\$2,687.00
East Bay Municipal Utility District*		\$882.39	to	\$3,364.24
Marin Municipal Water District**	\$250.00	\$935.84	to	\$1,871.68
Valley Water District	\$403.37	\$942.33	to	\$3,829.96
Mean	\$247.67	\$960.60	to	\$2,950.02
Zone 7***	\$216.93	N/A		

\* Flat Rate

\*\* Group benefits approximate

\*\*\* No group benefits

**Table 2:** The Maximum compensation and benefit survey at minimum cost results from the comparable water agencies.

AGENCY	Amount / Meeting	Maximum Meetings / Month	Maximum Compensation / Month	Group Benefit Cost at Minimum	Total Meeting + Group Benefits at Minimum
Alameda County Water District	\$290.00	10	\$2,900.00	\$1,174.50	\$4,074.50
Contra Costa Water District	\$100.00	10	\$1,000.00	\$914.27	\$1,914.27
Dublin San Ramon Services District	\$195.00	10	\$1,950.00	\$914.27	\$2,864.27
East Bay Municipal Utility District*			\$1,606.50	\$882.39	\$2,488.89
Marin Municipal Water District**	\$250.00	8	\$2,000.00	\$935.84	\$2,935.84
Valley Water District	\$403.37	15	\$6,050.55	\$942.33	\$6,992.88
Mean	\$247.67	10.6	\$2,584.51	\$960.60	\$3,545.11
Zone 7***	\$216.93	10	\$2,169.30	N/A	

\* Flat Rate

\*\* Group benefits approximate

\*\*\* No group benefits

Table 2 above shows that the mean cost for the comparable agencies at \$3,545.11 per month including group benefits at minimum cost compared to Zone 7 cost at \$2,169.30 per month at the current cost.

### **ANALYSIS:**

In comparing the data surveyed for the year 2023 versus the current 2025 data:

- The changes were primarily to increase the cost of group benefits
- Three (3) of the agencies surveyed made changes to their board's compensation:
  - East Bay Municipal Utility District increased their monthly flat payment from \$1,530.00 to \$1606.50.
  - Marin Municipal Water District increased their compensation from \$200.00 to \$250.00 per meeting and reduced the maximum meetings per month from 10 to 8.
  - Valley Water increased their compensation from \$365.87 to \$403.37 per meeting.

- The mean compensation level of the agencies surveyed is \$247.67 per meeting and the maximum compensation increase allowed under Water Code Section 20200, *et seq.*, is 5% per year. The following are options to consider:
  - **Option 1:** Maintain the current compensation of \$216.93 per meeting.
  - **Option 2:** Since the board has taken no increase since 2023, and per the Water Code Section 20200, *et seq.*, 5% per year increase is allowed; up to 10% increase could be granted this year (up to \$238.62).

**FUNDING:**

Funds are available in Fund 100 – Water Enterprise Operations and Fund 200 – Flood Protection Operations.

**RECOMMENDED ACTION:**

Discuss and forward recommendations to the full Board for consideration at the next regular Board meeting.