



Memo

To: Board of Directors
From: Jordan Dietz, General Manager
Date: May 18, 2021
Subject: Records Retention Policy

Attorney Ron VanBlarcom and myself have been working to create a records retention policy for the District. This is a new document, and one being produced for the sake of District transparency. This document is designed to be a guide on the correct management of all documents and files, and complies with all State and federal guidelines.

The policy presented here is designed to be inserted into the existing Administrative Code, though it can act as a stand-alone document. The retention schedule and destruction authorization form are intended to be living documents, and will not be included in the Administrative Code.

It is the recommendation of staff that the Board modify and approve the policy herein, though no adoption will be necessary at this time. The policy will be officially adopted when all policy language updates are complete, and the Board moves to adopt those updates into the Administrative Code.

Crestline Village Water District

Records Retention and Management Policy

Effective Date:

Current Revision Date:

I. **Purpose**

To create an accurate and detailed guideline for staff regarding the retention or disposal of Crestline Village Water District (District) records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

II. **General Policy**

The District has a large variety of records in varying formats and media. This policy sets the guidelines by which records are processed, stored, handled and destroyed, as well as the legal minimum length of retention for each record type. It has been the practice of the District to save all records indefinitely, and destruction happens very rarely. With the advent of digital records management, the District will have greater control over handling and destruction of records.

III. **Provisions**

- a. Vital and important records, regardless of recording media, are those having legal, financial, operational or historic value to the District.
- b. The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal records, specified below.
 - i. Pursuant to the provisions of California Government Code Sections 60200 through 60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualification will govern the retention and disposal of records of the District. Duplicate records, papers and documents may be

destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

- ii. In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.
- iii. Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:
 - 1. The record, paper or document is adequately copied or stored in electronic media or in a cloud computing storage service in compliance with Government Code Section 12168.7; and,
 - 2. The device used to reproduce such record, paper or document is one which accurately reproduces the original thereof in all details; and,
 - 3. The reproduced record, paper or document is placed in a conveniently accessible location and provisions are made for preserving, examining and use.
- c. Upon determination of records eligible for destruction, a Records Disposition Form shall be completed by office staff and approved by the General Manager. This approval shall occur before the records are destroyed. Once approved, the records shall be properly destroyed, and the completed form shall be returned to the Office Manager for permanent retention.

IV. Records Retention Schedule

- a. A "Records Retention Schedule" shall be approved by the Board of Directors and may be updated from time to time. This policy and the Records Retention Schedule comply with the records retention guidelines provided by the California Secretary of State. and may be updated from time to time.

RECORDS RETENTION SCHEDULE – CRESTLINE VILLAGE WATER DISTRICT

Destruction of any record must be authorized according to District policy.

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Accident / Illness Reports	Administration / Human Resources	Not a public record; For Employee Medical Records & Employee Exposure Records regarding exposure to toxic substances or harmful physical agents --includes Material Safety Data Sheets (MSDS) Does NOT include: records of health insurance claims maintained separate from employer's records; first aid records of one-time treatments for minor injuries; records of employees who worked less than one (1) year if records are given to employee upon termination	GC 6254(c) 8 CCR 3204(d)(1)(A)(B)	Length of employment plus 30 years
Accidents/Damage to District Property	Administration / Risk Management	Risk management administration	GC 34090 CCP 337.15	10 years
Accounting Records – General Ledger	Finance	General Ledger	GC 34090 CCP 337 Sec. of State Local Gov't. Records Retention Guidelines	Until audited + 4 years Published articles show 4 – 7 years retention as typical. Sec. of State Guidelines recommends permanent retention. [May be revised at a later time by Sec. of State or County officials.]

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Accounting Records – Permanent Books of Accounts	Finance	Records showing items of gross income, receipts and disbursement (including inventories, per IRS regulations)	26 CFR 1.6001-1(c) & (e)	Permanent
Accounts Payable	Finance	Journals, statements, asset inventories, account postings with supporting documents, vouchers; investments, invoices and back-up documents, purchase orders, petty cash, postage, PERS reports, check requests, etc. Expense reimbursements to employees & officers; travel expense reimbursements or travel compensation	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Local Gov't. Records Mgmt. Guidelines recommendation GC 60201(d)(12)	Until audited + 4 years 7 years after date of payment
Accounts Receivable	Finance	Receipts for deposited checks, coins, currency; checks received, reports, investments, receipt books, cash receipts, cash register tapes, payments for fees, permits, etc.	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Guidelines recommendation	Until audited + 4 years
Affidavits of Publication / Posting	Administration	Legal notices for public hearings, publication of ordinances, etc.	GC 34090	2 years

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Agency Report of Public Official Appointments	Administration	Report of additional compensation received by District officials when appointing themselves to committees, boards or commissions of other public agencies, special districts, joint powers agencies or joint powers authorities. Current report must be posted on the District's website.	FPPC Reg. 18705.5(c)(3); GC 34090	Recommended retention: Keep a paper copy of report for 2 years after removal from the agency's website
Agenda / Agenda Packets	Administration	Original agendas / special meeting notices / certificates of posting, etc. - Board of Directors meetings	GC 34090; Sec. of State Guidelines	Current + 2 years
Agenda reports (staff reports)	Administration	Documentation received, created and/or submitted to Board of Directors	GC 34090; Sec. of State Guidelines	Current + 2 years
Agreements (see also Contracts)	Administration	Original contracts and agreements and back-up materials, including leases, license agreements, service/maintenance contracts, etc.	CCP 337 CCP 337.2 CCP 343	4 years after termination/ completion
		Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property; may include records of retention releases, retention withheld, change orders, etc.	CCP 337.15	10 years after termination/completion

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Annexations / Reorganizations	Development	Notices, Resolutions, Certificates of Completion	GC 34090 GC 60201(d)(1)	Permanent
Annual Financial Report	Finance	May include independent auditor analysis	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Until audited + 7 years
Annual Reports (Consumer Confidence Reports)	Operations	A Drinking Water Report gives detailed information about the contaminants in tap water, which allows consumers to make informed choices about water and their health.	GC 60201, 40 CFR 141.33(a)	12 years
Appraisals	Development	For real property owned by District – Not a public record until real estate transaction is complete	GC 34090 GC 6254(h)	2 years
AQMD Permits, Originals	Operations	Copies at Main Office	GC 34090; 60201	Current + 2 years
Articles of Incorporation	Administration	A written instrument that creates and defines the rights and privileges of a corporation. May include, but is not limited to original charter, petitions for incorporation, constitution, by-laws, and amendments.	GC 34090 GC 60201	Permanent

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Assessments	Administration / Finance	Supplemental Assessments / DLP	GC 34090; 60201	Current + 2 years
Associations (ACWA, AWWA, etc.)	General Administration	Material received from Associations, including notices of meetings, agendas, publications, etc. Not District records		(none)
Audit Hearing or Review	Finance	Documentation created and or received in connection with an audit hearing or review	GC 34090	Until completion of audit + 2 years
Audit Reports	Finance	Financial services; internal and/or external reports	CCP 337, 343 Sec. of State Local Gov't. Records Mgmt. Guidelines	Current + 4 years Sec. of State recommended retention - Permanent [May be revised at a later time by Sec. of State or County officials]
Backflow Test Reports	Water	Reports of testing and maintenance – water supply	17 CCR § 7605	3 years
Bank Account Reconciliations	Finance	Bank statements, receipts, certificates of deposit, etc.	26 CFR 31.6001-1(e)(2)	4 years (Sec. of State Guidelines – recommended retention: until audited + 5 years)
Benchmark Data	Development	Horizontal, vertical & control	GC 60201	Current + 2 years

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Benefit Policies	Human Resources	Benefit plans (including “cafeteria” and other plans); health insurance programs; records regarding COBRA – extension of benefits for separated employees, insurance policies (health, vision, dental, deferred compensation, etc.)	29 CFR 1627.3(b)(2); 29 USC 1027; 28 CCR 1300.85.1; 11 CCR 560	For life of plan/policy + 6 years
Bids, Successful	Development	Includes plan and specifications; notices/affidavits.	GC 34090 CCP 337, 337.1	4 years
Bids, Unsuccessful	Development	Unsuccessful bid packages only	GC 34090 GC 60201	2 years
Biennial Review of the Conflict of Interest Code	Board Administration	Correspondence pertaining to review; the final revised Conflict of Interest Code is adopted by Resolution as an attachment, and is part of the Agenda Packet	GC 34092; 60201	Current + 2 years
Billing Adjustments	Administration / Finance		GC 34090; 60201	Until audited + 2 years
Billing records	Finance	Utility bill stubs – submitted with payment	GC 34090	Current + 2 years

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Board Staff Reports, Backup & original source files for Board Meetings	Administration / Engineering	This information is back-up information in addition to the Staff / Board reports kept by Board Administration. Originals should be imaged immediately for permanent retention and the paper copies should be retained for 2 years. The scanned record may serve as a permanent record	GC 60201	2 years
Bonds	Finance	Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements.	CCP 337.5	Upon cancellation, redemption, or maturity + 10 years
Bonds – Employee (Fidelity Bonds)	Finance	Form of insurance that covers the District for losses resulting from fraudulent acts of covered employees	GC 34090	Current + 2 years
Bonds - Final	Finance	Final bond documentation; monthly statement of transactions; supporting documents	CCP 337.5	Upon cancellation, redemption, or maturity + 10 years
Bonds – Paid/Cancelled	Finance	Paid or cancelled bonds; warrant certificates; interest coupons	CCP 337.5	10 years
Bonds – Unsold/Unused	Finance	Unsold/unused bonds	GC 34090 GC 43900 et seq.	2 years (specific requirements for disposal of unused bonds)
Bonds, Development	Finance	Housing; Industrial Development	CCP 337.5	Upon cancellation, redemption, or maturity + 10 years
Bonds, Surety	Finance	Documentation created and/or received in connection with the performance of work/services for the District	CCP 337	4 years

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Brochures/ Publications	Administration	Retain selected documents only for historic value.	GC 34090	2 years
Budget, Annual	Finance	Annual operating budget approved by the Board of Directors	GC 34090; Sec. of State Local Gov't. Mgmt. Guidelines	Until audited + 2 years; Sec. of State recommends permanent retention. May be revised at a later time.
California Environmental Quality Act (CEQA) / National Environmental Policy Act (NEPA)	Administration / Engineering	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations.	GC 60201 14 CCR 15095(c); CEQA Guidelines	Permanent
California Regulatory Agencies - CRWQCB, Lahontan, State Reports, Surface Water Monitoring, etc.	General Administration		GC 34090; 60201	Current + 2 years
California State Tax Records	Finance	Forms filed annually; quarterly and year-end reports	R&TC 19530 R&TC 19704	6 years

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Cal-OSHA	Human Resources	Personnel-Logs, Supplementary Record, Annual Summary (Federal & State-Cal OSHA)	LC 6410; 8 CCR 14307	5 years
Capital Improvement Program Budget – DRAFTS	Administration / Engineering	Drafts – Finance permanently maintains final versions	GC 60201	(none)
Capital Improvements, Construction	Public Works	Records on planning, design, construction, conversion or modification of local government-owned facilities, structures and systems. Agreements / Contracts, Bid Package (Winning), Board Letters (copy), Change Orders, Consultant Proposals (Successful), Environmental, Final As-Built Drawings (Record Drawings), Inspection Pictures, Inspection Reports, Material Testing, Permits (Design, Environmental), Preliminary Design Report, Rights of Way / Easements, Soils, Geotechnical Reports, Specifications, Submittals, Surveys, CAD files, Engineer's Calculation Files. [Paper copies should be maintained for 5 years. Originals should be imaged immediately for permanent retention. The scanned record may serve as a permanent record.]	GC 34090; 60201; 60203; H&S 19850; Sec. of State Local Gov't. Records Mgmt. Guidelines	Permanent

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Capital Improvements, Construction / Job Files – ADMINISTRATIVE FILE / INSPECTION FILE	Administration / Engineering	Project Administration: Bid Summary, Bonds, Certified Payroll, Grant Documents, Errors & Omissions, Insurance Certificates, Notifications, Progress Payments, Punch Lists, Videos Post-Construction & Pre-Construction, Correspondence (Transitory / Preliminary Drafts), Engineer's Estimates, Memoranda, Permits (Construction & Street Opening)	CCP 337.15, GC 60201	CL + 10 years
CCTV Inspections / Collection Tank Videos & DVDs – Condition Assessments	Administration / Engineering	Video recordings -- Documentation of Inspections with Field Notes	GC 53160, 53161, 60201	One (1) year if no other record exists. 90 days if another record exists (e.g., detailed written record, such as minutes)
CCTV Inspections / Collection Tank Videos & DVDs	Maintenance		GC 531260, 53161	One (1) year if no other record exists. 90 days if another record exists (e.g., detailed written record, such as minutes)

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Checks – District-issued	Finance	District checks paid – expense reimbursement to employees; payments to independent contractors; etc. Includes check copies; canceled or voided checks; electronic versions of checks District checks paid to vendors; other District payments. Includes check copies; canceled or voided checks; electronic versions of checks.	GC 60201(d)(12) CCP 337 Sec. of State Local Gov't. Records Mgmt. Guidelines; CCP 337; 26 CFR 31.6001-1(e)(2)	7 years Until audited + 4 years
Cities / Other Agencies	General Administration	Correspondence to or from CVWD pertaining to CVWD business	GC 34090; 60201	Current + 2 years
Citizen Feedback	Administration	General correspondence.	GC 34090	2 years
Claims Filed Against the District	Administration / Risk Management	Paid/Denied	GC 60201(d)(4); GC 34090	Until settled + 2 years
Closed Session Material	Board Administration		GC 34090; 60201	Current + 2 years
Collective Bargaining Agreements	Administration		29 CFR 516.5	Current + 3 years

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Comments & Correspondence – BOARD MEMBERS	Board Administration	Letters, memoranda, other types of correspondence authored by, or received by, the Board members	GC 34090; 60201	Current + 2 years
Comments & Correspondence – CUSTOMERS	Board Administration	Comments, correspondence, complaints regarding drinking water (odor, taste, color, etc.)	GC 60201, 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470	5 years
Comments & Correspondence – GENERAL MANAGER	Board Administration	Letters, memoranda, other types of correspondence authored by, or received by, the General Manager	GC 34090; 60201	Current + 2 years
Complaints – Customer Complaints – Water Quality, Water Outages	Customer Relations	Customer complaints regarding water quality – odor, taste, appearance; or water outages	40 CFR 122.41(j)(2) 22 CCR 64470	5 years
Complaints - Miscellaneous	Administration	Miscellaneous complaints, not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule.	GC 34090	2 years

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Complaints: Drinking Water	Operations or Maintenance	Color, Odor, Taste, etc.	40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470	5 years
Comprehensive Annual Financial Reports (CAFR)	Finance	Finance	GC 34090; CCP 337	Until audited + 4 years
Confined Space Entry Permits, Originals	Maintenance		40 CFR 122.41(j)(2)	3 years
Conflict of Interest Code	Administration	Conflict of Interest Code – required under Political Reform Act; must be reviewed by July 1st of every even-numbered year and amended if necessary	GC 87300 et seq.	Permanent
Consumption Reports	Operations	Historical Data in Excel	GC 60201	Current + 2 years

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Contracts	Administration	Original contracts and agreements and back-up materials, including leases, service/maintenance contracts, etc.	CCP 337 CCP 337.2	4 years after termination/ completion
		Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property; may include records of retention releases, retention withheld, change orders, etc.	CCP 337.15	10 years after termination/completion
Correspondence	Administration	General correspondence, including letters and e-mail; Various files, not otherwise specifically covered by the retention schedule.	GC 34090	Current + 2 years
Correspondence	General Administration	General correspondence, including letters and e-mail; Various files, not otherwise specifically covered by the retention schedule	GC 34090; 60201	Current + 2 years
Correspondence – DPH / DHS, etc.	Operations	General correspondence, including letters and e-mail; Various files, not otherwise specifically covered by the retention schedule	GC 34090; 60201	Two (2) years

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County Information	General Administration	General Plan Advisory, etc. Not District records.		(none)
Credit Cards, District-owned	Finance	Credit card bills or statements, and other records related to use of District-owned credit cards	GC 60201(d)(12)	7 years after date of payment
Customer Complaint Forms	Maintenance	May be Related to Drinking Water	40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470, GC 60201	5 years
CUWCC (California Urban Water Conservation Council) BMPs (Best Management Practices Reporting)	Water Use Efficiency	Backup to Reports	GC 34090; 60201	Two (2) years
CUWMP(California Urban Water Management Plan)	Water Use Efficiency	Water management plan for CVWD	Water Code section 10645	Retain the 2010 UWMP on file until the 2015 UWMP is adopted, unless the 2010 UWMP is amended before that time
Deeds, Real Property (Grant Deeds)	Development	File with recorded documents; originals may not be destroyed.	GC 34090 GC 60201(d)	Permanent

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Deferred Compensation Reports	Finance	Finance - pension/retirement funds	29 CFR 516.5 29 CFR 1627.3	3 years
Demographic/ Statistical Data	Administration		GC 34090	Current + 2 years
Deposits, Receipts / Cash Receipts / Cash Journals	Administration / Finance	Receipts for deposited checks, coins, currency	GC 60201, CCP 337	Until audited + 4 yrs
Direct Pay Forms	Customer Service		GC 34090; 60201	Current + 2 years
DMV Driver Information Reports	Administration / Human Resources	Personnel--Not a public record.	GC 34090 GC 6254(c)	Until superseded
DOT / Drug Tests	Human Resources		29 CFR 1627.3(b)(v), 49 CFR 382.401 et seq.; GC 12946, 60201, 49 CFR 653.71	5 years
Easements, Real Property	Engineering	File with recorded documents; originals may not be destroyed.	GC 34090	Permanent

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EEOC Records (Equal Employment Opportunity Commission)	Human Resources	Records, reports showing compliance with federal equal employment requirements (EEO-4 Reports, etc.)	29 CFR 1602.30	3 years
Election - Administrative Documents	Administration	Not ballot cards or absentee voter lists/applications.	GC 34090	2 years
Election – Affidavit Index	Administration	Voter registration index	EC 17001	5 years
Election - Ballots - Prop. 218 (Assessment Districts)	Administration	Ballots - Property related fees (assessment ballot proceeding) [Ballots are disclosable public records during and after tabulation]	GC 53753(e)(2)	2 years
Election - Ballots and Related Documents	Administration	STATE & LOCAL ELECTIONS: All ballot cards (voted, spoiled, canceled) arranged by precinct, unused absentee ballots, ballot receipts, absent voter identification envelopes, absentee voter applications. May be destroyed subject to any pending contest.	EC 17302, 17306, 17505	6 months
Election - Canvass	Administration	Notifications and Publication of Election Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results	EC 17304	6 months

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RECORDS RETENTION SCHEDULE – CRESTLINE VILLAGE WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Election - Certificates of Election	Administration	Certificates of election; original reports and statements	GC 81009(a)(d)	Termination + 4 years
Election - Election Official's Package of Documents	Administration	Package of 2 tally sheets, copy of index, challenge lists, assisted voters list. Public record - all voters may inspect after commencement of official canvass of voters	EC 17304	6 months
Election - Nomination Documents - successful	Administration	All nomination documents and signatures in lieu of filing petitions	EC 17100	during term and 4 years after
Election - Nomination Documents - unsuccessful	Administration		GC 81009(b)	5 years
Election - Precinct Records	Administration	From date of election: Precinct official material; declaration of intention; precinct board member applications; orders appointing members of precinct boards and designating polling places includes notice of appointment of office and record of service	EC 17503	5 months
Election - Roster of Voters	Administration	From date of election; initiative; referendum recall; general municipal election; Charter Amendments	EC 17300	5 years

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Election - Voter Affidavits	Administration	Affidavits of registration (including cancelled affidavits); voter registration index	EC 17000, 17001	5 years
Election - Voter Registration Signature Copy	Administration	Special District	EC 17000	5 years
Election Petitions - Initiative/Recall/Ref Charter Amendments	Administration	Not a public record - documents resulting in an election - retention is from election certification.	EC 17200, 17400 GC 6253.5; EC 17400; GC 34458-60	8 months
Election Petitions - No election	Administration	Not a public record. Not resulting in an election. Retention is from final examination.	EC 17200, 17400 GC 6253.5	8 months
Employee Benefits	Human Resources	Benefit plans (including “cafeteria” and other plans); health insurance programs; records regarding COBRA – extension of benefits for separated employees, insurance policies (health, vision, dental, deferred compensation, etc.)	29 USC 1027 28 CCR 1300.85.1 11 CCR 560 29 CFR 1627.3(b)(2)	For life of plan/policy + 6 years
Employee Bonds (Fidelity Bonds)	Human Resources	Form of insurance that covers the District for losses resulting from fraudulent acts of covered employees	GC 34090	While current + 2 years
Employee Files	Human Resources	Personnel files --Not a public record.	GC 12946 GC 6254(c)	While current + 2 years

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Employee Information - Applicant Identification Records	Human Resources	Personnel--Data regarding race, sex, national origin of applicants [Employee data must be kept separate from personnel files]	2 CCR 11013 (b), (c)(2)	Current + 2 years
Employee Information, General	Human Resources	Name, address, date of birth, occupation	GC 12946 29 CFR 1627.3 LC 1174	3 years
Employee Information, Payment	Human Resources	Rate of pay and weekly compensation earned	GC 60201	7 years
Employee Pre-Lists	Administration / Finance	Reports (Preliminary drafts – not required to be kept in the ordinary course of business)	GC 60201	(none)
Employee Programs	Human Resources	Includes EAP and Recognition	GC 34090 GC 12946	Current + 2 years
Employee Rights - General	Human Resources		GC 12946 29 CFR 1602.14	Length of employment + 2 years

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Employee, Medical & Exposure Records (toxic substances or harmful physical agents)	Human Resources	<p>Medical records are part of personnel file --not a public record.</p> <p>Includes medical records made or maintained by a physician, nurse, or other health care personnel, or technician pertaining to employees exposed to toxic substances or harmful physical agents.</p> <p>Does <u>not</u> include first-aid records of one-time treatment made on-site by a non-physician or observation of minor scratches, cuts, burns, splinters, etc., which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job.</p> <p>(For employees of less than 1 year, no need to retain medical records regarding exposure to toxic substances/harmful physical agents if they are returned to employee upon termination)</p>	<p>GC 6254(c)</p> <p>29 CFR 1910.1020</p> <p>8 CCR 3204 (d)(1)(A)(B)</p>	Length of employment + 30 years
Employee, Non-safety	Human Resources	Non-safety employee records may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations, disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID's)	<p>29 CFR 1627.3</p> <p>GC 12946</p>	Length of employment + 3 years

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Employee, Recruitment	Human Resources	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins	GC 12946 GC 34090 29 CFR 1602.31 29 CFR 1627.3	Current + 2 years
Employee, Reports	Human Resources	Employee statistics, benefit activity, liability loss	GC 34090	Current + 2 years
Employment - Personnel (by name)	Human Resources	Paperwork documenting internal and external training	GC 34090 GC 12946	Length of employment + 2 years
Employment - Public Safety	Human Resources	Certification/designations	GC 34090 GC 12946	Length of employment + 2 years
Employment - Surveys and Studies	Human Resources	Includes classification surveys, wage rates	GC 12946 GC 34090 29 CFR 516.6	2 years
Employment - Training Records (Not Ethics or Safety Training)	Human Resources	Sexual Harassment, etc.	GC 60201 GC 12946	Length of employment +2 years
Employment - Training Records, Non-Safety	Human Resources	Volunteer program training - class training materials, internships	GC 34090 GC 12946	Length of employment + 2 years

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Employment - Vehicle Mileage Reimbursement Rates	Human Resources	Annual mileage reimbursement rates	GC 34090	Until superseded
Employment Applications - Not Hired	Human Resources	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant	GC 34090 GC 12946 29 CFR 1627.3(b)(1)(i)	2 years
Employment Eligibility Verification (I-9 Forms)	Human Resources	Federal Immigration and Nationality Act; Immigration Reform/Control Act 1986	8 USC 1324a (b)(3) Pub. Law 99-603	3 years after date of hire, or 1 year after date of termination, whichever is later
Encroachment Permits	Administration / Engineering	For continuing Encroachments over District Easements, etc.	GC 60201(d)(8)	Permanent
Encroachment Permits – Annual Blanket	Administration / Engineering	CalTrans, Health Department, County, etc. (for Street Openings, Road Use, Construction purposes, etc.)	GC 60201(d)(8)	Permanent
Environmental Quality Air Quality (AQMD)	Development	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative	CCP 338(k); GC 34090	3 years
Environmental Quality Asbestos	Operations	Documents, abatement projects, public buildings	GC 34090	Permanent

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Environmental Quality California Environmental Quality Act (CEQA)	Operations	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	GC 34090 CEQA Guidelines	Permanent
Environmental Quality Congestion Management	Development	Ride sharing, trip management	GC 34090	Completion + 2 years
Environmental Quality Environmental Review	Development	Correspondence, consultants, issues, conservation	GC 34090	Completion + 2 years
Environmental Quality Pest Control	Development	Pesticide applications, inspections and sampling documents	GC 34090	Completion + 2 years
Environmental Quality Soil	Development	Analysis, construction recommendations	GC 34090	Completion + 2 years
Environmental Quality Soil Reports	Development	Final Reports	GC 34090	Permanent
ERISA Records (Employee Retirement Security Act)	Human Resources	Employee Retirement Income Security Act of 1974 - plan reports, certified information filed; records of benefits due	29 USC 1027 29 USC 1059	6 years

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Ethics Training Records	Board Administration	Records required to be kept under Gov. Code section 53235.2. Records must show dates that local officials satisfied the training requirements and the entity that provided the training	GC 53235.2	5 years after receipt of training
Facility Expansion Agreements	Administration / Engineering	Files related to facility expansion	GC 34090; 60201	Current + 2 years
Family and Medical Leave Act	Human Resources	Records of leave taken, District policies relating to leave, notices, communications relating to taking leave	29 CFR 825.500 GC 12946	While employed +3 years
Federal Tax Records	Finance	May include Forms 1096, 1099, W-4 and W-2	29 USC 436 26 CFR 31.6001.1-4 26 CFR 31.6001-1(e) 29 CFR 516.5-516.6	5 years after file date
FEMA Claims	Administration / Engineering	Storm Damage, etc.	GC 60201. FEMA Guidelines	3 years beyond date of final Financial Status Report
Financial Reports Generated from Financial System	Administration / Finance	The database is the original. (Trial Balances, Delinquency Reports, etc.)	GC 60201	(none)

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Fire Flow Letters	Administration / Engineering	Water pressure to fire hydrants. Paper copies should be maintained for CYE+2 years. Originals should be imaged immediately for permanent retention. The scanned record may serve as a permanent record	GC 34090; 60201	Current + 2 years
Fixed Assets Inventory	Finance	Reflects purchase date, cost, account number	GC 34090	Until audited + 2 years
Fixed Assets Surplus Property	Finance	Auction; disposal – Listing of property; sealed bid sales of equipment	GC 34090 CCP 337	Until audited + 4 years
Fixed Assets Vehicle Ownership & Title	Finance	Title transfers when vehicle is sold.	VC 9900 et. seq.	Until sold
Flow charts, Circular / Circular Charts	Operations		GC 60201	Current +_2 years
Forms	Administration	Administrative - blank		Until Superseded
FPPC Form 801 / 802 (Gift to Agency)	Board Administration	Gift to Agency Report / Tickets Provided to Agency Report – FPPC form showing payment or donation made to the District or to a District official and which can be accepted as being made to the District	2 CCR FPPC Reg. 18944, 18944.1, 18950.1	4 years (must be posted on District website)
Fund Transfers	Finance	Internal; bank transfers & wires	GC 34090	Until audited + 2 years

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General Ledgers	Finance	All annual financial summaries--all agencies	GC 34090 CCP 337 Sec. of State Local Gov't. Records Retention Guidelines	Until audited + 4 years Sec. of State Guidelines recommends permanent retention [May be revised at a later time by Sec. of State or County officials]
General Manager Projects	Board Administration	Various Projects – Example of records- major improvements, long-range planning, etc.	GC 60201, CCP 337.15	10 years
Gifts/Bequests	Finance	Receipts or other documentation	GC 34090	Until completed + 2 years
Grants – Successful Community Development Block Grant (CDBG); Urban Development; other Federal and State grants	Development	Grant documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, inventory, consolidated plan, etc.	GC 34090 24 CFR 570.502 24 CFR 85.42	Until completed + 4 years

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Hazardous Materials - Underground Storage Tank	Operations / Public Safety	Compliance: Documents regarding: storage, location, installation, removal, remediation, maintenance and repair	GC 34090	Permanent
Hazardous Materials - Exposure Records, etc.	Operations / Public Safety	Employee exposure records; name/identity of chemical substance used; when & where chemical substance was used	8 CCR 3204(d)(1)(B)	30 years
Hazardous Materials - Hazardous Waste Disposal	Operations / Public Safety	Documents regarding handling and disposal of hazardous waste [Permanent retention of environmentally sensitive materials is recommended]	CAL OSHA;	While current + 10 years
Hazardous Materials - Permits, Hazardous Materials Storage	Operations / Public Safety	[Permanent retention of environmentally sensitive materials is recommended]	GC 34090	While current + 2 years
Historical Records	Board Administration	Records with Significant Historical Value	GC 60201	(none)
Imported Water Supply	Board Administration	CLAWA, etc.	GC 34090; 60201	Current + 2 years

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Improvements (lighting, underground utility) – supporting documents	Public Works	Supporting documents – bonds, taxes, construction	GC 34090 Sec. of State Local Gov't. Records Mgmt. Guidelines	Permanent
Information Services, Policies	IT/ Communications	Management policies and supporting documentation regarding Information Technology	GC 34090; 60201	Current + 2 years
Insurance	Finance / Human Resources	Personnel related	GC 34090	Current + 2 years
Insurance Certificates	Finance	Liability, performance bonds, employee bonds, property: Insurance certificates filed separately from contracts, includes insurance filed by licensees.	GC 34090	Current + 2 years
Insurance Certificates (Use of Facilities)	General Administration		GC 34090; 60201	Current + 2 years
Insurance, Joint Powers Agreement	Finance	Accreditation, MOU, agreements and agendas	GC 34090	Current + 2 years

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Insurance, Liability/Property	Administration / Risk Management	May include liability, property, Certificates of Participation, deferred, use of facilities	GC 34090	Current + 2 years
Insurance, Risk Management Reports	Administration / Risk Management	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	29 CFR 1904.44 GC 34090	5 years (Federal) 2 years (State)
Investment Reports, Transactions	Finance	Summary of transactions, inventory and earnings report	GC 34090 CCP 337 Sec. of State Local Gov't. Records Retention Mgmt. Guidelines	Permanent
Invoices	Finance	Copies sent for fees owed, billing, related documents	GC 34090	Until audited + 2 years
Job Descriptions	Human Resources	Descriptions of duties, qualifications, responsibilities for each position/classification/job title	29 CFR 1627.3	While current + 3 years
Job Worksheets / Daily Work Sheets	Maintenance	(2004 & After)	GC 34090; 60201	Current + 2 years
Journal Entries / Journal Vouchers	Administration / Finance		GC 60201(d)(12)	7 years

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Lab Reports / Worksheets / Sampling / Chains of Custody / Red Log Books: DRINKING WATER	Operations	Lead & Copper (Contracted out)	22 CCR 64400.20; 22 CCR 64690.80	12 years (or 2 compliance cycles)
Lab Reports / Worksheets / Sampling / Chains of Custody / Red Log Books: DRINKING WATER	Operations	Chemical	40 CFR 141.33(a); 22 CCR 64470	10 years
Lab Reports / Worksheets / Sampling / Chains of Custody / Red Log Books: DRINKING WATER	Operations	Bacteriological & Organics	40 CFR 141.33(a); 22 CCR 64470	5 years
Lab Reports / Worksheets / Sampling / Chains of Custody / Red Log Books: WELLS	Operations	Well Water Quality	GC 34090; 60201	Current + 2 years

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LAFCO Correspondence	Administration / Engineering	Municipal service review and other documentation / correspondence	GC 34090; 60201	Current + 2 years
Leaks / Leak Reports	Maintenance		40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470	5 years
Legal Notices/Affidavits of Publication	Administration	Notices of public hearings, proof of publication of notices	GC 34090	2 years
Legal Opinions	Administration	Confidential – not for public disclosure (attorney-client privilege)	GC 34090	Until superseded + 2 years
Litigation	Administration	Case files	GC 34090	Until settled or adjudicated + 2 years
Maintenance Manuals	Operations	Equipment service/maintenance	GC 34090	Current + 2 years
Maintenance/Repair Records	Operations	Equipment	GC 34090	2 years
Marketing, Promotional	Administration	Brochures, announcements, etc.	GC 34090	2 years

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Marketing, Promotional	IT/ Communications	Brochures, announcements, etc.	GC 34090; 60201	Current + 2 years
Master Plans & Reports	Administration / Engineering	Water facilities master plans; hydraulic computer models	GC 60201	Permanent
Meter Operations	Operations	Reader reports; orders; tests; maintenance reports	GC 34090	2 years
Meter Reading	Operations	Reports and rebate reports	GC 34090	Current + 2 years
Minutes – Board meetings	Administration	Minutes of District Board meetings. Documents may be imaged immediately.	GC 34090, 60201	Permanent
Minutes – Committee meetings	Administration	Minutes of various meetings of temporary or non-standing committees (not subject to the Ralph M. Brown Act), including any documentation, memos, etc.	GC 34090	2 years
Miscellaneous Development Project files	Administration / Engineering	Paper copies should be maintained for 5 years. Originals should be imaged immediately for permanent retention. The scanned record may serve as a permanent record	GC 34090; 60201	Current + 2 years; District preference – 5 years
MOUs, Negotiations, Work Papers	Human Resources		GC 60201(d)(12)	7 years

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Newsletter, District	Administration	May wish to retain permanently for historic reference.	GC 34090	2 years
Notices – Public Meetings	Administration	Special Meetings	GC 34090	2 years
O&M Manuals / Manuals / Policies & Procedures	Maintenance or Operations		GC 60201	Current + 2 years
Oaths of Office	Administration	Elected and public officials – Board Members	GC 34090 29 USC 1113 Sec. of State Guidelines	Length of term/employment plus 6 years
Offers of Dedication / Conveyance Agreements	Administration / Engineering	Water offers of dedication from Developers	GC 34909; 60201	Current + 2 years
On Call Log Sheets	Maintenance		GC 34090; 60201	Current + 2 years
OSHA	Administration / Human Resources	OSHA Log 200, Supplementary Record, Annual Summary (Federal & State-Cal-OSHA)	LC 6410; 8 CCR 14307 29 CFR 1904.2 - 1904.6	5 years

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OSHA (Accident/Illness Reports)	Administration	Personnel - Employee Exposure Records & Employee Medical Records regarding exposure to toxic substances Not a public record	LC 6410; 8 CCR 14307; 8 CCR. 3204; GC 6254(c)	Duration of employment plus 30 years
Payroll - Federal/State Reports	Finance	Annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports	GC 60201	7 years
Payroll - Wage Rates / Job Classifications	Finance	Employee records	GC 60201	While current + 7 years
Payroll Deduction/ Authorizations	Finance	Finance	29 CFR 516.6(c) GC 60201	While Current + 7 years
Payroll records	Finance	Records that specify compensation paid to employees, officers	GC 60201(d)(12)	7 years after date of payment
Payroll records, terminated employees	Finance	Finance files	29 CFR 516.5 GC 60201	7 years from date of last entry
Payroll records, terminated employees	Finance	Finance files	29 CFR 516.5 GC 60201	7 years from date of last entry

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Payroll, registers	Finance	Payroll registers, payroll reports Registers that show labor costs by employee and program	29 CFR 516.5(a) LC 1174(d) GC 60201 Sec. of State Local Gov't Records Mgmt. Guidelines	7 years from date of last payment Sec. of State recommends permanent retention
Payroll, time cards/sheets	Finance	Employee	29 C.F.R. Part 516.6; Labor Code § 1174; Sec. of State Local Gov't. Records Mgmt. Guidelines	3 years per statute; Sec. of State Guidelines recommends until audited + 6 years
Permits: Operating, etc.	Operations	(copies sent to Main Office)	40 CFR 122.21, 122.41, GC 60201	3 years
PERS - Employee Benefits	Human Resources	Retirement Plan PERS Employee Benefit Plan – original document or copies	29 USC 1027 29 CFR 1627.3(b)(2); GC 34090	6 years Current + 2 years

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RECORDS RETENTION SCHEDULE – CRESTLINE VILLAGE WATER DISTRICT

Destruction of any record must be authorized according to District policy.

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Personnel Policies -- Rules and Regulations	Human Resources	Including employee handbooks, employee manuals, and other policies/procedures	29 CFR 516.6 29 CFR 1627.3(a)	Current + 3 years
Personnel Records	Human Resources	Other records (not payroll) containing name, address, date of birth, occupation, etc., including records relating to promotion, demotion, transfer, lay-off, termination	29 CFR 1627.3	3 years
Petitions	Administration	Submitted to District Board	GC 34090	Current + 2 years
Photographs and News Clippings	IT/ Communications	May contain photographs, newspaper or magazine clippings, commentaries and other items pertaining to the activities, actions of the District	GC 60201	(none)
Pipeline Installations	Administration / Engineering	Job Files for in-house and contract pipeline installations. Paper copies should be maintained for 5 years. Originals should be imaged immediately for permanent retention. The scanned record may serve as a permanent record	GC 60201, CCP 337.15	10 years
Policies, Administrative	Administration	All policies and procedures, directives rendered by the District not assigned a resolution number	GC 34090	Current + 2 years
Policies, District Board	Administration	Original policies adopted by the District Board	GC 34090	Current + 2 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Political Support/Opposition, Requests & Responses	Administration	Related to legislation.	GC 34090	2 years
Press Releases	Administration	Related to District actions/activities.	GC 34090	2 years
Pressure Vessel Certifications or Permits (Air Compressors, CNG Tank, Propane, etc.)	Operations		GC 34090; 60201	Current + 2 years
Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	Operations OR Maintenance		GC 34090; 60201	2 years
Procedure Manuals	Administration	Administrative	GC 34090	Current + 2 years
Property Acquisition/Disposition	Development	District owned. Supporting documents regarding sale, purchase, exchange, lease or rental of property by District	CCP 337.15	10 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Property, Abandonment	Development	Buildings, condemnation, demolition	GC 34090	Permanent
Proposition 218 Ballots & Protest Letters (Assessment Districts)	Board Administration	Property related fees (Assessment Ballot proceeding)	GC 53753(c)(2) California Constitution Art. XIII	2 years
Public Records Request	Administration	Requests from the public to inspect or copy public documents	GC 34090	2 years
Pump Stations / Lift Stations	Operations	(Software)	GC 60201	(none)
Purchasing / RFQ's, RFP's	Finance	Requests for Qualifications; Requests for Proposals regarding goods and services	GC 34090	Current + 2 years
Purchasing, Requisitions, Purchase Orders	Finance	Original Documents	GC 34090 CCP 337	Until audited + 4 years
Rebate programs	Water Use Efficiency	Toilet Retrofit, Shower Head, etc.	GC 34090; 60201	Current + 2 years
Record Drawings / Plans / Maps / "As Built"	Administration / Engineering	All originals should be maintained in Engineering, with copies at the various facilities	GC 60201	Permanent

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Recordings – audio (for preparation of meeting minutes)	Administration	Audio recordings of Board meetings – “made for whatever purpose by or at the direction of the local agency”	GC 54953.5(b)	Minimum 30 days
Recordings - routine video monitoring, telephone, and radio communications	Administration	Routine daily recording of telephone communications & radio communications; recordings of routine video monitoring, monitoring systems, or building security systems	GC 53160 GC 53161	Videos - 1 year; Phone & Radio communications - 100 days if recordings relate to a claim or pending litigation, they must be preserved until the matter is resolved.
Recordings, video – other events	Administration	Other than video recordings of public meetings; Considered duplicate records if another record of the same event is kept (i.e., written minutes)	GC 53160 GC 53161	90 days after event is recorded
Recordings, video recordings – meetings of legislative bodies	Administration	Recordings of public meetings made by or at the direction of the District (e.g., Board meetings)	GC 54953.5	30 days
Records Management Disposition/ Destruction Certification	Administration	Documentation of final disposition/destruction of records	GC 34090	Permanent
Records Retention Schedules	Administration		GC 34090	Current + 2 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Recruitments and Selection	Administration / Human Resources	Records relating to hiring, promotion, selection for training	29 CFR 1627.3	3 years
Regulatory Agencies	Administration / Engineering	AQMD, LRWQCB, USFS, etc.	GC 34090; 60201	Current + 2 years
Reports: State Reports to DHS / DPH / DWR	Operations	Monthly and Annual	GC 60201	3 years
Resolutions	Administration	Vital records – originals not to be destroyed, Image immediately.	GC 60201 GC 34090	Permanent
Returned Checks	Finance	Adjustments-NSF, etc. (not District checks)	GC 34090 Sec. of State Local Gov't. Records Mgmt. Guidelines	Until audited + 4 years
Road Permits	Maintenance		GC 34090; 60201	Current + 2 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Rules & Regulations	Administration / Engineering	Established by CVWD (other agencies are non-records – they are responsible for retaining them, and can be obtained from the Internet or by submitting a request to the agency.) For water service. Paper copies should be maintained for US +5 years. Originals should be imaged immediately for permanent retention. The scanned record may serve as a permanent record	GC 34090; 60201	Until superseded + 2 years
Safety Manual	Human Resources	Human Resources maintains the originals of the Safety Manuals; Maintenance & Operations maintains the Safety Meetings, agendas, Safety training material, sign-in sheets-copies	GC 34090; 60201	Current + 2 years
Safety Meetings, agendas, Safety training material, sign-in sheets-copies (originals maintained by the Safety Officer)	Maintenance or Operations	Safety Committee, Safety Training. Human Resources is responsible for maintaining the Safety Manual	GC 60201; 8 CCR 3203 et seq.	1 year
Salary/Compensation Studies, Surveys	Human Resources	Studies or surveys of other agencies regarding wages, salaries and other compensation or benefits	GC 34090	While current + 2 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Sanitary Sewer Overflows (SSOs)	Maintenance		SWRCB Order 2006-03, GC 60201	5 years
Sanitary Surveys	Operations		40 CFR 141.33(c)	10 years
SCBA (Self Contained Breathing Apparatus)	Maintenance		GC 34090; 60201	Current + 2 years
Service Orders / Work Orders	Water Use Efficiency	All Data is entered into database (paper is a preliminary draft, not retained in the ordinary course of business). Leaks, Meter Swaps, Re-Reads, No-Reads, Fire Fly Swaps, Meter Repair, etc. Information is retained in the database	GC 60201	(none)
Service Request Form	IT/ Communications	Form used to request technical support. (Preliminary draft document – not retained in the ordinary course of business)		None
State Controller	Finance	Annual reports.	GC 34090	2 years
State Tax Records	Finance	Filed annually; quarterly	Refer to Federal Tax Records	5 years after file date

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RECORDS RETENTION SCHEDULE – CRESTLINE VILLAGE WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Statement of Facts – Roster of Public Agencies Filing (State of California)	Board Administration	Form # SEC/STATE NP/SF 405	GC 34090; 60201	Current + 2 years
Statements of Economic Interest (SEI) - Form 700 (copies) (elected officials)	Administration	Copies of original statements of elected officials forwarded to Fair Political Practices Commission.	GC 81009(f), (g)	4 years (can image after 2 years)
Statements of Economic Interest Statements (SEI) - Form 700 (originals) - non-elected	Administration	Originals of statements of designated employees	GC 81009(e), (g)	7 years (can image after 2 years)
Stop Payments	Finance	Finance - bank statements	GC 34090	2 years
Strategic Plans	General Administration		GC 34090; 60201	Current + 2 years
Studies & Reports	Administration / Engineering	Various Engineering Studies & Reports, including Feasibility Studies. Paper copies should be maintained for 5 years. Originals should be imaged immediately for permanent retention. The scanned record may serve as a permanent record	GC 34090; 60201	Current + 2 years; District preference – 5 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Supplemental Water Fees (Prop 218 Fees) / Tax Letters	Administration / Finance	File submitted to County Assessor for inclusion on Property Tax bill	GC 34090; 60201	Current + 2 years
Taxes, Special	Finance	Special tax levied by a local agency on a per parcel basis	CCP 338	Until audited + 3 years
Underground Service Alert-USA Tickets	Maintenance	Both Received and Called In	GC 4216.2(d) & 4216.3(d), 60201	3 years
Underground Utility – supporting documents	Operations / Maintenance	Supporting documents for improvements, lighting – bonds, taxes, construction	GC 34090 Sec. of State Local Gov't. Records Mgmt. Guidelines	Permanent
Unemployment Claim Files	Human Resources		GC 60201(d)(12)	7 years
Unemployment Insurance Records	Human Resources		IRC 3301-3311	4 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Used Oil Disposal	Maintenance		22 CCR 66266.130(c)(5), H&S 25250.18(b), 25250.19(a)(3) et seq.	3 years
USFS Special Use Permits	Administration / Engineering	SUP Files, Meeting Notes, Correspondence	GC 34090; 60201	Current + 2 years
Utility Services – Applications	Administration	Applications for utility connections, disconnects, registers, service	GC 34090; Sec. of State Guidelines recommendation	Current + 2 years
Utility Services - Billing Records	Administration	Customer name, service address, meter reading, usage, payments, applications/cancellations	GC 34090; Sec. of State Guidelines recommendation	Until audited + 2 years
Utility Services - Connection Records	Administration	Maps, water line connections	GC 34090; Sec. of State Guidelines recommendation	Permanent

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Utility Services - Journals, Utility Billing	Administration	Billing including monthly activity	GC 34090; Sec. of State Guidelines recommendation	Current + 2 years
Utility Services - Meter Reading; Reports	Administration		GC 34090	Current + 2 years
Utility Services - Utility Rebates, Reports	Administration		GC 34090	Current + 2 years
Vehicle & Equipment History Files	Maintenance		GC 34090; 60201	Current + 2 years
Vehicle Titles (“Pink Slips”)	Human Resources		GC 60201, VC 9900 et. seq	Until sold
Vouchers - Payments	Finance	Account postings with supporting documents	GC 34090 CCP 337	Until audited + 4 years
Wage Garnishment	Finance	Wage or salary garnishment	CCP 337	Active until garnishment is satisfied; then retain until audited + 4 years
Warrant Register/Check Register	Finance	Record of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information)	GC 34090	Until audited + 2 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Water Conservation Enforcement: Letters, Violations, etc.	Water Use Efficiency	Scanned to the Customer's account	GC 34090; 60201	Current + 2 years
Water Conservation Enforcement: Pictures	Water Use Efficiency	Stored on hard drives to document violations	GC 34090; 60201	Current + 2 years
Wells	Operations	Production, Water Quality	GC 34090; 60201	Current + 2 years
Will Serve Files / Tract Files / Private Development / Service Availability Letters & Applications – Letters and Research	Administration / Engineering	Various investigations and records related to providing water service to various properties. Paper copies of should be maintained for 5 years. Originals should be imaged immediately for permanent retention. The scanned record may serve as a permanent record	GC 34090; 60201	Current + 2 years; District preference – 5 years
Workers Compensation Files	Human Resources	Work-injury claims (including denied claims); claim files, reports, etc.	8 CCR 10102 8 CCR 15400.2	Until settled + 5 years

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Crestline Village Water District

Request for Destruction of Obsolete Records

To: General Manager

From: _____

I am requesting approval to destroy the obsolete records below.

Date Of Record	Description Of Record

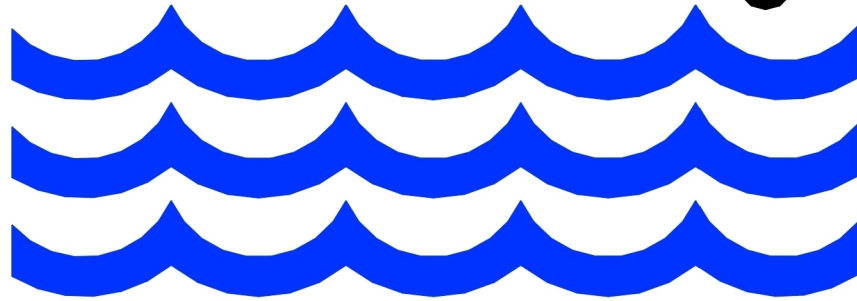
The obsolete records described above will be destroyed by the following method:

- Shredding Burning Other (please specify)

General Manager: _____ Date: _____

This form only authorizes destruction once signed by General Manager.

crestline village



WATER DISTRICT

CRESTLINE VILLAGE WATER DISTRICT

ADMINISTRATIVE CODE

Updated 12/2006
Updated 01/21/2014

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**Crestline Village Water District
Administrative Code**

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