

**RESOLUTION 2018-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT  
AMENDING THE DISTRICT'S OPERATIONS POLICIES AND  
PROCEDURES MANUAL, PART III, SECTION 19: RECORDS  
RETENTION**

**WHEREAS**, Government Code Section 60200 et. seq. provides a procedure for public records retention, transfer, duplication and destruction; and

**WHEREAS**, the Board of Directors of Beaumont-Cherry Valley Water District has previously established and adopted a records management policy to provide for the retention, transfer, duplication and destruction of District records on a continuing basis; and

**WHEREAS**, it is necessary to amend the Operations Policies and Procedures Manual and update this program to comply with established guidelines and archival procedures for records retention,

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Beaumont-Cherry Valley Water District as follows:

**Section 1:** That the Board of Directors of the Beaumont-Cherry Valley Water District hereby adopts the Records Management Program attached hereto as Exhibit A, and incorporated herein by this reference in order to establish a uniform pattern and policy for the orderly retention, transfer, duplication and destruction of records of the Beaumont-Cherry Valley Water District.

**Section 2:** The records identified within the District's Records Management Program are hereby authorized to be retained, transferred, duplicated and / or destroyed as provided within said Program, upon request of the appropriate District personnel and approval of the department head and general manager, without further action by the Board of Directors of the Beaumont-Cherry Valley Water District.

**BE IT FURTHER RESOLVED** that Part III, Section 19: Records Retention of the BCVWD Operations Policies and Procedures Manual is hereby rescinded and replaced.

**PASSED AND ADOPTED** this 11th day of April, 2018 by the following vote:

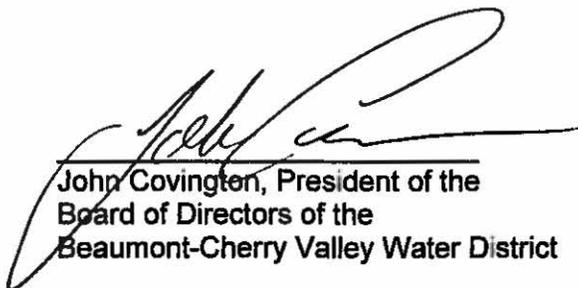
**AYES:** COVINGTON, DIAZ, HOFFMAN, RAMIREZ, SLAWSON

**NOES:**

**ABSTAIN:**

**ABSENT:**

**ATTEST:**

  
\_\_\_\_\_  
John Covington, President of the  
Board of Directors of the  
Beaumont-Cherry Valley Water District

  
\_\_\_\_\_  
Claudeen C. Diaz, Secretary to the  
Board of Directors of the  
Beaumont-Cherry Valley Water District

## EXHIBIT A - SECTION 19 - RECORDS RETENTION

- A. **Goal.** To provide guidelines to staff regarding the retention or disposal of district records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.  
The measure of an effective records management program is whether a record can be produced when needed.
- B. **Records.** The California Public Records Act (CPRA) (Government Code Sections 6250-6276.48) defines a public record as "any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics."
- C. **Value.** Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District. Vital records are listed in Appendix A.
- D. **Implementation.** The Board of Directors' approval of this Records Management Policy by Resolution constitutes authority for the General Manager 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 of records, specified below and as per Appendix B, the Records Retention Schedule.
- E. **Authority.** Pursuant to the provisions of California Government Code §§60200 through 60203, California Water Code §21403, and the guidelines prepared by the State Controller's office and the California Secretary of State Local Government Records Management Guidelines, the following qualifications will govern the retention and disposal of records of the District:
- i. **Duplicate.** 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. **Recent Documents.** Originals of records, papers and documents more than two (2) years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.
  - iii. **Necessity.** 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.
  - iv. **Legal Requirements.** 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:
    - a. **Satisfies Standard.** The record, paper or document is scanned, photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards, or copied to an approved electronic media;

- b. **Accurate Reproduction.** The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details;
- c. **Accessible.** The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media;

When records not covered by the Records Retention Schedule (Appendix B) no longer fulfill the value for which they were created, they should be destroyed unless they have some historic or research significance.

If a federal or state statute or regulation specifies a longer retention period for any records, the statute or regulation overrides this schedule.

- v. **Non-Records.** Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents.
- vi. **Unnecessary Record.** Any record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five (5) years from the end of the fiscal period to which it applies.
- vii. **Transitory Record.** Records whose value is comparatively short-lived and should be discarded when they have fulfilled the purpose for which they were created. Examples: copies of reproduced / printed material of general information, originals / copies of documents kept solely for tickler, suspense or follow-up, preliminary work materials used for preparation of studies, reports, etc., duplicates / extra copies of records, and appointment logs / charts

## Appendix A

### Definitions for Records Retention and Disposal Policy

A. **Vital Records.** Records which, because of the information they contain, are essential to one or all of the following:

- i. The resumption and/or continuation of operations;
- ii. The recreation of legal and financial status of the District, in case of a disaster;
- iii. The fulfillment of obligations to bondholders, customers, and employees.
- iv. Vital records include but are not limited to the following:
  - a. Agreements
  - b. Annexations and detachments
  - c. As-built drawings
  - d. Audits
  - e. Contract drawings
  - f. Customer statements
  - g. Deeds
  - h. Depreciation schedule
  - i. Disposal of surplus & excess property
  - j. Disposal of scrap materials
  - k. District insurance records
  - l. District water rights
  - m. Employee accident reports, injury claims & settlements
  - n. Employee earning records
  - o. Employee fidelity bonds
  - p. Employee insurance records
  - q. Encroachment permits (by others)
  - r. Encroachment permits (by BCVWD)
  - s. Facility improvement plans
  - t. Improvement districts
  - u. Individual water rights
  - v. Individual claims / settlements
  - w. Inventory
  - x. Journal vouchers
  - y. Ledgers
  - z. Licenses and permits
  - aa. Loans and grants
  - bb. Maps
  - cc. Minutes of Board meetings
  - dd. Payroll register
  - ee. Policies, Rules and Regulations
  - ff. Purchase orders and requisitions
  - gg. Resolutions
  - hh. Restricted materials permits
  - ii. Rights of Way and easements
  - jj. Spray permits
  - kk. Statements of Economic Interest
  - ll. State surplus acquisitions
  - mm. Warehouse requisitions
  - nn. Warrants (with backup)
  - oo. Warrant / voucher register
  - pp. Water rights history

ALL DEPARTMENTS

DEPT	REC #	DESCRIPTION	ACTIVE (In Office)	INACTIVE (Storage)	TOTAL RETENTION	COMMENTS / REFERENCES
<b>ALL DEPARTMENTS</b>						
Board Secy	AGR-001	Board Approved: <b>Agreements, Contracts, Task Orders</b> (specifications, scope of work, notices of completion, etc.)	T + 5 yrs <b>VITAL</b>	S, Keep orig – send to storage @5 y	T + 10.5 yrs	All original, executed agreements approved by BOD are sent to Dist Secy; GC 60200
Lead Dept	DEP-001	<b>Affidavits of Publication</b> / Public Hearing Notices / Legal Advertising / Affidavits of Posting / Proof of Publication	CY + 2	S / D	CY +2	Brown Act challenges must be filed 30 or 90 days of action; Statute of Limit on govt actions is 3-6 mos. GC 34090, CCP 337, 394.4; GC 60201, 54960
Lead Dept	DEP-002	Non-Board Approved: <b>Project Admin files</b> (correspondence, project administration, schedules, certified payrolls, insurance certificates, invoices, logs, RFP, etc.)	Originals: Completion date + 6 mos	10 years S, Keep orig	Completion + 10.5 years	Covers E&O Statute of Limitations (file insurance certs w/ Agreement). Audit standards = 4-7 yrs; Statute of Limitations: Contracts and specs= 4 yrs, Wrongful Death = comp.+5 yrs, Developers=comp+ 10 yrs. CCP 337 et seq, GC 60201
Lead Dept	DEP-003	<b>Surveys / Questionnaires</b> (issued by Dist.): Reports/ summaries / findings	2 yrs	0	2 yrs	Keep until no longer required; min. 2 yrs. Survey forms can be destroyed as drafts.
All Depts	DEP-004	<b>General Correspondence</b> – Routine Admin, chron files, letters, memos, working files, etc.	CY + 2	4 years S / D	6 yrs	GC 60201. Legal requirement: CY +2
All Depts	DEP-005	<b>Correspondence</b> with regulatory agencies	10 yrs	S / D after 10	10 yrs	

Unless considered a transitory or non-record, all records shall be kept a minimum of two (2) years.

**INDEX OF ABBREVIATIONS**

AE = After Expiration	AU = After Audit is settled	CR = Creation (of the record) Date	CU = Current
AV = Administratively valuable	BP = Best Practice	CY = Current year (calendar year end)	DND = Do Not Destroy
CL = Closed/Completed –also means: after final resolution (as in an injury or litigation) after expiration (as in a contract), after final payment, etc. A record is considered "Closed" when no further action is pending or required.			
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All Depts	DEP-006	<b>Correspondence:</b> Transitory / Drafts: Not retained in ordinary course of business – calendars, lists, email, social media, invitations, IMs, logs, mailing lists, thank-yous, transmittals, undeliverable evps, voice mail	When no longer required	S if AV, otherwise D		Retain based on content per Public Records Act. GC 60201, GC 6252
All Depts	DEP-007	<b>Personnel:</b> EE Leave requests, vacation requests kept within department	When no longer required	D	+/- 2 yrs	Dept preference. Prelim draft / transitory record. GC 60201, 6252
All Depts	DEP-008	<b>Personnel records:</b> Send all records / files to HR upon EE’s separation, incl. supv.’s notes.	T		T	Destroy copies, incidentals at Termination. Route all to HR.
All Depts	DEP-009	<b>Reference materials:</b> brochures, flyers, manuals, etc. produced by outside organizations (i.e. CSDA, ACWA, etc.)	When no longer required	D	D	Non-records
All Depts	DEP-010	<b>Reference materials:</b> procedures, brochures, flyers, manuals, etc. produced by your department	2 yrs	S, Keep Orig for AV	Minimum 2 yrs	GC 60201
All Depts	DEP-011	<b>Reports and Studies,</b> historically significant (i.e. groundwater reports, etc.)	P	S +/- 10 yrs. DND	P	GC 60201
All Depts	DEP-012	<b>Reports and Studies,</b> NOT historically significant	10 yrs		10 yrs	If outdated, destroy after 10 yrs. If historically significant, retain P.
Lead Dept	DEP-013	<b>Grants – Successful:</b> i.e. CDBG, SRF, other Fed and State grants All supporting docs: agreement, rules and regs, apps, reports, contracts, project files, proposals, stmts, env review, inventory, plans, certified payroll, insurance certs, audit, etc.	AU + 1  <b>VITAL</b>	SCAN AU + 10	AU + 10	Min 5 yrs for most grants. Grants to local govts = 3 yrs from final pymt / exp report. SOS = 4 yrs. 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45

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						CFR 92.42; <a href="#">OMB Circular A-110</a> , & <a href="#">A-133</a> ; GC 60201
Lead Dept	DEP-014	<b>Grants – Unsuccessful:</b> Applications, correspondence	CY	1 + yrs, D or keep if AV	2 yrs or as AV	GC 60201

FINANCE					
REC #	DESCRIPTION	ACTIVE (In Office)	INACTIVE (Storage)	TOTAL RETENTION	COMMENTS / REFERENCES
FIN-015	<b>Accounts Payable:</b> 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.	2 yrs  Journal vouchers, ledgers = <b>VITAL</b>	5 yrs S / D	AU + 7 yrs	CCP 337 CFR 31.6001-1(e)(2) 40 CFR 122.41 (j)(2) WC 13263.2(b) GC 60201(d)(12) SOS Local Govt Rec Mgmt Guidelines
FIN-016	<b>Accounts Receivable:</b> Receipts for deposited checks, currency; checks received, reports, investments, receipt books, cash register tapes, payments for fees, permits, damage to property, etc.	2 yrs	5 yrs S / D	AU + 7 yrs	CCP 337 CFR 31.6001-1(e)(2) SOS Local Govt Rec Mgmt Guidelines
FIN-017	<b>Annual Financial Report</b>	AU + 2 yrs	5 yrs S, retain orig	P	GC 34090 SOS Local Govt Rec Mgmt Guidelines
FIN-018	<b>Audit Reports:</b> CAFR, Financial services, internal or external reports, independent auditor analysis, mgmt. letters	CY + 4  <b>VITAL</b>	S, retain orig P	P	SOS recommends permanent
FIN-019	<b>Bank Account Reconciliations:</b> Statements, receipts, certificates of deposit, audit trail, etc.	CY + 1	S / D	AU + 7	26 CFR 31.6001-1(e)(2) SOS Local Govt Rec Mgmt Guidelines

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BCVWD RESOLUTION 2018-05

ADOPTED 2018-04-11

FIN-021	<b>Bonds:</b> Authorization / public hearing records, prospectus, proposals, certificates, notices, (transcripts), registers, statements	CL + 10	S	CL + 10	Upon cancellation, redemption or maturity + 10 yrs CCP 336, 337.5, GC 43900
FIN-022	<b>Bonds:</b> Employee (Fidelity bonds): Covers employer for losses resulting from fraudulent acts of specified EE	CU + 2 <b>VITAL</b>	S / D	CU + 2	GC 34090
FIN-023	<b>Bonds:</b> Paid / Cancelled. Paid or cancelled bonds, warrant certificates, interest coupons	CY	10 yrs	10 yrs	CCP 337.5
FIN-024	<b>Bonds:</b> Unsold.	2 yrs	D	2 yrs	GC 34090, 43900 et seq
FIN-025	<b>Bonds:</b> Final. Final documentation, monthly statement of transactions, supporting documents	CY	T + 10	T + 10	Upon cancellation or maturity + 10 yrs CCP 337.5
FIN-026	<b>Bonds:</b> Development. Housing, industrial development	CY + 5	T + 10	T + 10	Upon cancellation or maturity + 10 yrs CCP 337.5
FIN-027	<b>Bonds:</b> Surety. Documentation created and/or received in connection with the performance of work / services for the district	4 yrs		CL + 4	CCP 337
FIN-028	<b>Budget,</b> annual Annual operating budget as approved by BOD	10 yrs	S, retain orig P	P	SOS Local Govt Rec Mgmt Guidelines
FIN-029	<b>Check register / warrants – (with backup)</b> approved by legislative body	AU + 2 <b>VITAL</b>		AU + 2	GC 34090
FIN-030	<b>Developer Trust Accts</b>	C + 2	C + 5	7 yrs	GC 60201
FIN-031	<b>Financial System database</b> (electronic files)	Indefinite		Indefinite	GC 12168.7
FIN-032	<b>Expense reimbursements</b> to employees and officers, travel expense reimbursements or travel compensation. Incl. ck copies, canceled or voided cks, electronic versions; all backup	T + 1 <b>VITAL</b>	9 yrs S / D	T + 10 yrs.	Law: 7 years after payment date GC 60201(d)(12)

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FIN-033	<b>Gifts / Bequests:</b> Receipts or other documentation	C + 2	D	C + 2	GC 34090
FIN-034	<b>Insurance Certificates:</b> Liability, performance bonds, employee bonds, property. File insurance certificates separately from contracts	CU + 2 <b>VITAL</b>	S / D	10 yrs	GC 34090
FIN-035	<b>Insurance, Risk Mgmt Reports</b> Federal OSHA forms, loss analysis, safety reports, actuarial studies	5 yrs (fed) 2 yrs (state)	D	5 yrs 2 yrs	29 CFR 1904.44 GC 34090
FIN-036	<b>Investment Reports, Transactions.</b> Summary of transactions, inventory and earnings report	AU + 4	S / D	AU + 4	GC 34090 CCP 337
FIN-037	<b>Inventory</b> – Physical inventory, worksheets, usage and receipt of material, cycle counts	CY + 2 <b>VITAL</b>	3 yrs	5 yrs D	GC 60200
FIN-038	<b>Payroll:</b> Deductions, authorizations. W2 forms, compensation records for EEs, officers  Signed timesheets	CU + 7 <b>VITAL</b>	S / D	Indefinite  7 yrs	29 CFR 516.6, GC 60201 (d)(12) IRS Reg 31.6001-1(e)(2), R&T 19530, 29 CFR 516.5-6, 29 USC 436, CCR 11000-11150, LC 1174.
FIN-039	<b>Payroll:</b> Terminated employees	CY	S / D	Indefinite	29 CFR 516.5, GC 60201(d)(12) 7 yrs from date of last entry
FIN-040	<b>Payroll:</b> Registers, reports Reports showing labor costs by employee and program	C + 2 <b>VITAL</b>	S / D	Indefinite	29 CFR 516.5(a), LC 1174(d) GC 60201. 7 yrs from date of last pymt SOS Local Govt Rec Mgmt Guidelines
FIN-041	<b>Payroll:</b> Wage rates / job classifications, check copies	CU	S / D	Indefinite	GC 60201(d)(12), CCP 337
FIN-042	<b>Payroll:</b> Wage Garnishment	Until satisfied	S / D	AU + 7	CCP 337
FIN-043	<b>PERS</b> Employee benefits: annual reports required under ERISA	CY + 2	S / D	6 yrs	29 USC 1027

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FIN-044	<b>PERS</b> Employee benefits: Plan documents – originals	CU + 2	D	CU + 2	29 CFR 1627.3(b)(2)
FIN-045	<b>Unemployment Insurance</b> records: claims, pymts, correspondence, etc	CU + 4	D	CU + 4	26 USC 3301-3311 CA UI Code CCP 343
FIN-046	<b>Deferred Compensation</b> Reports: Pension/retirement funds	CY + 3	D	3 yrs	29 CFR 516.5, 1627.3
FIN-047	<b>Worker’s Compensation:</b> Injury claims (including denied), claim files, reports, etc.	CU <b>VITAL</b>	CL + 5	CL + 5	8 CCR 10102 8 CCR 15400.2
FIN-050	<b>State Controller</b> annual reports filed	CY + 2	3 yrs, S/D	CY + 5	GC 34090
FIN-051	<b>Appraisals:</b> For real property owned by District – <i>Not a public record until real estate transaction is complete</i>	10 yrs	D	10 yrs	Not public until after sale complete. 24 CFR 85.42 & 91.105(h) & 570.502(b); 29 CFR 97.42 GC 6254(h), GC 34090
FIN-060	<b>Credit Cards</b> , District-owned: Bills or statements, and other records related to use of district-paid credit cards	CY + 1	S / D 6 yrs	7 yrs after date of pymt	GC 60201(d)(12)
FIN-061	<b>Fixed Assets</b> – Auction / Disposal / Sales / Surplused	CY + 2 <b>VITAL</b>	S / D 3 yrs	5 yrs	GC 60200, CCP 337
FIN-062	<b>Fixed Assets:</b> Inventory, depreciation sched. Reflects purchase date, cost, acct #	AU + 2 <b>VITAL</b>	SCAN	AU + 2	GC 34090
FIN-063	<b>Fixed Assets:</b> Vehicle ownership and Title	Until sold		Until sold	VC 9900 et seq
FIN-064	<b>Fund Transfers:</b> internal, bank transfers and wires	AU + 2		AU + 2	
FIN-065	<b>General Ledger:</b> All annual financial summaries, all agencies	CY + 2	SCAN	P	Best Practice SOS Local Govt Rec Mgmt Guidelines
FIN-066	<b>Purchasing</b> , requisitions, POs	CY + 1 <b>VITAL</b>	S / D	AU + 4	GC 34090, CCP 337
FIN-067	<b>Returned checks / ACH:</b> adjustments, NSF	AU + 4	D	AU + 4	GC 34090, CCP 337, 343
FIN-068	<b>Stop payments</b> (bank stmts)	2 yrs	D	2 yrs	GC 34090

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FIN-069	<b>Tax Records and Returns:</b> Federal and State Incl. Forms 1096, 1099, W-9, W-4 and W-2	CY + 6 yrs	SCAN	7 yrs after Filing Date	29 USC 436, 26 CFR 31.6001 1-4 29 CFR 516.5 – 516.6 IRS = 4 yrs after tax pd. IRS Reg 31.6001-1(e)(2), R&T 19530, 19704. CA FTB = 3 yrs.
FIN-070	<b>Taxes, Special:</b> Taxes levied by local agency on a per-parcel basis	AU + 3	D	AU + 3	CCP 338(m)
FIN-071	<b>Tax Exempt</b> status forms (990-N, 199-N)	P	P / S / D	P	
FIN-080	<b>Utility Billing:</b> Applications for connection, disconnects, registers, service	CY + 2	S / D	CY + 2	GC 34090 SOS Local Govt Rec Mgmt Guidelines Scan to customer account
FIN-081	<b>Utility Billing:</b> Billing. Customer name, service address, meter reading, usage, pymts, applications / cancellations, activity	AU + 2	Keep electronically	AU + 2	GC 34090 SOS Local Govt Rec Mgmt Guidelines
FIN-082	<b>Utility Billing Records:</b> Stubs submitted with payment; customer statements	CY + 1 VITAL	D	CY + 2	GC 34090 Scan to customer account
FIN-083	<b>Utility Billing:</b> Connection records. Maps, water line connections	AU + 2 VITAL	S / P	P	GC 34090 SOS Local Govt Rec Mgmt Guidelines
FIN-084	<b>Utility Billing:</b> Meter reading, reports, rebates	CY + 2	D	CY + 2	GC 34090

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ADMINISTRATION					
REC #	DESCRIPTION	ACTIVE (In Office)	INACTIVE (Storage)	TOTAL RETENTION	COMMENTS / REFERENCES
	<b>Board Administration</b>				
ADM-015	<b>Minutes, BOD:</b> Documents are to be imaged immediately. Paper records to be maintained permanently in vault.	P <b>VITAL</b>	SCAN / DND	P	P GC 34090, 60201(d)(3) SOS Local Govt Rec Mgmt Guidelines
ADM-016	<b>Minutes:</b> Standing Committee (less than a quorum of BOD)	CY + 2	S / D	P	GC 60201 All recommendations go to BOD
ADM-017	<b>Ordinances.</b> As approved by BOD	CU + 1	SCAN / DND	P	GC 60200. All originals permanent.
ADM-018	<b>Resolutions.</b> As approved by BOD	CU + 1 <b>VITAL</b>	SCAN / DND	P	All originals permanent. Vital Records. GC 34090, 60201
ADM-019	<b>BOD Agendas / Agenda packets:</b> Original agendas, certificates of posting, meeting notices, backup materials incl. staff reports, handouts. Sign-in sheets.	CY + 2	5 yrs S / D	Indefinite (electronic)	GC 34090 SOS Local Govt Rec Mgmt Guidelines
ADM-020	<b>Boards, Committees:</b> Residents Advisory bodies formed by the BOD: Minutes and Bylaws	CY + 2	S / D	P	GC 60201
ADM-021	<b>Correspondence:</b> BOD member correspondence	CY + 4		CY + 4	AV during term of office GC 60201
ADM-030	<b>FPPC Form 602, 635 – Lobbying Firm Activity.</b> Forms used when contracting with a lobbying firm	CY + 1	S / D	5 yrs	FPPC Reg 18615(d)
ADM-031	<b>FPPC Form 700:</b> Stmt of Economic Interests of elected officials	CU + 4 <b>VITAL</b>	SCAN after 2 yrs, D	CU + 7	GC 81009(f), (g)
ADM-032	<b>FPPC Form 700:</b> Stmt of Economic Interests – designated employees	CU + 4	SCAN after 2 yrs, D	CU + 7	GC 81009(e), (g)

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ADM-033	<b>FPPC Form 801:</b> Gift to Agency Report showing pymt or donation made to District or official	CY + 4 Must post on website 4 yrs	S / D	7 yrs	FPPC Reg. 18944 (c), (3)(F), (G) Gifts to an Agency, Part II
ADM-034	<b>FPPC Form 806:</b> Agency Report of Public Official Appointments	2 years	S / D	2 yrs	Post current report on District's website 2 CCR 18705.5; GC 60201, 60201
ADM-040	<b>Election: Campaign Statements</b> and other campaign reports (originals) – BOD	2 yrs	SCAN + 5 yrs	E + 7 yrs	GC 81009(c), (e), (g)
ADM-041	<b>Election:</b> Administrative documents	2 yrs	SCAN if important	E + 2 yrs	GC 34090
ADM-042	<b>Election:</b> Prop 218 Ballots, protest letters, list and related documents  Prop 218 undeliverable mail	CY + 4  3 mos	S, retain orig	E + 5 yrs	GC 53755.5(b)(4)  Transitory record.
ADM-043	<b>Election:</b> Notifications and publication of election records (vacancy notice, etc.)	CY + 6 mos	D	E + 6 mos	EC 17304
ADM-044	<b>Election:</b> Certificate of Election	CY + 4	S / P	T + 4 yrs	GC 81009(a), (d)
ADM-045	<b>Election:</b> Election Official's package of documents and Candidate Handbook	CY + 6 mos	D	E + 6 mos	EC 17304. Public may inspect after commencement of official canvass
ADM-046	<b>Election:</b> Nomination documents, successful: All documents and signatures	T + 4 yrs	4 yrs S / D	T + 8 yrs	
ADM-047	<b>Election:</b> Nomination documents, unsuccessful	CY	D after 5 yrs	E + 5 yrs	GC 81009(b)
ADM-048	<b>Election</b> Petitions –Initiative / Recall / Referendum / Charter Amendment	CY	D after 8 mos	E + 8 mos	Not a public record. EC 17200, 17400 GC 6253.5
ADM-049	<b>Election</b> Petitions – No Election	CY	D after 8 mos	E + 8 mos	Not public record. Retention is from final exam. EC 17200, 17400, GC 6253.5
ADM-050	<b>Oaths of Office</b> – Elected and public officials	CU + 6	S / retain orig	P	GC 36507, 60201; PC 801.5, 803(c) , 29 USC 1113
ADM-051	<b>Statement of Facts – Roster of Public Agencies</b>	P	SCAN / DND	P	

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BCVWD RESOLUTION 2018-05

ADOPTED 2018-04-11

<b>Business Administration</b>					
ADM-100	<b>District Formation:</b> Mergers, boundary changes, organization approved by BOD	P	SCAN / DND	P	
ADM-101	<b>Articles of Incorporation</b>	P	SCAN / DND	P	GC 34090, 60201
ADM-102	<b>Recordings, audio:</b> Made for whatever purpose by or at the direction of the local agency	Min 30 days		30 days	GC 34090 54953.5(b)
ADM-103	<b>Recordings, video:</b> public mtgs made by or at the direction of the district	Min 30 days		30 days	GC 54953.5
ADM-104	<b>Recordings, video:</b> routine monitoring, telephone and radio communications, video monitoring systems, building security systems	1 year	D	1 year	GC 53160 GC 53161
AGR-001	<b>Agreements / Contracts:</b> Originals incl. leases, license agreements, service / maintenance contracts, etc.	T + 4 yrs	S, Keep orig	T + 10.5 yrs	CCP 337, 337.2, 343
ADM-105	<b>District Property:</b> Originals re: development of real property, design specs, surveying, planning, supervision, testing or observation of construction or improvement to real property; may incl. records of retention releases, retention withheld, change orders, etc.	T + 10 yrs  <b>VITAL</b>		T + 10 yrs	CCP 337.15
ADM-110	<b>Communication: Brochures / Publications/Marketing / PR</b> (in-house): Retain only for historic value	CY + 2	S / DND	P	GC 34090
ADM-111	<b>Communication: News clippings</b>	Dept pref	S & D		Non-records
ADM-112	<b>Communication: Newsletter, District:</b> Retain selected documents for historic value	P	S / DND	P	

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ADM-113	<b>Communication: PR: Photos, videos, slides</b>	When no longer required	D or keep if AV		GC 60201
ADM-114	<b>Communication: Presentations, PowerPoints</b>	When no longer required	D		GC 60201
ADM-115	<b>Water Conservation</b> programs (info, correspondence, rebate apps, etc)	7 yrs	D	7 yrs	GC 60201. Depends on audit needs.
ADM-120	<b>Complaints:</b> Customer. Water quality – odor, taste, appearance; or water outages (Correspondence)	CY	SCAN + 3 yrs	5 yrs	40 CFR 122.41(j)(2) 22 CCR 64453(a) Claims must be filed in 6 mos
ADM-121	<b>Complaints:</b> Misc. Not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule	2 yrs	D	2 yrs	GC 34090  Claims must be filed in 6 mos
ADM-130	<b>Conflict of Interest Code:</b> Required under Political Reform Act	6 yrs	S / DND	P	GC 87300 et seq Review / amend even number years
ADM-131	<b>Ethics Training</b> Records. Must show date that official satisfied the training requirements and entity that provided the training.	CU + 5	S. D after 5 yrs	CU + 7	GC 53235.2. Ethics = 7 yrs recommended
ADM-140	<b>Correspondence, General:</b> letters, email, various files, not otherwise specifically covered by retention schedule	1 yr, then SCAN.	S / D	2 yrs	Electronic files may be retained. No need to print.
ADM-141	<b>Demographic / Statistical data</b>	CY +2	SCAN	2 yrs	GC 34090
ADM-150	<b>Legal Files: Legal Opinions</b> Confidential, atty-client privilege	S + 2	S / D	10 yrs /until outdated	GC 34090
ADM-151	<b>Legal Files: Litigation:</b> Case files	CL + 3		CL + 3	GC 34090

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ADM-152	<b>Legal Files: Claims</b> Against the District: Paid and denied, settlements	Until settled <b>VITAL</b>	SCAN after 3 yrs	CL + 5	GC 60200, 60201(6)
ADM-153	<b>Legal Files:</b> Miscellaneous	CL + 3		CL + 10	GC 60200; 60201.6
ADM-160	<b>Legislative Affairs: Political support/opposition</b> requests, responses re legislation	CY + 2	SCAN AV	CY + 2	GC 34090
ADM-161	<b>Public Records Act</b> requests	CY + 2	S / D	CY + 5	GC 34090, GC 60201(d)(5)
ADM-162	<b>Policies and Procedures:</b> Original policies adopted by BOD or GM	CU + 2 <b>VITAL</b>	S	CU + 2	GC 34090
ADM-163	<b>Maintenance Manuals.</b> Equipment service / maintenance records	T or AV		T or AV	GC 34090
ADM-164	<b>Purchasing:</b> RFQs, RFPs	CU + 2		CU + 2	GC 34090
ADM-165	<b>Records Mgmt:</b> Disposition / destruction certification	CU + 2	S / D after 3 mos	P	GC 34090, 60201(d)(10)
ADM-166	<b>Records Retention Schedules</b>	CU + 2	S / D after 3 mos	P	GC 34090
ADM-167	<b>Association records:</b> External (ACWA, CSDA, etc)	When no	Longer	required	GC 60201 Non-records
ADM-168	<b>Special Projects</b> and issues (varied) – working files	Min 2 yrs	Scan if significant	CY + 4	Vital while active. GC 60201
ADM-170	<b>Committees:</b> Internal, attended by employees (all records)	2 yrs		2 yrs	
ADM-171	<b>Consumer Confidence Report</b> (annual water quality report)	P	S / D after 12 yrs	P	State law req 12 yrs retention
ADM-172	<b>Landscape Plans</b> (commercial and residential)	P	S	P	GC 60201
ADM-200	<b>Annexations / Reorganizations:</b> Notices, resolutions, certificates of completion, detachments	P <b>VITAL</b>	S / DND	P	GC 34090, 60201(d)(1)
ADM-300	<b>Planning docs – i.e. IRWMP, UWMP</b>	P	P	P	GC 60201.7

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HUMAN RESOURCES					
REC #	DESCRIPTION	ACTIVE (In Office)	INACTIVE (Storage)	TOTAL RETENTION	COMMENTS / REFERENCES
HR-015	<b>Accident, Incident, Injury Reports:</b> Employees, with associated MSDS if chemical was involved <b>PUBLIC AND NOT PUBLIC</b>	Length of employment <b>VITAL</b>	30 yrs	T + 30 yrs	GC 6254c.8, CCR3204.d.a.A.B Does NOT incl health ins claims, first aid records
HR-016	<b>Cal-OSHA:</b> Personnel – logs, supplementary record, annual summary (federal and state)	CY + 1	SCAN 4 yrs	5 yrs	LC 6410, 8 CCR 14307 Must post annual log (300a) in office from Feb 1 – Apr 30
HR-017	<b>EEOC Records</b> (Equal Employment Opportunity Commission)	CY	SCAN, +3 yrs	3 yrs	29 CFR 1602.30
HR-018	<b>Employee stats,</b> benefit activity, liability loss	CY + 2	D	CY + 2	GC 34090
HR-019	<b>Employee Benefits:</b> Benefit plans, health insurance programs, records re: COBRA, extension of benefits for separated employees, insurance policies (health, vision, dental, deferred comp, etc.)	Life of Plan <b>VITAL</b>	+ 6 yrs	Life + 6 yrs	29 USC 1027 11 CCR 560 28 CCR 1300.85.1 29 CFR 1627.3(b)(2)
HR-020	<b>ERISA Records</b> (EE Retirement Income Security Act) – plan reports, filings	File date + 6 yrs	S / D	6+ yrs	29 USC 1027, 1059
HR-021	<b>Employee Programs:</b> Recognition, EAP, etc.	CY + 2	D		GC 12946, 34090
HR-022	<b>Employee Assn</b> Memorandum of Understanding and related documents	CY + 5	S / DND	P	29 CFR 516.5
HR-023	<b>Job Descriptions</b>	CU + 3	S / D	CU + 3	29 CFR 1627.3 Keep electronic indefinitely, filed by year

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HR-024	<b>Pre-employment records:</b> Job applications and resumes (not hired), employment referrals, inquiries, help wanted ads and job announcements, announcements of training, promotions or overtime, examination materials, answer sheets, job bulletins	CY + 3 yrs	D	CY + 3	2 yrs unless part of individual Personnel File GC 12946, 34090 2 CFR 1602 et seq 29 CFR 1627.3
HR-025	<b>Recruitment and selection:</b> records re hiring, promotion, selection for training	T + 3 yrs	D	T + 3 yrs	29 CFR 1627.3
HR-026	<b>Personnel Rules and Regs</b> – handbooks, manuals, other policies and procedures	CU + 3	SCAN	CU + 3	CFR 516.6 CFR 1627.3(a)
HR-027	<b>Employment</b> – Training Records (General, Internal and external). Sign in sheets, class materials.	CU + 2	S / D after 12 months	CU + 7	OSHA req 7 yrs. EEOC/FLSA/ADEA req 3 yrs for promotion, demotion, xfer or discharge. 2- 3 yrs for personnel actions. 8 CCR 3203, 29 CFR 1627.3(b)(ii), LC 6429(c); GC 12946, 60201,53235.2(b)
HR-028	<b>Employment</b> – Surveys and Studies: Class /Comp, etc., surveys of other agencies, benefits	2 yrs	S, Keep until not useful	CU + 2	GC 12946, 34090 29 CFR 516.6
HR-029	<b>Grievances</b> and informal complaints	CL + 2	S / D	CL + 2	GC 12946, 60201
HR-100	<b>I-9 forms</b> (File separately in one file)	T + 3	S / D	7 yrs or T+3	USCIS. May store electronically. 8 USC 1324a (b)(3), Pub Law 99-603
HR-101	<b>DMV Driver's Records Reports</b> (DMV Pull Notice program) (File separately in one file)	CY	SCAN, T + 7 yrs	T + 7 yrs	GC 36254(c), 4090; VC 1808.1(c). SOS Local Govt Rec Mgmt Guidelines
HR-201	<b>Personnel Files:</b> Employee info, general – name, address, DOB, title, egcy info, oath of office	T + 5	S / D	Indefinite	3 yrs by law, 5 yrs for convenience. GC 12946, 29 CFR 1627.3, LC 1174
HR-202	<b>Personnel Files:</b> Employee Benefit data: Enrollment forms, election of benefits, beneficiary designations, eligibility determinations, COBRA notices, PERS	T + 5	S / D	Indefinite	Not public record. Employee may file written request to view file; District must provide proper request form.

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HR-203	<b>Personnel Files:</b> EE Selection – App, resume, offer letter / contract, releases / authorizations, tests	T + 5	S / D	Indefinite	Not public record. Employee may file written request to view file; District must provide proper request form.
HR-204	<b>Personnel Files:</b> EE Training and Dev. Training records, Empl Assistance, tuition reimbursement, career planning, accomplishments, certificates	T + 5	S / D	Indefinite	Not public record. Employee may file written request to view file; District must provide proper request form.
HR-205	<b>Personnel Files:</b> Performance evals, change of status, promotions / demotions, disciplinary notices, discharge, layoff, transfer, recall	T + 5	S / D	Indefinite	Not public record. Employee may file written request to view file; District must provide proper request form.
HR-206	<b>Employment Agreements –</b> At-Will employees, temporary employees	T + 5	S / DND	Indefinite	CCP 337, 343
HR-207	<b>Personnel Files:</b> Misc. – EE signed receipts, vacation or leave requests, resignations, exit interview, term. checklist, unemployment challenges, verification of employment	T + 5	S / D	Indefinite	Not public record. Employee may file written request to view file; District must provide proper request form.
HR-300	<b>Personnel Files – Confidential.</b> Interview eval forms, pre-empl reference checks, EEO data, credit checks, settlement agreements, litigation material, criminal info	T + 5	S / D	Indefinite	Not public record. Not accessible to managers or employees.
HR-400	<b>Personnel Files:</b> Red File. EE Medical Records. First aid for injuries causing loss of work time, post-offer medical info, Workers Comp, Drug/alcohol test results, Disability leave info, voluntary medical info, med ins claims, ADA and accommodation requests, FMLA	T + 5	S / D	Indefinite	Not public record. Keep Medical file separate from main personnel file. CFR 29, Section 1910.20; GC Section 60200-60203; 8CCR 3204.

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HR-401	<b>Personnel Files:</b> Red File. EE Medical Records. Records made or maintained by a physician, nurse or other health care personnel re: EE exposed to toxic substances or harmful physical agents	T + 5	S + 29	T + 30 yrs for records of exposure	Not public record. Keep Medical file separate from main personnel file. GC 6254 (c) 29 CFR 1910.1020 8 CCR 3204 (d)(1)(A)(B)
HR-402	<b>Family and Medical Leave Act.</b> Red File. Records of leave taken, policies, notices, related communications	T + 5	S / D	Indefinite	29 CFR 825.500 GC 12946
HR-600	<b>Risk Management Administration</b>	CY + 5		10 yrs	

**ENGINEERING**

REC #	DESCRIPTION	ACTIVE (In Office)	INACTIVE (Storage)	TOTAL RETENTION	COMMENTS / REFERENCES
ENG-015	<b>Bids, successful:</b> Incl. plans and specifications, notices, audits	CY + 1	3 yrs	4 yrs	File orig with Agreement / Contract if appropriate (SEC-001)
ENG-016	<b>Bids, unsuccessful:</b> Bid packages	2 yrs	D	2 yrs	GC 34090, 60201
ENG-020	<b>Capital Improvements, Construction:</b> Records on planning, design, construction, conversion or modification of local govt owned facilities, structures and systems	5 yrs <b>VITAL</b>	P	P	GC 34090 H&S 19850 SOS Local Govt Rec Mgmt Guidelines
ENG-021	<b>Capital Improvements:</b> Supporting Documents: bonds, taxes, construction	P	SCAN, retain originals	P	GC 34090
ENG-022	<b>Capital Improvement: Job files / Eng project files</b> Project admin, certified payrolls, costs, fees and deposits, ins certs, labor compliance, logs, bonds, schedules	Upon completion	S / D	AU + 10	Statute of limitations = 4 yrs from breach, E&O = 10 yrs, death = 10 yrs

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ENG-023	<b>Capital Improvement: Job files / Eng project files</b> Permanent – large format drawings – finals and as-builts	Upon completion <b>VITAL</b>		P	14 CCR 15095
ENG-024	<b>Capital Improvement: Job files / Eng project files</b> Permanent – Specs, RFPs, change orders, construction photos, correspondence, close-out/acceptance, deeds, logs, easements, field inspections, testing reports, env docs, NOC, regulatory agency approvals, ROW, shop drawings, soils reports, structural calcs, surveys, encroachment permits, submittals, SAMPs, SWPPP task orders, variances	Upon completion <b>VITAL</b>	S / D	P	Keep for disaster prep purposes
ENG-030	<b>District Property: Deeds, Real Property:</b> File with recorded documents	P <b>VITAL</b>	SCAN, retain originals	P	GC 34090, 60201(d)
ENG-031	<b>District Property: Easements, Real Property:</b> File with recorded documents	P <b>VITAL</b>	SCAN, retain originals	P	GC 34090
ENG-032	<b>District Property:</b> acquisition / disposition: District owned. Docs re sale, purchase, exchange, lease or rental	CU + 2	SCAN + 8	CU + 10	CCP 337.15
ENG-040	<b>Real Property, Buildings:</b> condemnation, demolition, abandonment	P	SCAN	P	GC 34090
ENG-050	<b>GIS Database / data / layers</b>	REV <b>VITAL</b>			Print or save source data prior to replacing data if required for historical purposes. GC 60201
ENG-051	<b>Aerial maps (historical)</b>	P <b>VITAL</b>	S	P	
ENG-052	<b>CCTV inspection tapes / videos / digital recordings</b> – construction jobs, project inspections (all lines)	10 yrs	D	10 yrs	Statute of limitations = 4 yrs from breach, E&O = 10 yrs, death = 10 yrs

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ENG-053	Elevation certificates	P	S / D	P	
ENG-054	Encroachment permits issued by outside agencies (for Dist constr.)	2 yrs VITAL	S / D	2 yrs	GC 60201
ENG-055	Fire Hydrant Flow Tests (new placement / development)	P	S after 3 mos	P	GC 60201
ENG-056	Flood Hazard Letters	P	S after 3 mos	P	GC 60201
ENG-057	Flood Insurance Rate maps	REV			Non-records
ENG-058	Licenses other agencies (FCC, installation of private roads, O&M of sewer lines, etc)	VITAL . When superceded	When superceded	S / D	GC 60201
ENG-060	Source of Supply: SWP, SGPWA agreements, reports, orders	P VITAL	S	P	GC 60201
ENG-070	Utility clearance forms	2 yrs	S / D	2 yrs	GC 60201
ENG-080	Development: Acceptance of infrastructure, package, form 635	P	S, retain orig	P	GC 60201
ENG-081	Development: subdivisions / Tract files – correspondence, incidents, schedules	C + 10	S / D after 3 mos	10 yrs	Statute of limitations = 4 yrs from breach, E&O = 10 yrs, death = 10 yrs
ENG-082	Development: subdivisions / Tract files – Agreements, easements, fees, inspections, reports, ROWs, rights of Entry, Hydrology, geo studies, etc.	P VITAL	S, keep Orig	P	GC 60201
ENG-083	Development: final drawings	P		P	GC 60201
ENG-084	Development: Will Serve Letters (File Agreements in AGM-001)	P	S, Keep Orig	P	GC 60201
ENG-090	Bureau of Rec licenses, encroachment permits, easements	P VITAL	S, keep Orig	P	GC 60201
ENG-091	Land surveys / Survey books	P	S, keep Orig	P	GC 60201
AGR-001	Leases (Agreements)	P	S, keep Orig	P	Statute of limitations = 4 yrs; CCP 337
ENG-092	Rights of Way / Rights of Entry	P VITAL	S, keep Orig	P	GC 60201

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ENG-093	<b>Business plans:</b> Haz Mat inventory, disclosures for local Fire Dept	5 yrs	D	5 yrs	GC 60201
ENG-094	<b>CEQA / NEPA</b> docs prepared for District projects	P	S / D after project comp	P	Keep w/ project file
ENG-095	<b>CEQA / NEPA</b> docs prepared for non-District projects	CL+2	D	CL+2	Project completion + 2 yrs
ENG-200	<b>Annexations:</b> Annexations, boundary changes, detachments	<b>VITAL</b> Upon completion	S	P	GC 60201 Originals go to Board Secretary
ENG-300	<b>Master plans</b>	P	S	P	GC 60201

OPERATIONS					
REC #	DESCRIPTION	ACTIVE (In Office)	INACTIVE (Storage)	TOTAL RETENTION	COMMENTS / REFERENCES
OPS-015	<b>Backflow Test Reports</b>	5 yrs	S / D	5 yrs	17 CCR 7605(f)
OPS-020	<b>Meter Operations:</b> Reader reports, orders, tests, maintenance reports	CY + 2	D	CY + 2	GC 34090
OPS-021	<b>Meter Reading:</b> Reports and rebate reports	CY + 2	D	CY + 2	GC 34090
OPS-022	<b>Corrective Actions</b> (as a result of violation): Tier 1, 2 or 3 Public Notices for domestic water	10 yrs	S / D	10 yrs	40 CFR 141.33(b)(2), 22 CCR 64470(b)(2)
OPS-023	<b>Engine / Generator logs</b> (air quality): Fixed, stationary and portable equip.	2 yrs	S / D	2 yrs	AQMD req. 2 yrs
OPS-024	<b>Env Permits:</b> Fish takes, bird permits, authorizations, etc.	10 yrs min	S / D	10 yrs min	GC 60201
OPS-025	<b>Field books, Field test sheets</b>	CU	S / D 3 mos	CU + 3 mos	
OPS-030	<b>Lab reports and chains of custody / tabular summaries:</b> Domestic water chemical (incl chlorine residuals); Bacteriological and Organics	5 yrs	S / D	P	State law req 12 yrs. Lab repots may be kept, or data transferred to tabular summaries. 40 CFR 141.33(a)

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OPS-031	Lab reports and chains of custody / tabular summaries: non-compliance chemistry and biological: groundwater quality	5 yrs	S / D	P	No legal mandate GC 60201
OPS-032	Lab reports and chains of custody / tabular summaries: Domestic customer tap Lead and Copper	5 yrs	S / D	P	Law req 12 yrs or 2 compliance cycles (18 yrs). Reports may be kept or data incl. in summaries. 40 CFR 141.33(a)
OPS-040	NPDES Monitoring . Compliance	3 yrs min	S / D	3 yrs min	Fed law req 3 yr. 40 CFR 122.21, 122.41
OPS-041	NPDES Permits	Exp + 2	S / D	P	GC 60201
OPS-042	Recharge pond reporting	10 yrs min	S / D	10 yrs min	GC 60201
OPS-043	Sanitary Surveys	10 yrs	S / D	10 yrs	40 CFR 141.33(b)(3)
OPS-044	SCADA database (electronic data)	Indefinite <b>VITAL</b>		Indefinite	GC 12168.7
OPS-050	Source of Supply: Source Control / Industrial Pretreatment – Enforcement Actions, SOPs, program evals, reports, etc	CY + 10	S / D	CY + 10	EPA / Good practice stds. 40 CFR 122.21, 122.41; 40 CFR 792.195
OPS-051	Source of Supply: Source Water Assessments / Potential Well Sites	REV	S / D	REV	GC 60201
OPS-052	Source of Supply: Water audits	7 yrs		7 yrs	
OPS-053	Source of Supply: Water reports / studies: subbasin, subsidence, water investigations	P	S / Keep Orig	P	GC 60201
OPS-054	Source of Supply: Water Rights Permits, reports (annual), history	P <b>VITAL</b>	S / Keep Orig	P	GC 60201
OPS-055	Source of Supply: Water Supply Agreements	P <b>VITAL</b>	S / Keep Orig	P	Clerk of the Bd keeps all Agreements
OPS-056	Source of Supply: Well Depth to Water Levels	P	S / Keep Orig	P	GC 60201
OPS-057	Source of Supply: Well Driller Logs / Well completion	P	S / Keep Orig	P	GC 60201
OPS-058	Source of Supply: Well Permits / Dept of Health Permits	P <b>VITAL</b>	S / Keep Orig	P	GC 60201

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OPS-059	<b>Source of Supply: Well Water</b> Quality Data	P	S / Keep Orig	P	GC 60201
OPS-060	<b>Work Orders / Service</b> requests (computerized management system) all data entered	Indefinite		Indefinite	Retain electronic data
OPS-163	<b>Maintenance Manuals.</b> Equipment service / maintenance records	T or AV		T or AV	GC 34090
OPS-200	<b>Safety: USA Line Locations</b>	3 yrs	7 yrs	10 yrs	
OPS-201	<b>Safety: Emergency Plan</b> – Plan doc, Drill action reports	REV	S / Keep Orig	Until REV	
OPS-202	<b>Safety: Hazardous Waste</b> manifests / disposal	5 yrs	S / D	P	“Cradle to grave” liability
OPS-203	<b>Safety: Hazardous Materials</b> – Hazardous Waste Disposal: handling and disposal of haz waste	CU	10 yrs	CU + 10	Cal OSHA SOS Local Govt Rec Mgmt Guidelines
OPS-204	<b>Safety: Hazardous Materials</b> – Permits, Haz Mat storage records	CU + 2 <b>VITAL</b>	S / D	CU + 2	GC 34090 Permanent retention of environmentally sensitive materials is recommended SOS Local Govt Rec Mgmt Guidelines
OPS-205	<b>Safety: Hazardous Materials</b> – Exposure Records, etc.: EE exposure records, name/identity of chemical substance used, when/where substance used	T <b>VITAL</b>	T + 30	T + 30	8 CCR 3204(d)(1)(B)
OPS-206	<b>Safety: Hazardous Materials</b> – Underground Storage Tank: Compliance – docs regarding storage, location, installation, removal, remediation, maintenance and repair	P <b>VITAL</b>	S / D after 5 yrs	P	GC 34090

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Citations

CCP – Calif Code of Civil Procedure	LC – Labor Code
CCR – Calif Code of Regulations	EC – Elections Code
CFR – Code of Federal Regulations	R&T – Revenue and Taxation
H&S – Health and Safety	<a href="#">USCIS</a> – US Customs and Immigration Service
GC - Government Code	<a href="#">GC 34090</a>
<a href="#">California Secretary of State Records Management Guidelines</a>	<a href="#">GC 60200 et seq</a>
USC – U.S. Code	VC – Vehicle Code

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