

CARMICHAEL WATER DISTRICT
Regulations Manual

REGULATION TITLE: **Records Retention**

REGULATION NUMBER: **1040**

1040.10 The purpose of this regulation is to: provide the guidelines to Carmichael Water District (District) staff regarding the retention or disposal of the District's 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.

1040.20 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

1040.30 The General Manager is authorized by the Board of Directors (Board) to interpret and implement this regulation, and to cause to be retained or destroyed any or all such records, papers, documents consistent with the regulations governing the retention and disposal of records, specified below.

1040.40 Pursuant to the provisions of California Government Code sections 60200 through 60203, California Water Code section 21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the District.

1040.41 Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

1040.42 Except where a record is expressly required to be preserved according to Federal or California law, the District may destruct any original document without retaining a copy of the document as long as the retention and destruction of the document complies with the retention schedule as set forth in this regulation.

1040.43 In addition to the retention period required under this regulation, the District shall retain original administrative, legal, fiscal and/or historical records, papers, or documents with continued value (i.e., records for long-term transactions and/or special projects) until all matters pertaining to such records are completely resolved or the time for appeals has expired.

1040.44 Original 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:

1040.441 The record, paper or document is photographed, micro-photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copied to an approved electronic media;

1040.442 The device used to reproduce such record, paper or document on film or retrieve and print the document from the electronic media, is one which accurately reproduces the original thereof in all details; and.

1040.443 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 stores via electronic media.

1040.50 Pursuant to Government Code section 60201, the District shall not destroy any of the following records:

- a. Records relating to the information change of organization, or reorganization of the District;
- b. Ordinances and resolutions unless they have been repealed or have become invalid or otherwise unenforceable for five (5) years;
- c. Written, Board approved minutes of any meeting of the District
- d. Records relating to any pending claim, litigation, any settle other disposition of litigation within the past two (2) years;
- e. Records that are the subject of any pending request for records under the California Public Records Act, whether or not the record is exempt from disclosure, until the request has been granted or two (2) years after the request has been denied by the District;
- f. Records relating to any pending construction that the District has not accepted or for which a stop notice claim may be legally presented;
- g. Records relating to any non-discharged debt of the District;
- h. Records relating to the title to real property in which the District has an interest;
- i. Records relating to any non-discharged contract to which the District is a party;
- j. Records that have not fulfilled the administrative, fiscal, or legal purpose for which they were created or received;
- k. Unaccepted bids or proposals, which are less than two (2) years old, for the construction or installation of any building, structure or other public work; and,
- l. Records less than seven (7) years old that specify the amount of compensation or expense reimbursement paid to the District employees, officers, or independent contractors.

1040.60 See Appendix A- Records Retention and Disposal Schedule

ACCOUNTING/FINANCIAL							
Document Title	Minimum	Legal	Retention Storage			Description	
	Retention	Reference					
	Schedule		Office	Storage	Storage	Storage	
				1	2	3	
ACCOUNTING:							
Accounts Payable	Audit +4	GC 34090; CCP 337	Current Year		X		Invoices, check copies, supporting Documents
Accounts Receivable	Audit +4	GC 34090; CCP 337	Current Year		X		
BANKING:							
Bank Reconciliations	Audit +5	GC 34090	Current Year		X		
Bank Statements	Audit +5	26 CFR 31.6001-1 (e) (2)	Current Year		X		Bank Statements, canceled checks, certificates of deposit
Funds Transfers	Audit +5	GC 34090	Current Year		X		Bank transfers & wires
CERTIFICATES OF PARTICIPATION/ LOANS/GRANTS:							
Annual Reports	Life +10	GC 34090; CCP 337.5	Current Year	X			
Arbitrage	Life +10	GC 34090; CCP 337.5	Current Year	X			
Bank Statements	Life +10	GC 34090; CCP 337.5	Current Year	X			
Disbursements	Life +10	GC 34090; CCP 337.5	Current Year	X			
Issuing Documents	Permanent	GC 34090; CCP 337.5	Issuing Year	X			Final Bond Documentation
Loans	Life +10	GC 34090; CCP 337.5	Current Year	X			
Grants	Completed + 4	GC 34090; 24 CFR 570.502; 24 CFR 85.42	Current Year	X			Includes all supporting documents; applications, reports, contracts, project files, proposals, statements, inventory, environmental review, etc.
FIXED ASSETS:							
Additions/Deletions Reports	Audit +4	GC 34090; CCP 337	Current Year		X		
Depreciation Reports	Audit +4	GC 34090	Current Year		X		
Inventory	Audit +2	GC 34090	Current Year		X		Reflects purchase date, cost, account number
Surplus Property							
Auction	Audit +4	GC 34090			X		Supporting papers

ACCOUNTING/FINANCIAL						
Document Title	Minimum	Legal	Retention Storage			Description
	Retention	Reference				
	Schedule		Office	Storage	Storage	Storage
				1	2	3
Disposal	Audit +4	GC 34090			X	Supporting papers
Vehicle Ownership & Title	Life	VC 9900 et. Seq.			X	Title transfers when vehicle is sold
FINANCIAL REPORTS						
Annual Financial Reports-Audit	Completion +10	GC 34090	Current	X		Independent Auditor analysis
Audit Hearing or Review	Audit +2	GC 34090		X		Documentation created and or received in connection with an audit hearing or review
Audit Working Papers	Audit +4	GC 34090		X		
Balance Sheet	Audit +4	GC 34090	Current Year		X	
Budgets	Permanent	GC 34090	Current Year +1	X		Approved Annual Operating Budget
General Entries with Backup	Audit +4	GC 34090	Current Year		X	Monthly Financial Books
General Ledger	Permanent	GC 34090; CCP 337	Current Year		X	All annual Financials Summaries - Audited year end close
Income Statements	Audit +4	GC 34090	Current Year		X	
Journal Entries with Backup	Audit +4	GC 34090	Current Year		X	
Journal Reports	Audit +4	GC 34090	Current Year		X	
State Controller's Report	2 years	GC 34090	1	X		
Year End Closing	Audit +4	GC 34090	Current Year		X	
TAXES						
Federal Tax Records	File date + 5	29 USC 436; 26 CFR 31.6001. 1-4; 26 CFR 31.6001. 1(e); 29 CFR 516.5-516.6	Current Year	X		Includes Forms vendor's 1099

ADMINISTRATION									
Document Title	Minimum	Legal	Retention Storage			Description			
			Retention	Reference					
			Schedule		Office	Storage	Storage	Storage	
					1	2	3		
Articles of Incorporation	Permanent	GC 34090; GC 60201			X				
Brochures/Publications	2 years	GC 34090	Current Year		X			Retain selected documents only for historic value	
Demographic/Statistical Data	Current +2	GC 34090	Current Year		X				
Election-Ballots-Prop 218 (Assessment Districts)	Permanent	California Constitution Art. X111	Current Year	X				Property related fees (assessment ballot proceeding)	
Forms	Until Superseded	GC 34090	Active						
Maintenance Manuals	Current +2	GC 34090	Current Year		X			Equipment service/maintenance	
Maintenance/Repair Records	2 years	GC 34090	Current Year		X				
Newsletter, District	2 years	GC 34090	Current Year		X			May wish to retain permanently for historic reference	
Press Releases	Current +2	GC 34090	Active		X			Related to District actions/activities	
Property Acquisition/Disposition	10 years	GC 34090		X					
DOCUMENTS/REPORTS									
Emergency Response Plan	Superseded +2	GC 34090	X						
Illness Injury Prevention Program	Superseded +2	GC 34090	X						
Master Plan (Updates)	Permanent	GC 34090	X	X					
Mater Plan copies, work papers and drafts	Superseded +2	GC 34090	X		X				
Studies	Current +2	GC 34090			X				
Urban Water Management Plan	Superseded +2	GC 34090	X						
Vulnerability Assessment	Superseded +2	GC 34090	X						
HISTORICAL RECORDS									
History of CWD	Permanent	GC 34090		X					
Photographs/Videos	Permanent	GC 34090		X					

BILLING & ACCOUNT RECEIVABLES							
Document Title	Minimum	Legal	Retention Storage			Description	
	Retention	Reference			Storage	Storage	Storage
	Schedule		Office		1	2	3
BILLING:							
Billing Applications	Closed/ Completion +2	GC 34090	Current Year		X		Billing connections, disconnects, registers, service
Billing Adjustment Journal	Audit +2	GC 34090	Current Year		X		
Billing/Customer Records	Audit +2		Current Year		X		Customer name, service address, meter reading, usage, payments, complaints
Billing Resistors	Audit +2	GC 34090	Current Year		X		
Month End Reports	Audit +2	GC 34090	Current Year		X		Month End closing reports
Past Due Registers	Audit +2	GC 34090	Current Year		X		
48 Hour Registers	Audit +2	GC 34090	Current Year		X		
Shut Off Notices Registers	Audit +2	GC 34090	Current Year		X		
LIENS:							
Outstanding Liens Filed	Permanent	GC 34090	Current Year	X			
Redeemed Liens Paid	Permanent	GC 34090	Current Year	X			
METER READING REPORTS							
Account Changes	Audit +2	GC 34090	Current Year		X		
Meter Reading Reports	Audit +2	GC 34090	Current Year		X		
Meter operations	Audit +2	GC 34090	Current Year		X		Meter report for testing, maintenance, reads, re-reads
ACCOUNTS RECEIVABLE							
Cash Receipts Journals	Audit +4	GC 34090	Current Year		X		Checks received, reports, receipt books
Payment Stubs	Current +2	GC 34090	Current Year		X		

BOARD

Document Title	Minimum Retention	Legal Reference	Retention Storage			Description	
			Office	Storage	Storage	Storage	
				1	2	3	

BOARD APPLICATIONS

Applications for Board, Commissions, and Committees (not selected)	Closed/Completed +2	GC 34090	X			X	
Applications for Board, Commissions, and Committees (selected)	Termination +5 years	GC 34090; GC 40801	X			X	

BOARD MEETINGS

Agenda/Agenda Packets	2 years	GC 34090; GC 34090.5	X			X	Agendas, packets, & staff reports
Minutes	Permanent		Current Year			X	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices of Special meetings	2 years	GC 34090(d); GC 36814; GC 40801; GC 34090.7, 54960.1 (c) (1)	Current Year			X	Special Meetings

Ordinances	Permanent	GC 34090.7, 54960.1 (c) (1)	Current Year			X	
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Petitions	Supersede +1	GC 34090 (d) 40806	Current Year			X	Submitted to legislative body
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Resolutions	Permanent	GC 50115; GC 6253	Current Year			X	Legislative action
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Tapes, Audio/Video	30 days from recording	GC 34090 (d) 40801	Current Year				
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ELECTIONS							
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Certificates of Election	Termination +4 years	GC 34090.7, 54960.1 (c) (1)		X			Certificates of elections; original reports and statements
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Oath of Office	Supersede +6	GC 81009 (a) (d) GC 34090; 29 USC 1113				X	Elected and public officials - Board members
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POLICIES							
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Policies Manual	Supersede +2		Current Year			X	
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Rules & Regulations	Supersede +2	GC 34091	Current Year			x	
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CONTRACTS							
<i>Document Title</i>	<i>Minimum</i>	<i>Legal</i>	<i>Retention Storage</i>			<i>Description</i>	
	<i>Retention</i>	<i>Reference</i>					
	<i>Schedule</i>		Office	Storage	Storage	Storage	
				1	2	3	
AGREEMENTS							
Agency	Completion/ Termination + 4	CCP 337.2, 343; B&P 7042.5	Active		X		Includes leases, equipment, services or supplies.
Equipment	Completion/ Termination + 4	CCP 337.2, 343; B&P 7042.5	Active		X		Includes leases, equipment and supplies
Service	Completion/ Termination + 4	CCP 337.2, 343; B&P 7042.5	Active		X		Includes Services
CONTRACTS							
CAPITAL IMPROVEMENT (includes) REQUEST FOR PROPOSALS	Permanent	2.08.110; 48 CFR:2; GC 53066	Active	X			Construction GC 37090a; 4004; H&S 19850 Includes: planning, design, construction, modification of owned facilities, structures and systems
Project Files	Life + 10	CCP 337.2, 343; B&P 7042.5	Active				Includes contracts, notice of award, notice to proceed, notice of completion, accepted proposal/bid, submittals, change orders, etc.
Unaccepted Proposal/Bid	Current year +1	GC 34090; CCP 337,337.2	Active		X		Unaccepted bid packages only

HUMAN RESOURCES

Document Title	Minimum	Legal Reference	Retention Storage				Description
	Retention	Reference					
	Schedule		Office	Storage	Storage	Storage	
				1	2	3	
EMPLOYEE RECORDS							
Accident/Illness Reports	Duration of employment + 30 years	8 CCR 14307; 8 CCR 3204; GC 6254(c)					Not a Public Record
DMV Pulls	Current Year +2	GC 34090; GC 6254 c	X				Not a Public Record (At termination purge)
Economic Interest Statements Form 700 (copies)	4 years	GC 81009 (f), (g)	Current Year	X			Copies of statement (can image after 2 years)
Employment actions General (excluding Personnel File)	Current +3	29 CFR 1627.3	Current Year	X			Records relating to actions taken by District concerning employment actions generally (not including specific employee records such as layoffs, reductions in force, recalls, selection for training, transfers).
Employee Injury and Illness Logs (OSHA)	5 years following end of calendar year that the forms cover	29 CFR 1904.33 (OSHA); 29 CFR 825.500; 29 1630.14 (C) (1)	X				OSHA logs of work related injuries and illnesses and other logs, summaries and reports describing recordable cases of injury and illness, including the extent and severity of each case. Medical records to be stored separately in confidential and secure location
Employee Exposure to Toxic or Hazardous Materials	Duration of employment + 30 years	29 CFR 1910.1020 (OSHA); 29 CFR 825.500; 29 CFR 1630.14 (C) (1)	Current	X			Includes substance to which employee was exposed plus information related to the methods used to determine the actual exposure; the identity of employees exposed; detailed environmental monitoring records and material safety sheets can be destroyed at an earlier period provided that adequate summary records are maintained. Medical records to be stored separately in confidential and secure location
Employee Personnel Files (EXCLUDING Medical Records)	Duration of employment + 3 years	29 CFR 1910.1020	Current	X			Includes records relating to hiring, employment and termination, resumes, applications, employment offers, employment contracts, promotions, demotions, change in status, salary letters of recognition and disciplinary records.
Employee Policy Manual	Supersede + 2	GC 34090	1	X			General Employee information including benefit plans
Employee Programs	Closed/ Completion + 2	GC 34090; GC12946	1	X			Includes EAP and Recognition

HUMAN RESOURCES

Document Title	Minimum	Legal Reference	Retention Storage				Description
	Retention Schedule		Office	Storage	Storage	Storage	
				1	2	3	
Employee Rights	Termination + 2	GC 12946; 29 CFR1602; 29 USC211	1	X			Includes Arbitration, grievances, union requests, harassment & discrimination.
Collective Bargaining Agreements (MOU's)	Current Contract + Previous	29 CFR 516.5					
PAYROLL:							
Payroll- Adjustments	Audit + 4	GC 34090 29 CFR 516.5-516.6	1	X			For Audit purposes
I-9's	3 years after hire or 1 year after termination, which ever is later	8 USC 1324a (b) (3); Public Law 99-603	X				Federal Immigration and Nationality Act; Immigration Reform/Control Act 1986
Payroll Registers	Permanent		1	X			
Payroll records for terminated employees	7 years from the last entry	29 CFR 516.5; GC 60201	1	X			
Payroll-Wage Rates/Job Classifications	Current +7	GC 60201	1	X			
Contribution and PERS Employee Deduction Reports	Current +7	GC 34090; CAC 22-1085-2	1	X			Record of deductions (PERS) 26 CFR 31.6001-1; 29 CFR 516.5
Quarterly Payroll Reports	Audit + 6	GC 60201	1	X			
Quarterly Payroll Taxes	Audit + 6	GC 60201	1	X			
Timesheets (Employees & Directors)	Audit + 4	GC 34090; 29 CFR 516.2	1	X			Signed by employee for audit & FEMA reports
Recruitment:							
Solicited Job Applications/Resumes	Closed/ Completion + 2	GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3	1	X			Includes applications; resumes; alternate lists/logs; eligibility; interview materials; interview scoring and answer sheets; job posting.
Unsolicited Applications/Resumes	Destroy						
Employment Advertisements	2 years	GC 34090					Newspaper, website, bulletin board, newsletter, etc.

HUMAN RESOURCES							
Document Title	Minimum	Legal Reference	Retention Storage			Description	
	Retention	Reference					
	Schedule		Office	Storage	Storage	Storage	
				1	2	3	
Reports							
Deferred Compensation	3 years	29 CFR 516.5; 29 CFR 1627.3	Current Year	X			Pension/retirement funds
TAXES							
Federal Tax Records	Audit +6	29 USC 436; 26 CFR 31.6001. 1-4; 26 CFR 31.6001. 1(e); 29 CFR 516.5-516.6	Current Year	X			Includes Forms 1096, 1099, W2 & W4
OTHER							
Salary Surveys	2 years	GC 34090	Current	X			Surveys of other agencies
Attendance Records	2 years		X				

INTERNET & COMMUNICATIONS

Document Title	Minimum	Legal	Retention Storage			Description	
	Retention	Reference					
	Schedule		Office	Storage	Storage	Storage	
				1	2	3	
Internet, World Wide Web Network Information Systems	S +2	GC 34090	Current Year		X		Management/Policies and supporting documentation
(LAN/WAN)	Current Year + 4	GC 34090	Current Year		X		Configuration maps and plans
Program Files and Directories	Current Year + 2	GC 34090; GC 34090.7					Annual Backup
	Current Year + 2 mos.	GC 34090; GC 34090.7					Daily Backup
	Current Year + 1	GC 34090; GC 34090.7					Monthly Backup
	Current Year + .5	GC 34090; GC 34090.7					Weekly Backup

INSURANCE & CLAIMS							
Document Title	Minimum	Legal	Retention Storage			Description	
	Retention	Authority/ Reference					
	Schedule		Office	Storage	Storage	Storage	
				1	2	3	
CLAIMS: DAMAGE							
Closed Claims	Closed +5	GC 34090; GC 25105.5	Current Year	X			Includes rejected claims & denied claims
JPIA Small Claims Reports	Audit +2	GC 34090; GC 25105.5	Current Year	x			
INSURANCE:							
Accidents/Damage to District	10 Years	GC 34090; CCP 337.15	Current Year	X			Risk management
Bonds, Insurance	Permanent	CCP 337.2; 343	Current Year	X			Bonds and insurance policies insuring District's property and other assets
Director's Insurance Bonds	Permanent	GC 34090; 8 CCR 15400.2	Current Year	X			
Insurance Certificates	Permanent	GC 34090	Current Year	X			Insurance certificates filed separately from contracts, includes insurance filed by licensees
Incident Reports	Closed +7	29 CFR 1904.2; 29 CFR1904.6	Current Year	X			Theft, arson, vandalism, property damage or similar occurrence
Property							
Property & General Liability	Permanent	GC 34090	Current Year	X			May include liability, property, Certificates of Participation, deferred, or use of facilities
Worker's Compensation	Settlement + 5	8 CCR 10102	Current Year	X			Work-injury claims (including denied claims); claim files, reports, etc.

LEGAL

Document Title	Minimum Retention	Legal Reference	Retention Storage			Description
			Office	Storage	Storage	
				1	2	3
Legal Notices/Affidavits of Publication	Current +4	GC 34090	Active		X	Includes legal notices for public hearings, publication or ordinances, RFP's etc.
Legal Opinions	Supersede + 2		1	1		Confidential-not for public disclosure (attorney-client privilege)
Litigation	Settled or adjudicated + 2	GC 34090	Active		X	Case Files

PUBLIC RECORDS & CORRESPONDENCE							
Document Title	Minimum	Legal	Retention Storage			Description	
	Retention	Reference					
	Schedule		Office	Storage	Storage	Storage	
				1	2	3	
CORRESPONDENCE							
General	2 Years	GC 34090	Current Year		X		Including letters and e-mail; various files, not otherwise covered by the retention schedule.
PUBLIC RECORDS REQUEST							
Complaints/Requests	2 Years	GC 34090	Active		X		Various files, not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule
Grand Jury Investigations	Permanent	GC 34090	Active	X			
Grand Jury Responses	Permanent	GC 34090	Active	X			
LAFCO Municipal Service Reviews	Permanent	GC 34090	Active	X			
Public Records Request	Closed/ Completed + 2	GC 34090	Active		X		
Responses to Public Records	Closed/ Completed + 2	GC 34090	Active		X		

PUBLIC SAFETY

Document Title	Minimum	Legal	Retention Storage			Description	
	Retention	Reference					
	Schedule		Office	Storage	Storage	Storage	
				1	2	3	

HAZARDOUS MATERIALS

Environmentally Sensitive Materials	Permanent	CAL OSHA	Current Year	X			Recommendation for Permanent Storage
Hazardous Materials- Hazardous Waste Disposal	Current +10 Years	CAL OSHA	Current Year		X		Documents regarding handling and disposal of hazardous waste
Hazardous Materials - Permits, Hazardous Materials Storage	Current +2 Years	GC 34090	Current Year		X		
Hazardous Materials-Exposure Records	30 Years	8 CCR 3204(d) et. Seq.	Current Year	X			Employee exposure records; name/identity of chemical substance used; when & where chemical substance was used
Hazardous Materials- Underground Storage	Permanent	GC 34090	Current Year	X			Compliance: Documents regarding storage, location, installation, removal and remediation
Hazardous Materials- Underground Storage Tank	Current +2	GC 34090	Current Year		X		Maintenance and repair

Maintenance and Operations

Maintenance	Current Year +2	GC 34090	Current Year		X		Includes work orders, inspections, repairs, cleaning, reports and complaints.
Maps	Permanent	GC 34090	Current	X			Line location; easements
Photographs	Supersede +2	GC 34090	Current		X		Includes aerials - may keep permanent for historical purposes
Underground Utility -Supporting Documents	Permanent	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current Year	X			Supporting documents for improvements, lighting including bonds, taxes and construction
Wells & Pumping	Current Year +2	GC 34090	Current Year		X		Times operational, power used and quantity

PERMITS

Encroachment	Permanent	GC 34090	Current Year	X			
Improvement	Current Year +2	GC 34090	Current Year		X		May include applications for excavation, fill, alterations
National Pollutant Discharge Elimination System (NPDES)	Permanent	40 CFR 122.28	Current Year	X			Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants
Oversize Load	Current Year +2	GC 34090	Current Year		X		

PUBLIC SAFETY

Document Title	Minimum	Legal	Retention Storage			Description	
	Retention	Reference					
	Schedule		Office	Storage	Storage	Storage	
				1	2	3	
Use (Temporary)	Current Year +2	GC 34090	Current Year		X		Includes special events

REPORTS

Discharge Monitoring	Current Year +5	40 CFR 122.41	Current Year		X		Average amount of pollution discharged into waters of municipality
Drinking Water Corrections	Current Year +10	40 CFR 141.33	Current Year		X		
Hydrograph	Permanent	GC 34090	Current Year	X			Daily flow of rivers and streams
Violations of Drinking Water	Current Year +3	40 CFR 141.33	Current Year		X		Retention applies to each violation

TESTS

Bacteriological Analysis	Current Year +5	40 CFR 141.33	Current Year		X		Compliance records include location, date, method and results; corrections, analysis of bacterial content
Backflow Test Reports	3 Years	17 CCR 7605	Current Year		X		Reports of testing and maintenance
Chemical Analysis	Current Year +10	40 CFR 141.33	Current Year		X		Compliance records include location, date, method used and results; corrections, analysis of chemical content
Quality	Current Year +12	40 CFR 141.33	Current Year		X		Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.

WATER DEVELOPMENT

Document Title	Minimum	Legal	Retention Storage			Description	
	Retention	Reference					
	Schedule		Office	Storage	Storage	Storage	
				1	2	3	
Annexations/Reorganizations	Permanent	GC 34090; GC 60201 (d) (1)		X			Notices, Resolutions, Certificates of completion
Appraisals	2 years	GC 34090; GC 6254 (h)	Current Year		X		For real property owned by District (not a public record until real estate transaction is complete and recorded)
Connection Records	Permanent	GC 34090	Current Year	X			Maps, water line connections
Deeds, Real Property	Permanent	GC 34090	Current Year	X			Originals may not be destroyed
Easements	Permanent	GC 34090	Current Year	X			Originals may not be destroyed
Property Abandonment	Permanent	GC 34090	Current Year	X			Buildings, condemnation, and demolition
Property Acquisition/Disposition	Completion +10	CCP 337.15	Current Year		X		District owned with supporting documents regarding sale, purchase, exchange, lease or rental

ENVIRONMENTAL

California Environmental Quality Act (CEQA)	Permanent	GC 34090; CEQA Guidelines		X			Includes exemptions, impact, mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Environmental Quality	Permanent	GC 34090	Current Year	X			Documents, abatement projects, public buildings
Environmental Review	Completion +2	GC 34090	Current		X		Correspondence, consultants, issues, conservation
Pest Control	Completion +2	GC 34090	Current		X		Pesticide applications, inspections and sampling documents
Soil	Completion +2	GC 34090	Current		X		Analysis and construction recommendations
Soil Final Reports	Permanent	GC 34090		X			Final Reports

Legal Authority/Reference Key												
B&P	Business & Professions											
CAC	California Administrative Code											
CCP	Code of Civil Procedure (California)											
CCR	California Code of Regulations											
CEQA	California Environmental Quality Act											
CFR	Code of Federal Regulation											
GC	Government Code (California)											
H&S	Health & Safety											
LC	Labor Code (California)											
OSHA	Occupational Safety & Health Act											
PC	Penal Code											