

DISTRICT RECORDS RETENTION POLICY

~~August 20, 2009~~ June 20, 2013

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	REMARKS
1	-DISTRICT CHRON FILES – General, routine correspondence issued by District Staff filed chronologically.	-Fiscal year plus 5 years after issuance.	-District
2	LITIGATION FILES - Case files containing pleadings and Counsel correspondence-, memo-s, etc. regarding litigation matters.	Fiscal year plus 5 years after case is closed.	Maintained by District Counsel
3	CLAIM FILES - Files pertaining to claims for tort, contract, etc., against the APCD:		
	a. -Claims which do not develop into lawsuits.	Fiscal year plus 3 years after receipt.	Clerk of the District Board
	b. -Claims which do develop into lawsuits.	Fiscal year plus 3 years after claim is settled.	Clerk of the District Board
4	CONTRACTS - Land, buildings or improvements.	Permanent.	District
5	COMPUTER NETWORK BACKUP TAPES	Fiscal year plus 5 years 1 year.	District
6	EMAIL BACKUP TAPES	6 months 42 calendar days.	District
7	-GRANT AGREEMENTS	Fiscal year plus 5 years after grant expires.	District
8	DOCUMENTS WITHHELD FROM PUBLIC RECORDS ACT REQUEST	Fiscal year plus 2 years after District denied the request.	Gov. Code §60201(d)(5)
9	NOTES, OR INTERAGENCY OR INTRA-AGENCY MEMORANDA - that are not retained by the District in the ordinary course of business, if the public interest in withholding these records clearly outweighs the public interest in disclosure. (This category applies to most email sent and received by the District.)	Zero retention required unless the public interest in withholding outweighs the public interest in disclosure.	District
10	GENERAL REFERENCE FILES AND REFERENCE LIBRARY - Documents and correspondence of interest to management. Includes materials such as reports, historical records, studies, statistical analyses, texts, etc.	Fiscal year plus 2 years after receipt.	District

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11	PURCHASE ORDERS – Purchase requisition forms and correspondence relating to acquisitions of supplies equipment, agreements, services, etc. with vendors.	Fiscal year plus 5 years.	District
12	WORK REQUESTS	Fiscal year plus 1 year.	District
13	FIXED ASSET INVENTORY – Inventory of all departmental fixed assets.	Fiscal year plus 5 years.	District
14	REQUEST FOR WARRANTS	Fiscal year plus 5 years or anytime after authorized reproduction.	Government Code §26907 Maintained by Auditor-Controller
15	TRAVEL EXPENSE CLAIMS – Includes mileage and expense claims.	Fiscal year plus 5 years.	District. Government Code §26907
16	BI-WEEKLY TIMECARDS	Fiscal year plus 5 years or after audit (2) years minimum.	District
17	BI-WEEKLY PAYROLL REGISTERS - Payroll information for all employees including benefit deductions .	Fiscal year plus 7 years or after audit. These records are retained on CD.	District
18	FINAL BUDGET	Permanent.	District
19	PROPOSED BUDGET	Fiscal year plus 5 years after issuance.	District
20	CONTRACTS - Routine maintenance, service, independent contractors	Fiscal year plus 5 years after contract expires.	District (Statue of limitations is 4 years. (CCP 337)
21	AUDIT REPORTS – Audits prepared by District or commissioned by Auditor–Controller	Fiscal year plus 10 years.	District
22	PAYMENTS AND CLAIMS - Payments, claims and invoices for materials and services. Includes transfers and other billings.	Fiscal year plus 5 years.	District
23	FIXED ASSET RECORDS	Fiscal year plus 5 years after asset is retired.	District
24	JOURNAL ENTRY – Used to enter postings to general ledger that are not automatically entered by the accounting system.	Fiscal year plus 3 years.	District

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25	DEPOSIT RECORDS - Records documenting receipt and deposit of funds in Treasury.	Fiscal year plus 5 years after audit.	Treasurer/District
26	LOANS - LONG TERM - Records of long term loans to District used for special projects and verify expenses. Includes accounting records.	Fiscal year plus 5 years.	District
27	CAPITAL LEASES - Includes all information on all capital leases to keep track of payments on leases and for annual financial report. Includes copies of all leases on file and a capital lease schedule.	-Fiscal Year plus 5 years after final payment.	District
28	ACCOUNTS RECEIVABLE - Includes invoices, attachments, backup copies and remittance advices. Filed by account and invoice number.	Fiscal year plus 5 years after final payment made.	District
29	PAYROLL TAX RECORDS - Basic employee data including name, address, and gender. Annual calendar year compensation records including: Amount of annual payment, straight time and overtime hours/pay, pension payments, fringe benefits paid, deductions, amounts of wages subject to withholding and actual taxes withheld.	Paper records: calendar year plus one, annual financial audit, whichever comes first. Payroll Processor compact disks: Fiscal year plus 7 years for salary information and 15 years for state and federal tax report records, and employee W-2 forms.	Federal Insurance Contribution Act, Federal Income Tax Withholding Act
30	HEALTH AND WELFARE PLAN DOCUMENTS - Summary plan descriptions (updates including changes and modifications) annual reports, notice of reportable events (plan amendments that may decrease benefits) and plan terminations.	Fiscal year plus 6--years from date of reportable events.	Employee Retirement Income Security Act
31	INS FORM I-9	One year after date of termination	Immigration Reform and Control Act
32	INDUSTRIAL INJURY FILES - Forms, employee correspondence and reports relating to employees' injuries and illness.	Fiscal year plus 5 years.	OSHA
	MERIT, PROBATION, ANNUAL REVIEW LISTS - Indicates the date of employee reviews. (printouts monthly).	Fiscal year plus 2 years.	District

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33	EMPLOYEE PERSONNEL FOLDERS - Personnel records relating to hires, rehires, tests used in employment, promotion, transfers, demotions, selection for training, layoff, recall, doctors notes, terminations or discharge.	Fiscal year plus 5 years after employee leaves.	Age Discrimination in Employment Act
34	EMPLOYEE BENEFITS FOLDER - District benefit plan enrollment forms; all medical plan and related enrollments and change requests; beneficiary forms; life insurance; all health and welfare related documents; coverage declinations; all COBRA related notices and COBRA enrollment documents.	Fiscal year plus 5 years after employee leaves.	District
35	PERSONNEL REQUISITIONS - Forms and correspondence regarding filling of departmental positions including inquiries, resumes and applications.	Fiscal year plus 2 years.	District
36	EMPLOYEE LEAVES OF ABSENCE - Basic employee data including name, address, occupation, rate of pay, daily and weekly hours worked per pay period, additions to/deductions from wages and total compensation. Dates and hours of leave taken by eligible employees. Copies of employee notices and documents describing employee benefits or policies and practices regarding paid and unpaid leave. Records of premiums payments of employee benefits. Records of any disputes regarding the designation of leave.	Fiscal year plus 7 years.	Family Medical Leave Act and California Family Rights Act
37	OSHA Records		Title 8 of California Code of Regulations
	Illness and Prevention Program (§3203) a. -Records of scheduled and periodic inspections required by §3203(a)(4) to identify unsafe conditions and work practices.	Fiscal year plus 2 years.	District 8 CCR §-32-03
	b. -Employee safety and health training records.	Fiscal year plus 2 years.	District

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48	ANNUAL EMISSION INVENTORY REPORTS	Fiscal year plus 1 year after all source permits are cancelled or expired.	District
49	LAND USE FILES	Fiscal year plus 5 years after project is approved or denied.	District
50	AIR QUALITY MONITORING FILES	Fiscal year plus 5 years.	District
51	RULES: - District files related to adoption, amendment and repeal of District rules and regulations.	Permanent. If electronically reproduced, may be destroyed fiscal year plus 5 years.	Maintained by District Gov. Code §60201(d)(2)
52	INNOVATIVE TECHNOLOGY GROUP AND CARL MOYER PROGRAM GRANT FILES:	Fiscal year plus 7 years after grant is expired.	District. Carl Moyer 2008 Guidelines
53	CLEAN AIR PLAN FILES	Fiscal year plus 3 years after a plan is superseded, repealed or otherwise invalid or unenforceable.	District
54	PUBLIC RECORDS ACT REQUESTS	Fiscal year if granted, or fiscal year plus two years if request is denied.	District. Gov. Code §60201(d)(5)
55	DUPLICATIVE FILES - (as defined in Gov. Code §60200.)	May be destroyed at any time.	Gov. Code §60200
56	CREDIT CARD AUTHORIZATION FORMS - Credit card authorization forms with receipt proof of processing.	Fiscal year plus 5 years after processing - must be shredded.	District

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